

Minnesota Board of Cosmetologist Examiners

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Practical Skills Test Guide

About the Practical Skills Test

The Practical Skills Test is designed to assess the competency of cosmetology, esthology, and nail technology students and is a test offered only by schools and refresher course providers.

The test is divided into a Hair Care Segment, Skin Care Segment, and Nail Care Segment and has a total of 14 service sections. Each service section has a specific set of criteria and competency measures. Cosmetologists are required to pass the Hair Care Segment, Skin Care Segment, and Nail Care Segment, whereas estheticians and nail technicians are only required to pass their respective segments.

Once each required service section of the exam is passed, a Course Completion Certificate and a complete license application must be submitted to the Minnesota Board of Cosmetologist Examiners for review.

The Practical Skills Test was developed by a task force of industry experts with the assistance of BCE staff. The test is expected to be updated as necessary and as significant changes occur within the cosmetology industry. Any suggested enhancements to the exam may be sent to bce.board@state.mn.us.

About the Practical Skills Test Guide

This guide provides details on the Practical Skills Test. It is intended to be used as a tool and offer insight into testing procedure, rules of the test, and grading guidelines. Information on the testing process, rules, and grading guidelines is provided below.

Rules of Testing

Test Scheduling and Completion

The Practical Skills Test is scheduled at the will of the provider. Students may not take the exam before completing the following: 1350 hours for cosmetologists, 500 hours for estheticians, and 315 hours for nail technicians.

The exam may be scheduled for one day or it may be split into multiple days. If the test is taken on multiple days, it must be completed within 30 days. If the test is not completed within 30 days, the entire test must be retaken.

General Rules

- Each test must have a ratio of at least 1 examiner to 8 students to ensure a comprehensive assessment. Schools are encouraged to have at least two examiners per test.
- No written materials, handouts, textbooks, or electronic devices may be used by the student.
- Students may only speak to the examiner.
- Students may not observe each other during the test.
- Hands must be washed in each service section where a live model is used. Hands do not need to be washed prior to completing service sections on mannequins.
- Compliance with MN Statutes 155A and MN Rules 2105 and 2110 must be demonstrated at all times.
- Proper safety and infection control procedure must be followed and align to requirements set forth by industry standards, the Minnesota Board of Cosmetologist Examiners, MN Statutes 155A, MN Rules 2105 and MN Rules 2110.

Models, Tools, and Supplies

- Students are responsible for finding a suitable model for the service sections requiring models and for obtaining a mannequin for all other service sections.

- Models must not be a cosmetologist, esthetician, nail technician, or barber student or licensee.
- Models must be 16 years of age or older.
- Students must have supplies and tools prepared for the exam. Items cannot be shared during a service section. Lists of suggested tools and supplies are provided below in each service section.
- All supplies must be labeled, either by the student or with manufacturer labels.
- All products must be used according to manufacturer’s directions.
- Mock products may be used for chemical services. To align with infection control standards, any used product must be discarded after each service and a new supply of product must be obtained.

Administering the Test

To begin each segment, the examiner will read the segment directions. Then, the examiner will read the service section directions separately to begin each section. The timing for each service section begins after the examiner has finished reading the service section directions.

Once the timing starts, students will be required to complete the service section. The examiner will give warnings at the five minute and one minute marks. Once a student has completed the service section, they must raise their hand for a final completion check by the examiner. If a student does not complete the service section, they must stop immediately when the time ends.

The time between sections is determined by the examiner. To begin the next service section, the examiner will read the next directions and begin the time. This process repeats until the test is completed.

Grading Guidelines

General Grading

Each of the 14 service sections are graded independently and must be passed with a minimum of 75%. Some service sections, such as Shampoo and Layered Haircut, contain more than one service. These types of sections grade each specific service (e.g. a shampoo and a haircut) as one service section in which the student must obtain at least 75%.

Each item within a service section is given a point value and a student will either receive the full point total or receive zero points; no partial points are given. Any incorrect action within each item line will result in a score of “0” for that item line. For example, washing hands before a service is worth two points in some service sections. If a student doesn’t wash his or her hands, or washes hands after beginning the service, the student will not receive any points for the “washed hands” line in that service section.

The determination of point values is as follows:

- Safety and infection control related tasks are assigned 2 points
- Simple technique related tasks are assigned 1 point
- Tasks that are both safety and infection control related and simple technique related are assigned 3 points.
- Substantial technique related tasks and tasks that show comprehension of the service are assigned varying point values depending on the total available points in the section. Receiving a score of zero for these types of tasks results in a failing, or near failing, score for the service section.

Automatic Fail Incidents

In addition to the points gained and lost per service section, students may fail a service section for the incidents listed below (A-H). For example, if a student re-uses a porous or single-use tool, the student will fail each section in which he or she re-used a porous or single-use tool. If a student performs any Automatic Fail Incident, the incident must be recorded on the Results Form in the service section it occurred.

Automatic Fail Incidents	
A. Injured client or self	E. Failed to complete service
B. Used unclean implement	F. Used prohibited items
C. Re-used single-use item	G. Spoke unnecessarily
D. Contaminated unused product	H. Cheated

Failing Score

If a student fails a section, or receives below 75%, the student will need to retake that service section. For example, if a student fails “Styling with Round Brush,” the student will need to retake “Styling with Round Brush,” but would not need to retake any other styling sections that were passed.

Retests are scheduled at the discretion of the school or exam provider. All service sections must be passed within 30 days of the initial test date or the test must be completely retaken.

Results Form

Each student will have a Practical Skills Test Results Form (“Results Form”) for each test date. This form requires the examiner to circle the points gained within each line of each service section, note any Automatic Fail Incidents, and calculate the total points for each service section.

If a student tests across multiple days, multiple forms must be used. In this case, only the service section tested on that date must be filled in; all other service sections on the Results Form must be stricken or crossed out. If a student passes all services sections in one day, the student will only have one Results Form.

The form must be signed by the student and the examiner upon completion of each testing day. The school is required to keep all original Results Forms in accordance with MN Rule 2110.0670. Results Forms will not be submitted with the student’s application unless specifically requested by the BCE.

When completing the Results Form, remember:

- A separate Results Form must be used for each test day. Any section that is not tested must be crossed off of the form.
- The examiner must circle the points earned on each line of each section completed and note any Automatic Fail Incidents that occurred.
- No partial points can be given.
- The total points received must be calculated and entered in each section.
- Each Results Form must show accurate scores and be signed.

Course Completion Certificate

Each student will have a Course Completion Certificate to submit to the BCE with their application. This certificate is to be completed once the student has passed the entire Practical Skills Test and met their hour requirement; it must be reviewed for accuracy, then signed by the student and designated school manager or course provider and properly notarized.

The Course Completion Certificate must contain the following items:

- Date passed and total score for each service section
- Program type and total number of hours completed
- Date the total course was completed
- Quotas, or number of services, completed (not applicable for refresher courses)
- Notarized signatures from the student and designated school manager or course provider

Test Segments

Each test segment and service section is listed below with directions, time limits, suggested tools and products, and grading criteria. Please note that all tools and products are suggested, not required. It is up to the student to have the materials necessary to complete each service section.

Hair Care Segment

Directions: The Hair Care Segment contains three categories: Shampoo & Layered Haircut, Styling, and Chemical Treatments. Each category contains several service sections, all of which are timed and graded. Your time will start new with each service section and each service should be performed independently of the previous. You may not begin a service until the set time begins.

Shampoo & Layered Haircut

Directions: Perform a scalp analysis, a full shampoo service, and a layered haircut that removes at least one inch of hair from entire haircut. You must use shampoo and conditioner; styling products are optional. The model may be left wet, as a blow dry or style is not included in this section. Complete this section within 45 minutes.

Time
45 minutes

Format
Model

Tools
Towels, spray bottle, hair clips, drape, neckstrip, shear or razor, comb, shampoo bowl, broom and dust pan

Products
Shampoo, conditioner

Task	Grading Criteria	Points
Set Up		
Wash hands	Washed hands to be free of residue and debris	2
Gather and set up tools and products	Tools were clean, covered, and matched desired end result	2
Set up station	Station was clean and safe	2
Drape model according to BCE guidelines	Towel or neck strip used in draping, in accordance with BCE guidelines; model remains draped throughout entire service, unless new draping is required and performed	2
Service Preparation		
Complete scalp analysis using systematic approach	Examined entire scalp using systematic approach, any abnormalities or concerns were addressed	2
Service: Shampoo		
Position model properly at the shampoo bowl	Guided model and positioned with towel between neck and shampoo bowl	2
Hold hose correctly and monitor water temperature	Monitored water temperature by placing finger in water flow; adjusted temperature as needed	2
Apply shampoo evenly throughout hair and work into hair using manipulations	Applied shampoo to cover scalp and hair; correctly performed manipulations	1
Rinse hair thoroughly	Hair completely rinsed of shampoo	1
Apply conditioner evenly throughout hair and work into hair using manipulations	Applied conditioner to cover scalp and hair; correctly performed manipulations	1
Rinse hair thoroughly	Hair completely rinsed of conditioner	1
Reposition model away from shampoo bowl, remove all hair from shampoo bowl, and rinse shampoo bowl	Guided model away from shampoo bowl; removed all hair from shampoo bowl, rinsed shampoo bowl thoroughly	2
Discard used towels into properly labeled receptacle to be washed	Discarded towel into proper receptacle	2
Service: Layered Haircut		
Cut guide section	Correct type of guide was cut and used	1
Complete appropriate sized partings based on density of hair and desired outcome	Used well defined and clean partings throughout cut	1
Maintain proper elevation	Maintained proper elevation throughout cut	1
Follow established guidelines	Followed established guidelines throughout cut	1
Use shear or razor correctly and safely	Shear or razor used correctly and safely throughout cut	2
Remove at least one inch of hair from entire haircut (interior and exterior)	Removed at least one inch of hair from entire haircut	1
Ensure balanced and blended final contour	Final contour was balanced and blended	10
Completion		
Discard items appropriately	Placed items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2
Sweep hair from floor and discard	Swept hair from floor and discarded	2

Total Points 43
Minimum Passing Score 33

Styling

Service: Styling with Curling Iron

Directions: Use a curling iron to style one quadrant of your mannequin. You must demonstrate at least one curl of each of the following: on base, half-off base, and off base. The end result must be smooth, voluminous, and curled from base to ends without fish hooks. Complete this section within 15 minutes.

Time	Format
15 minutes	Dry mannequin quadrant
Tools	Products
Curling iron, heat-proof comb	Styling product

Task	Grading Criteria	Points
Set Up		
Gather and set up tools and products	Tools were clean, covered, and matched desired end result	2
Set up station	Station was clean and safe	2
Service Preparation		
Apply styling product	Removed products from containers without contamination; used appropriate product	2
Section one quadrant	Sectioned one quadrant to be curled	1
Service		
Subsection quadrant	Subsections made to match size of tool and hair density	1
Protect scalp with heat-proof comb	Scalp was protected by heat-proof comb	2
Curl entire quadrant from base using at least one on base curl, one half-off base curl, and one off base curl	Created curls using at least one on base, one half-off base, and one off base placement	1
Completion		
Ensure end result is smooth, voluminous, and curled from base to ends without fish hooks	End result was smooth, voluminous, and curled from base to ends without fish hooks	5
Discard items appropriately	Placed items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2

Total Points 18
Minimum Passing Score 14

Service: Styling with Flat Iron

Directions: Use a flat iron to style one quadrant of your mannequin. The end result must be smooth and straight. Complete this section within 15 minutes.

Time	Format
15 minutes	Dry mannequin quadrant
Tools	Products
Flat iron, heat-proof comb	Styling product

Task	Grading Criteria	Points
Set Up		
Gather and set up tools and products	Tools were clean, covered, and matched desired end result	2
Set up station	Station was clean and safe	2
Service Preparation		
Apply styling product	Removed products from containers without contamination; used appropriate product	2
Section one quadrant	Sectioned one quadrant to be flat ironed	1
Service		
Subsection quadrant	Subsections made to match size of tool and hair density	1
Protect scalp with heat-proof comb	Scalp was protected by heat-proof comb	2

Straighten entire quadrant from base to ends	Entire quadrant straightened using flat iron	1
Completion		
Ensure end result is smooth and straight	End result was smooth, straight	5
Discard items appropriately	Placed items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2

Total Points 18
Minimum Passing Score 14

Service: Styling with Styling Brush

Directions: Use a styling brush to style one mannequin quadrant. You must begin with a wet quadrant, then style with a styling brush and blow dryer to achieve a completely dry, smooth, and straight look. Complete this section within 10 minutes.

Time 10 minutes	Format Wet mannequin quadrant
Tools Styling brush, blow dryer with attachment, mannequin	Products Styling product

Task	Grading Criteria	Points
Set Up		
Gather and set up tools and products	Tools clean, covered, and matched desired end result	2
Set up station	Station was clean and safe	2
Service Preparation		
Apply styling product	Removed products from containers without contamination; used appropriate product	2
Section one quadrant	Sectioned one quadrant to be brush styled	1
Service		
Subsection quadrant	Subsections made to match size of tool and hair density	1
Smooth and straighten hair using styling brush and blow dryer	Directed airflow away from mannequin; hair is beveled under and dried smooth using proper technique	3
Completion		
Ensure end result is smooth, straight, and completely dry	End result was smooth, straight, and completely dry	5
Discard items appropriately	Placed items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2

Total Points 18
Minimum Passing Score 14

Service: Styling with Round Brush

Directions: Use a round brush to style one mannequin quadrant. You must begin with a wet quadrant, then style using a round brush and blow dryer to achieve a completely dry, smooth, and voluminous look. Complete this section within 10 minutes.

Time 10 minutes	Format Wet mannequin quadrant
Tools Round brush, blow dryer with attachment, mannequin	Products Styling product

Task	Grading Criteria	Points
Set Up		
Gather and set up tools and products	Tools were clean, covered, and matched desired end result	2
Set up station	Station was clean and safe	2

Service Preparation		
Apply styling product	Removed products from containers without contamination; used appropriate product	2
Section one quadrant	Sectioned one quadrant to be round brushed	1
Service		
Subsection quadrant	Subsections made to match size of tool and hair density	1
Style for maximum volume using round brush and blow dryer	Directed airflow away from mannequin; round brushed for maximum volume	3
Completion		
Ensure end result is smooth, voluminous, and completely dry	End result was smooth, voluminous, and completely dry	5
Discard items appropriately	Placed items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2
		Total Points 18
		Minimum Passing Score 14

Chemical Services

Service: Foil

Directions: Complete a mock foil on one quadrant of your mannequin. You must complete mock foils using a minimum of three weave patterned foils and a minimum of three slice patterned foils. Complete this section within 20 minutes.

Time 20 minutes	Format Dry mannequin quadrant
Tools Bowl, applicator brush, tail comb, plastic clips, foils, towel	Products Mock color product

Task	Grading Criteria	Points
Set Up		
Gather and set up tools and products	Tools were clean, covered, and match desired end result	2
Set up station	Station was clean and safe	2
Service Preparation		
Section quadrant and comb smooth	Sectioned and smoothed quadrant	1
Service		
Complete foils using a minimum of three weave patterned foils and a minimum of three slice patterned foils	Used at least three weave patterned foils and at least three slice patterned foils	3
Ensure the color product remains in the foil by securing the foil neatly into a packet	Foils met closely with scalp, were secured neatly into a packet, and color remained in foil packet	5
Completion		
Discard any unused and contaminated product	Discarded unused and contaminated product	2
Discard tools and implements appropriately	Placed items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2
		Total Points 17
		Minimum Passing Score 13

Service: Color Retouch

Directions: Complete a mock color retouch on one quadrant of your mannequin. Assume 1 inch of regrowth, protect the skin with protective product, and complete the color retouch. Complete this section within 10 minutes.

Time
10 minutes

Format
Dry mannequin quadrant

Tools
Bowl, applicator brush, tail comb, plastic clips, gloves, towel

Products
Mock color product, protective product for skin, color remover

Task	Grading Criteria	Points
Set Up		
Gather and set up tools and products	Tools were clean, covered, and match desired end result	2
Set up station	Station was clean and safe	2
Service Preparation		
Section quadrant	Quadrant sectioned	1
Protect skin with skin protectant product	Skin protectant applied to hairline and ears without contamination of unused product	2
Service		
Subsection hair into ¼ to ½ inch sections	Subsections of ¼ and ½ inch made	1
Wear gloves to brush mock color product using systematic approach, assuming one inch of regrowth	Applied product to entire quadrant with brush systematically; assumed one inch of regrowth where product was not applied; gloves worn while product was applied	6
Saturate product into assumed 1 inch of new growth	Ensured product saturated first inch of new growth and stayed within designated quadrant	6
Completion		
Ensure no color product is on the skin	No color product on the skin	2
Discard any unused and contaminated product	Discarded unused and contaminated product	2
Discard items appropriately	Place items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2

Total Points 26
Minimum Passing Score 20

Service: Virgin Relaxer

Directions: Perform a mock virgin relaxer on one quadrant of your mannequin. You must protect the skin, apply mock relaxer product assuming the last inch of hair is porous, and perform a relaxer test. Complete this section within 20 minutes.

Time
20 minutes

Format
Dry mannequin quadrant

Tools
Bowl, applicator brush, hard rubber comb, tail comb, plastic clips, spray bottle, gloves, towel

Products
Mock relaxer product, protective product for skin

Task	Grading Criteria	Points
Set Up		
Gather and set up tools and products	Tools were clean, covered, and match desired end result	2
Set up station	Station was clean and safe	2
Service Preparation		
Section quadrant	Quadrant sectioned	2
Protect skin with skin protectant product	Skin protectant applied to hairline, ears, and scalp without contamination of unused product	2
Service		
Subsection hair into ¼ to ½ inch sections	Subsections made between ¼ and ½ inch	1

Wear gloves to brush mock relaxer product onto each subsection, assuming the last inch is porous	Applied product from ¼ to ½ inch away from scalp up to the last inch of hair; ensured saturation; gloves worn while product was applied	5
Assume product has processed and reapply product to scalp and ends; wear gloves to smooth the product and saturate into hair	Reapplied product to scalp and ends; smoothed entire quadrant while wearing gloves; product saturated up to the last inch of hair; product remained in quadrant	5
Perform test strand	Performed test strand	1
Completion		
Ensure no relaxer product is left on the skin	Left no relaxer product on skin	2
Discard any unused and contaminated product	Discarded unused and contaminated product	2
Discard items appropriately	Placed items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2

Total Points 26
Minimum Passing Score 20

Service: Basic Permanent Wave

Directions: Perform a mock permanent wave on one quadrant of your mannequin. You must use perm rods of ¾ inch or smaller to wrap the entire quadrant, saturate fully with mock product, and perform a test curl. Complete this section within 20 minutes.

Time

20 minutes

Format

Dry mannequin quadrant

Tools

Coil, cotton, hair clips, towels, end wraps, perm rods ¾ inch or smaller (i.e. white or smaller), picks, plastic cap, plastic tail comb, gloves, spray bottle

Products

Mock waving product, protective product for skin

Task	Grading Criteria	Points
Set Up		
Gather and set up tools and products	Tools were clean, covered, and match desired end result	2
Set up station	Station was clean and safe	2
Service Preparation		
Section quadrant and comb smoothly	Quadrant sectioned and combed smooth	2
Service		
Subsection hair to match desired result	Subsections matched rod size and desired curl	1
Wrap hair at 90 degrees using ¾ inch or smaller rods, properly using end papers, double picking, and preventing fishhooks; complete entire quadrant	Wrapped entire quadrant at 90 degrees, used end papers properly, double picked, no fishhooks were created	5
Protect skin with skin protectant product; apply cotton to hairline	Applied skin protectant to hairline, ears, and scalp without contamination of unused products; applied cotton to hairline	2
Wear gloves to apply solution and saturate hair evenly with mock waving product	Wore gloves to apply mock waving product; saturated entire quadrant evenly	3
Perform test curl	Performed test curl	1
Completion		
Discarded items appropriately	Placed items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2

Total Points 20
Minimum Passing Score 15

Skin Care Segment

Directions: The Skin Care Segment of this exam contains three service sections: Eyebrow Wax, Facial, and Makeup Application. Each section will be timed and graded separately. Your time will start new with each service and each service should be performed independently of the previous service. You may not begin a service until the set time begins.

Service: Eyebrow Wax

Directions: Perform an eyebrow wax on both brows of your model. You may use hard or soft wax to perform this service and use a tweezer to remove any hair the wax could not. The end result should maintain uniformity, balance, and calculated shape. Complete this section within 15 minutes.

Time	Format
15 minutes	Both brows of model
Tools	Products
Wax strips, gloves, spatulas, tweezer, mascara wand or brow brush, wax pot, cosmetic scissor, hand mirror	Wax (hard or soft), wax removal product, after-care product

Task	Grading Criteria	Points
Set Up		
Wash hands	Washed hands to be free of residue and debris	2
Gather and set up tools and products	Tools were clean, covered, and match desired end result	2
Set up station	Station was clean and safe; station is disinfected or a protective covering is used	2
Service Preparation		
Wear gloves	Gloves worn throughout entire service	2
Ask what skin care products the model uses	Asked what skin care products the model uses; adjusted accordingly	2
Remove makeup, dirt, and oil from brow area	Removed makeup, dirt, and oil from brow area	1
Brush brows	Brushed brows with implement	1
Test temperature of wax	Tested temperature of wax on inside of wrist	2
Service		
Apply wax	Applied wax in direction of hair growth	1
Hold skin taught and remove wax	Tightly held skin and removed wax in opposite direction of hair growth, or according to manufacturer's directions	5
Apply pressure to skin	Pressure applied to skin	1
Dispose of used single-use implements and wax	Disposed of used single-use implements and wax immediately after use	2
Apply after-care product and remove excess wax	Applied after care product proportionately; removed excess wax	1
Tweeze any unwanted hair that was not successfully removed by wax	Removed any unwanted hair	1
Completion		
Ensure end result maintains uniformity, balance, and calculated shape	End result demonstrated uniformity, balance, and calculated shape	5
Discard items appropriately	Placed items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2

Total Points 32
Minimum Passing Score 24

Service: Facial

Directions: Perform a facial on your model that includes a skin analysis, cleansing, exfoliating, a mask, toning, and moisturizing. Complete this section within 30 minutes.

Time	Format
30 minutes	Face of model

Tools

Towel or drape, mask applicator brush, product palette or bowl

Products

Cleanser, toner or astringent, exfoliating product, mask product, moisturizer, massage product

Task	Grading Criteria	Points
Set Up		
Wash hands	Washed hands to be free of residue and debris	2
Gather and set up tools and products	Tools were clean, covered, and match desired end result	2
Set up station	Station was clean and safe; station is disinfected or a protective covering is used	2
Service Preparation		
Drape model to protect clothing and hair	Draped client; ensured clothing and hair were not exposed; draping maintained throughout service	2
Cleanse skin to remove makeup, dirt, and oil	Cleansed skin to remove makeup, dirt, and oil	1
Complete skin analysis	Completed skin analysis; addressed any issues that arose	2
Service		
Exfoliate	Used and removed exfoliating product appropriately	1
Apply massage product using constant and systematic manipulations, then apply mask	Applied massage product using constant and systematic manipulations; applied mask	5
Remove mask	Removed mask completely; left no residue on face	1
Tone	Applied toner or astringent product evenly and appropriately to skin	1
Moisturize	Applied moisturizer appropriate for skin type	1
Completion		
Ensure moisturizer is the only product to remain on the skin	Ensured only moisturizer remained on face	2
Discard items appropriately	Placed items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2

Total Points 24
Minimum Passing Score 18

Service: Makeup Application

Directions: Perform a complete makeup application using products dispensed in a single-service manner. The service must be applied to a cleansed and moisturized face. Apply a base layer, blush, at least two colors of eye shadow, eye liner, eyebrow enhancer, mascara, lip stick and lip liner. You have 30 minutes to complete this section.

Time

30 minutes

Format

Face of model

Tools

Single-use applicators (sponge, shadow brush, spatula, mascara wand), lip brush, cotton swab, cotton ball, pencil sharpener, product palette, hand mirror

Products

Foundation product, concealer, blush, eye shadow (at least two colors), lip liner, eye liner, eyebrow enhancer, lip stick, mascara

Task	Grading Criteria	Points
Set Up		
Wash hands	Washed hands to be free of residue and debris	2
Gather and set up tools and products	Tools are clean, covered, and match desired end result	2
Set up station	Station is clean and safe; station is disinfected or a protective covering is used	2
Service Preparation		
Dispense each product into single-use portions; sharpen stick liners prior to and after use	Dispensed each product into single-serving portions without contamination; stick liners sharpened before and after use	2

Ensure the model's face is cleansed and moisturized	Ensured the model's face was cleansed and moisturized prior to beginning service	1
Service		
Apply base layer	Applied foundation and concealer as base layer; coverage was not too heavy; no line of demarcation	1
Apply blush	Applied blush to appropriate regions of cheeks	1
Apply eye shadow (at least two colors) and eye liner	Completed eyes with two shadow colors; eye liner drawn to enhance lash line	1
Fill in eyebrows	Used brow enhancer product to balance and define shape	1
Apply mascara	Applied mascara to only lashes; no mascara was left on skin	1
Apply lip stick and lip liner	Colored lips within natural lip shape	1
Completion		
Ensure end result has no lines of demarcation and is fully blended into hairline, neck, and jaw	Ensured final contour is balanced and blended	5
Discard items appropriately	Place items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2
Total Points		21
Minimum Passing Score		16

Nail Care Segment

Directions: The Nail Care Portion of this exam contains two sections: Manicure and Artificial Nail Application. The Manicure Section consists of a manicure on one model hand. The Artificial Nail Application consists of two services, an Acrylic or Gel Sculptured Application and Acrylic or Gel Overlay with Tips, each on two model fingers. The two sections are graded and timed independently of each other. You may not begin a service until the set time begins.

Service: Manicure

Directions: Complete a full manicure on one hand of your model. You must shape the nails, massage the hand, and polish the fingers using a dark colored polish. Complete the service within 30 minutes.

Time	Format
30 minutes	1 hand of model
Tools	Products
Cotton, plastic bag, nail file, nail clipper, cuticle pusher, cuticle nipper, towel or protective covering for station	Cuticle remover or cream, polish remover, lotion or massage product, base coat polish, dark polish, top coat polish

Task	Grading Criteria	Points
Set Up		
Wash your hands and have model wash hands	Washed hands to be free of residue and debris	2
Gather and set up tools and products	Tools were clean, covered, and match desired end result	2
Set up station; disinfect work area or use protective covering	Station was clean and safe; station is disinfected or a protective covering is used	2
Service		
Remove existing polish and cotton	Removed all existing polish using cotton	3
Shape or clip free edge and establish uniform length and shape of nails	Shaped or clipped free edge; established uniform length and shape	3
Apply cuticle cream or remover	Applied cuticle cream or remover	1
Push back and nip cuticles	Pushed back and nipped cuticles safely and if necessary	3
Clean under free edge with implement	Cleaned under free edge with implement	3
Massage palm, back of hand, and fingers using massage product and maintaining	Massaged palm, back of hand, and fingers with massage product and continuous contact; removed massage product from nail plates using cleanser product	1

continuous contact, then cleanse product from nail plates		
Apply base coat polish, dark polish, and top coat polish to each nail; avoid surrounding skin; ensure smooth finish	Applied base coat polish, dark polish, and top coat polish to each nail; no polish remained on skin; finish was smooth	7
Completion		
Discarded items appropriately	Placed items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2
Follow infection control standards to disinfect work station	Work station disinfected according to infection control standards	2

Total Points 31
Minimum Passing Score 24

Service: Artificial Nail Application

Directions: This section requires you to demonstrate two separate services in a total of 60 minutes. For each service, you may choose whether you would like to use gel or acrylic products. The first service is an Acrylic or Gel Sculptured Application, for which you must use two colors of artificial product per nail. The second service is an Acrylic or Gel Overlay with Tips Application to two fingers of your model, for which you may use one color. Your end result of both services should be smooth, even, balanced, and beveled artificial nails.

Time

60 minutes

Format

2 model fingers for each service (4 total)

Tools

File, buffer, cuticle pusher, cuticle nipper, nail brush, nail clipper, cotton, dappen dishes, nail tips, nail form, light

Products

Nail primer, Two colors of artificial product (e.g. pink & white), nail dehydrator or cleanser, nail adhesive, alcohol product, polish remover

Task	Grading Criteria	Points
Set Up		
Wash hands	Washed hands to be free of residue and debris	2
Gather and set up tools and products	Tools were clean, covered, and match desired end result	2
Set up station; disinfect work area or use protective covering	Station was clean and safe; station is disinfected or a protective covering is used	2
Service Preparation		
Remove shine from nail plates, remove dust from nail plates and cuticles	Removed shine from nail plates, removed dust from nail plates and cuticle	1
Service: Acrylic or Gel Sculptured Application (Two Colors)		
Apply nail forms to free edges and primer to nail plates; construct artificial nail using separate colors for the free edges and nail plates	Applied all products correctly and only to nails; fit nail forms snugly under free edge; applied primer only to nail plates; product extended free edge; used separate colors for the free edges and nail plates	3
File, buff, and shape free edges and sculptured nails	Filed, buffed, and shaped free edges and sculptured nails without causing harm; created uniform shape and balance	8
Service: Acrylic or Gel Overlay with Tips Application		
Apply nail dehydrator/cleanser to nail plates	Applied nail dehydrator/cleanser to nail plates	1
Attach nail tips to nail plates	Attached nail tips to nail plates; skin surrounding nails remained free from adhesive	3
Trim nail tips and shape free edges	Trimmed nail tips and shaped free edges safely	2
Blend nail tips to nail plate without damaging natural nail	Blended nail tips to nail plate safely	3
Apply product to free edge and nail plates	Applied product to free edge and nail plates	1

Shape, file, and balance free edges	Nails uniformly shaped, filed, and buffed; end result was balanced, smooth, and beveled	5
Completion		
Place items to be washed and disinfected in properly labeled receptacle; dispose of single-use implements and any nail clippings	Discarded items and appropriately	2
Follow infection control standards to disinfect work station	Work station disinfected according to infection control standards	2
	Total Points	37
	Minimum Passing Score	28



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Practical Skills Test Results Form

Student Name: _____

Birth Date: _____

School Name: _____

School Location: _____

Exam Date: _____

Examiner Name: _____

Examiner Title: _____

Important Details

- A separate Results Form must be used for each test day. Any section that is not tested must be crossed off of the form.
- The examiner must circle the points earned on each line of each section completed and note any Automatic Fail Incidents that occurred.
- No partial points can be given.
- The total points received must be calculated and entered in each section.
- Each Results Form must show accurate scores and be signed.

Automatic Fail Incidents

A. Injured client or self	E. Failed to complete
B. Used unclean implement	F. Used prohibited items
C. Re-used single-use item	G. Spoke unnecessarily
D. Contaminated product	H. Cheated

Hair Care Segment: Shampoo & Layered Haircut

Shampoo & Layered Haircut	Points	(continued)	Points
Washed hands	0 2	Cut and used correct type of guide	0 1
Tools clean, covered, appropriate	0 2	Made well defined and clean partings	0 1
Station clean, safe	0 2	Maintained proper elevation	0 1
Properly draped	0 2	Followed established guidelines	0 1
Performed scalp analysis	0 2	Shear or razor palmed and used correctly and safely	0 2
Guided to shampoo bowl	0 2	Removed at least one inch of hair	0 1
Monitored water temperature	0 2	Final contour balanced and blended	0 10
Shampooed using manipulations	0 1	Discarded items appropriately	0 2
Rinsed shampoo	0 1	Swept hair from floor and discarded	0 2
Conditioned using manipulations	0 1	Minimum Passing Score	33
Rinsed conditioner	0 1	Automatic Fail Incident	
Guided model away from shampoo bowl; removed hair from bowl, rinsed thoroughly	0 2	Total Points	/43
Discarded towel	0 2		

Hair Care Segment: Styling

Styling with Curling Iron	Points
Tools clean, covered appropriate	0 2
Station clean, safe	0 2
Used appropriate product, no contamination	0 2
Sectioned one quadrant	0 1
Subsections matched size of tool	0 1
Scalp protected by heat-proof comb	0 2
Used each: on, half-off, and off base	0 1
Voluminous, curled result; no fish hooks	0 5
Discarded items appropriately	0 2
Minimum Passing Score	14
Automatic Fail Incident	
Total Points	/18

Styling with Flat Iron	Points
Tools clean, covered appropriate	0 2
Station clean, safe	0 2
Used appropriate product, no contamination	0 2
Sectioned one quadrant	0 1
Subsections made to match size of tool	0 1
Scalp protected by heat-proof comb	0 2
Entire quadrant straightened	0 1
Smooth, straight result	0 5
Discarded items appropriately	0 2
Minimum Passing Score	14
Automatic Fail Incident	
Total Points	/18

Styling with Styling Brush	Points
Tools clean, covered, appropriate	0 2
Station clean, safe	0 2
Used appropriate product, no contamination	0 2
Sectioned one quadrant	0 1
Subsections matched size of tool	0 1
Directed airflow away; beveled hair under	0 3
Smooth, straight, completely dry result	0 5
Discarded items appropriately	0 2
Minimum Passing Score	14
Automatic Fail Incident	
Total Points	/18

Styling with Round Brush	Points
Tools clean, covered, appropriate	0 2
Station clean, safe	0 2
Used appropriate product, no contamination	0 2
Sectioned one quadrant	0 1
Subsections made to match size of tool	0 1
Directed airflow away; brushed for volume	0 3
Smooth, voluminous, completely dry result	0 5
Discarded items appropriately	0 2
Minimum Passing Score	14
Automatic Fail Incident	
Total Points	/18

Hair Care Segment: Chemical Services

Foil	Points
Tools clean, covered, appropriate	0 2
Station clean, safe	0 2
Sectioned one quadrant	0 1
Performed three weave foils, three slice foils	0 3
Foils met scalp, secured into packet, color remained in packet	0 5
Discarded unused/contaminated product	0 2
Discarded items appropriately	0 2
Minimum Passing Score	13
Automatic Fail Incident	
Total Points	/17

Color Retouch	Points
Tools clean, covered, appropriate	0 2
Station clean, safe	0 2
Sectioned one quadrant	0 1
Applied skin protectant	0 2
Made subsections between ¼ and ½ inches	0 1
Applied product with brush systematically; assumed one inch of regrowth; gloves worn	0 6
Saturated product into first inch of regrowth and remained in quadrant	0 6
No color product on skin	0 2
Discarded unused/contaminated product	0 2
Discarded items appropriately	0 2
Minimum Passing Score	20
Automatic Fail Incident	
Total Points	/26

Virgin Relaxer	Points
Tools clean, covered, appropriate	0 2
Station clean, safe	0 2
Sectioned one quadrant	0 2
Applied skin protectant	0 2
Subsections between ¼ and ½ inches	0 1
Applied product with brush; gloves worn	0 5
Wore gloves while smoothing; last inch saturated; product remained in quadrant	0 5
Performed test strand	0 1
No relaxer product on skin	0 2
Discarded unused/contaminated product	0 2
Discarded items appropriately	0 2
Minimum Passing Score	20
Automatic Fail Incident	
Total Points	/26

Permanent Wave	Points
Tools clean, covered, appropriate	0 2
Station clean, safe	0 2
Sectioned one quadrant, combed smooth	0 2
Subsections matched rod size & desired curl	0 1
Wrapped entire quadrant at 90 degrees, with end papers; double picked; no fishhooks were created	0 5
Applied skin protectant, cotton	0 2
Wore gloves; saturated entire quadrant evenly	0 3
Performed test curl	0 1
Discarded items appropriately	0 2
Minimum Passing Score	15
Automatic Fail Incident	
Total Points	/20

Skin Care Segment

Eyebrow Wax	Points	
Washed hands	0	2
Tools clean, covered, appropriate	0	2
Station clean, safe	0	2
Wore gloves	0	2
Asked about skin care products, adjusted accordingly	0	2
Removed makeup, dirt, and oil	0	1
Brushed brows	0	1
Tested wax temperature	0	2
Applied wax properly	0	1
Held skin tightly; removed wax	0	5
Applied pressure	0	1
Disposed of single-use items and waste	0	2
Applied after care product; removed excess wax	0	1
Removed unwanted hair	0	1
Result was uniform, balanced, calculated	0	5
Discarded items appropriately	0	2
Minimum Passing Score	24	
Automatic Fail Incident		
Total Points	/32	

Nail Care Segment

Manicure	Points	
Model and student washed hands	0	2
Tools clean, covered, appropriate	0	2
Station clean, safe; station disinfected or covering used	0	2
Removed existing polish	0	3
Shaped or clipped free edge	0	3
Applied cuticle cream or remover	0	1
Pushed back and nipped cuticles if necessary	0	3
Cleaned under free edge	0	3
Massaged palm, back of hand, and fingers; removed massage product from nail plates	0	1
Applied base coat polish, dark polish, and top coat polish to each nail; no polish remained on skin; finish	0	7
Discarded items and waste appropriately	0	2
Disinfected work station	0	2
Minimum Passing Score	24	
Automatic Fail Incident		
Total Points	/31	

Facial	Points	
Washed hands	0	2
Tools clean, covered, appropriate	0	2
Station clean, safe	0	2
Draped client	0	2
Cleansed to remove makeup, dirt, and oil	0	1
Completed skin analysis; adjusted accordingly	0	2
Used exfoliant appropriately	0	1
Massaged using constant manipulations; apply mask	0	5
Removed mask, left no residue	0	1
Applied toner or astringent	0	1
Applied moisturizer	0	1
Only moisturizer remained on skin	0	2
Discarded items appropriately	0	2
Minimum Passing Score	18	
Automatic Fail Incident		
Total Points	/24	

Makeup Application	Points	
Washed hands	0	2
Tools clean, covered, appropriate	0	2
Station clean, safe; station disinfected or covering used	0	2
Dispensed single-serving portions without contamination; stick liners sharpened before and after use	0	2
Ensured model's face was cleansed and moisturized	0	1
Applied base layer; appropriate amount used; no line of demarcation	0	1
Applied blush	0	1
Applied two shadow colors; eye liner enhanced lash line	0	1
Used brow enhancer to balance and shape	0	1
Applied mascara to only lashes; no mascara on skin	0	1
Used lip stick and lip liner within natural lip shape	0	1
Final contour balanced and blended	0	5
Discarded items appropriately	0	2
Minimum Passing Score	16	
Automatic Fail Incident		
Total Points	/21	

Artificial Nail Application	Points	
Washed hands	0	2
Tools clean, covered, appropriate	0	2
Station clean, safe; station disinfected or covering used	0	2
Removed shine from nail plates; removed dust from nail plates and cuticles	0	1
Acrylic or Gel Sculptured Application:		
Applied products correctly; fit nail form; applied primer; product extended free edges; applied cover product;	0	3
Filed, buffed, and shaped free edges and sculptured nails; created uniform shape and balance	0	8

(continued)	Points	
Acrylic or Gel Overlay Application with Tips:		
Applied nail dehydrator/cleanser	0	1
Attached nail tips; skin remained adhesive-free	0	3
Trimmed nail tips and shaped free edges	0	2
Blended nail tip to nail plates	0	3
Applied product to free edges and nail plates	0	1
Nails uniformly shaped, filed, and buffed; end result balanced, smooth, and beveled	0	5
Discarded items and waste appropriately	0	2
Disinfected work station	0	2
Minimum Passing Score	28	
Automatic Fail Incident		
Total Points	/37	

Results Certification by Student

I certify, under penalty of MN 155A.33, Subd. 4-6, that the scores reflected on this Practical Skills Test Results Form are true and accurate.

Printed Name: _____

Signature: _____ Date: _____

Results Certification by Examiner

I certify, under penalty of MN 155A.33, Subd. 4-6, that I have witnessed the examinee listed above take Practical Skills Test and obtain the scores reflected on this form.

Printed Name: _____

Signature: _____ Date: _____



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Course Completion Certificate

After reviewing and signing this Course Completion Certificate with your designated school manager or course provider, submit the original document with your licensure application to the BCE office. This form may not be altered after it is signed and notarized. Any portions of this certificate that are not applicable may be left blank. Any inaccurate information will result in a delay in licensure.

Applicant Information

Name: _____
Birth Date: _____ SSN: _____

School or Course Provider Information

Name: _____
Location: _____

Course Information

Total Hours Completed: _____
Date Hours Completed: _____

- Course Type: 1550 hour Cosmetologist Training 155 hour Cosmetologist Refresher Course
 600 hour Esthetician Training 60 hour Esthetician Refresher Course
 350 hour Nail Technician Training 35 hour Nail Technician Refresher Course
 Practical Skills Test Only

Practical Skills Test Results

Hair Care Segment	Date Passed	Total Score	Passing Score
Shampoo & Layered Haircut			33/43
Styling with Curling Iron			14/18
Styling with Flat Iron			14/18
Styling with Styling Brush			14/18
Styling with Round Brush			14/18
Foil			13/17
Color Retouch			20/26
Virgin Relaxer			20/26
Permanent Wave			15/20

Skin Care Segment	Date Passed	Total Score	Passing Score
Eyebrow Wax			24/32
Facial			18/24
Makeup Application			16/21

Nail Care Segment	Date Passed	Total Score	Passing Score
Manicure			24/31
Artificial Nail Application			30/37

Name of Examiner: _____
If there were multiple, please list each and specify which sections each examined.

Number of Services Completed

List exact number of services completed. This section is not required for refresher course students.

Service	Completed	Required
Shampooing		300
Scalp/Hair Conditioning		150
Hair Design Shaping		75
Chemical Hair Control <small>Includes 6 chemical relaxers</small>		60

Service	Completed	Required
Hair Coloring		50
Hair Styling		300
Facials and Makeup		60
Manicuring <small>Includes 10 artificial, of which 3 are sculptured.</small>		50

Certification of Information

The student and Designated School Manager must provide notarized signatures below. If the course and Practical Skills Test were taken with a non-school provider, the course provider must sign instead of a Designated School Manager.

Student Certification

I certify, under penalty of MN 155A.33, Subd. 4-6, I have passed the Practical Skills Test with the scores above and all information provided on this form is true and accurate.

Printed Name: _____

Signature: _____ Date: _____

Designated School Manager or Course Provider Certification

I certify, under penalty of MN 155A.33, Subd. 4-6, that the student listed on this form has passed the Practical Skills Test with the scores above and that all information shown on this form is true and accurate.

Printed Name: _____

Signature: _____ Date: _____

Notary Certification

This instrument was acknowledged before me on _____ by _____ and _____.
(date) (printed name of student) (printed name of DSM or course provider)

Signature: _____ Commission Expiration: _____ Notary Seal: