



Testing Information Packet Cosmetology Practical

Examination Admittance Information:

Candidates are required to present one (1) of the following forms of government-issued, current, valid photo identification:

- Driver's license
- Military ID
- USA Passport
- Other form of Government Identification

Failure to comply will result in the candidate for examination being required to reschedule examination date.

Candidates will NOT be permitted to enter the examination room if arrival time is after the initial examination check-in process has been completed or after the time allotment has expired for a lunch break. For the candidate to be rescheduled for an examination, the reschedule fee must be submitted.

Examination fee will be forfeited if candidate is absent on scheduled examination date or cannot be admitted to the examination for any reason. A rescheduled fee must be submitted to receive another examination date. **NOTE: Examination fees are non-refundable.**

Personal items such as purses, coats, hooded sweatshirts, hats, scarves, cell phones, Smart watches, Smart Glasses that contain cameras or audio, cameras, tablets, or other electronic devices are not permitted in examination rooms. Secure lockers are available in the lobby area and must be used to store personal items.

Exam Center Infection Control Guidelines:

An appropriate disinfectant is required to be used during the examination.

Candidates must follow all appropriate infection control and public protection procedures during all phases of the examination. In the event of a blood spill, candidates will be expected to follow the appropriate Blood Spill procedure.

- For objects that come in contact with intact skin, the appropriate disinfectant would be an EPA registered, hospital disinfectant that is bactericidal, virucidal, and fungicidal and is mixed and used according to the manufacturer's directions.
- For objects that come in contact with bodily fluids or blood, an appropriate disinfectant would include an EPA registered, hospital disinfectant registered as effective against mycobacterium tuberculosis, human HIV-1, and hepatitis B virus. **NOTE: Disinfectant used for the examination should meet both guidelines.**
- Manufacturer's labels are required on all disinfectants and hand sanitizers.
Labels must be original or photocopied originals. **(Handwritten or typed labels are NOT acceptable).**
- Any procedure that requires a demonstration, with the use of a chemical, will be completed by using a simulated product.

Prohibited Acts/Materials:

- Communicating to other candidates and/or borrowing supplies during any portion of the examination process.
- Use of cell phone for talking and/or texting during any portion of the examination. This includes examination clean-up time and restroom breaks.
- Printed materials, handwritten notes, and itemized supply/procedure list(s) are **NOT** permitted.
- Writing examination information on body parts (ex: hands, arms, legs, etc.) that could be used by candidate in any portion of the examination.
- Numbering of products and/or supplies to aid in proper order to be used during any procedure.
Buffers that are numbered are NOT permitted. (EX. Side 1/fine Side 2/ Medium Side/3 Course)
- Unauthorized replication of examination materials for distribution and/or future use.

Failure to comply with examination center guidelines will result in dismissal from the examination. If dismissed, rescheduling the examination will not be accepted for at least thirty (30) days.

Dress Code Requirements

OAC 4713 5-28

- (A) All applicants shall wear appropriate clothing when scheduled to take the state licensure examination.
- (1) Clothing that is comfortable and practical for work or a school uniform are acceptable attire. A clean smock or apron may be worn over attire.
 - (2) The following attire is not permitted in the examination center during an examination: clothing that shows excessive skin, clothing with offensive language, sleeveless attire, torn, dirty or tattered clothing, or other clothing as determined by board staff.
- (B) An applicant not admitted to the test center due to attire shall be dismissed and required to reschedule for the state examination.

Mannequin(s) Head Requirements

Mannequin heads that are pre-sectioned indicating the sections by various colors and/or notches or writing that can aid in the examination procedures are **NOT** permitted for use in the practical examination.

NOTE: All facial make-up is required to be removed from the mannequin prior to the examination. Points may be deducted during the examination if make-up is present on the mannequin face.

Mannequin(s) Hand Requirements

Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examination. Prior to reporting to the examination center, candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger. Instructions for making a glove-hand for practical examination are available at cos.ohio.gov.

- **Candidates are required to use a mannequin(s) head/hand for the practical examination.**
- **All mannequin heads/hands will be checked prior to the start of the examination.**
- **Candidates with mannequin heads/hands that do not meet the requirements above will be dismissed from the examination and required to reschedule.**

Each candidate is responsible for bringing the supplies necessary to complete each area being tested. Refer to the task's lines in each subject area to determine your supply list.

- Disinfectants are required to meet the standard listed (on page 1) and contain the manufacturer's label.
- Hand Sanitizer must contain the manufacturer's label.
- Blood Exposure Kit/Supplies to be used at the station.
- Disposal/trash bags (3-4) to be used at the station.
- Mannequin Stand/Clamp.
- Simulated Product must be used for all procedures. Simulated product should be labeled to indicate the name of the product. (Example: Color Product, Relaxer Product, Soothing Product)

Cosmetology Examination References

Milady Standard 2023/14th Edition

Salon Fundamentals 2019/3rd Edition

Cosmetology Practical Examination

SET UP AND CLIENT PROTECTION

15 MINUTES

Verbal Instructions

Following all infection control and safety guidelines, you will set up all the supplies that will be used for the hair portion of your exam. You will also perform client protection at this time. You have 15 minutes for your set up procedure and you will be informed when you have 10 and 5 minutes remaining.

Procedure

- Disinfects work area
- Disposes of all soiled materials
- Sanitizes hands
- Applies neck protection and drape
- All sanitizers and disinfectants display manufacturers label in English
- Follows all infection control guidelines
- Maintains work area in a safe manner

HAIRCUTTING

30 MINUTES

Verbal Instructions

You will now perform the haircutting portion of this exam. You will complete a blended layered haircut using shears and a razor. You will remove a minimum of 1" of hair throughout the haircut. The razor will be used to layer the hair from the top of ears to the hairline. The shears will be used to complete the remainder of the haircut. Please sweep the hair from the floor when the haircut is complete, that will indicate to the examiner that you are finished. This procedure is 30 minutes, and you will be informed when you have 10 and 5 minutes remaining.

Procedure

- All Cutting products/supplies labeled in English
- Implements/tools are visibly clean

Razor

- Establishes guideline in nape area using razor
- Elevation with razor is used throughout nape
- Handles razor safely at all times

Shears

- Uses consistent subsections/partings throughout haircut
- Elevation with shears is used throughout the haircut
- Follows established guidelines throughout haircut
- Handles shears safely at all times

Final Appearance

- Nape is uniform in length
- Sides are uniform in length
- Hair is evenly blended
- One (1) inch of hair is removed throughout haircut

End of Task

- Maintains neck protection and drape throughout procedure
- Mannequin, drape, and work area free from hair clippings
- Sweeps hair from floor
- Disposes of soiled materials
- Follows all infection control guidelines
- Maintains work area in a safe manner

Blood Exposure Procedure

NOT TIMED

Verbal Instructions

You will now perform the blood exposure portion of this exam. Each candidate will be instructed individually to perform the blood exposure procedure. You are to demonstrate how to properly care for a cut sustained to your index finger. You are expected to follow all safety and infection control procedures.

Procedure

- All blood exposure supplies labeled in English
- Removes materials from first aid kit
- Supplies/materials are visibly clean
- Cleans injured area with antiseptic
- Covers wound with absorbent dressing
- Covers with glove or finger guard

End of Task

- Disposes of soiled materials
- Follows all infection control guidelines
- Maintains work area in a safe manner

CHEMICAL WAVE

20 Minutes

Verbal Instructions

You will now perform the chemical waving portion of this exam. In the center back section of the head from the top of the crown down, you will wrap six (6) perm rods.

You will be instructed by your examiner to apply simulated waving lotion to two (2) rods. This procedure is 20 minutes, and you will be informed when you have 10 and 5 minutes remaining. Please have all the steps completed and the simulated waving lotion in hand ready before evaluated by an examiner.

Procedure

- All chemical wave products/supplies labeled in English
- Implements/tools are visibly clean
- Applies chemical draping - towel cape towel
- Subsections are equal to width of selected rod
- Subsections are equal to length of selected rod
- Hair is wrapped smoothly and evenly around rods
- Hair is distributed evenly across end papers
- End papers are extended beyond hair ends
- Bands are positioned correctly
- Rod base placement is consistent
- Cotton applied to protect skin
- Wears gloves to apply simulated waving solution
- Applies simulated waving solution across entire rod

End of task

- Maintains neck protection and drape throughout procedure
- Disposes of soiled materials
- Follows all infection control guidelines
- Maintains work area in a safe manner throughout service

HAIR COLOR RETOUCH

10 Minutes - Right Front Section

Verbal Instructions

You will now perform the hair color retouch portion of this exam. The head will be divided into four equal quadrants. In the right front section of the head, you will apply a 1" hair color retouch. This procedure is 10 minutes, and you will be informed when you 5 minutes remaining in this procedure.

Procedure

All color products/supplies labeled in English
Implements/tools are visibly clean
Applies chemical draping - towel cape towel
Divides hair into four sections
Applies barrier cream around the hairline
Wears gloves while applying simulated color
Outlines quadrant with simulated color
Applies simulated color product from the scalp out to 1 inch
Applies simulated color product using ¼ inch partings

Final Appearance

Simulated color product applied to completely cover subsections
Skin is free of simulated color product

End of Task

Maintains neck protection and drape throughout procedure
Disposes of soiled materials
Follows all infection control guidelines
Maintains work area in a safe manner

FOIL HIGHLIGHTING

10 Minutes - Right Back Section

Verbal Instructions

You will now perform the virgin highlight portion of this exam. In the right back section of the head, you will place (4) foil packets. This procedure is 10 minutes, and you will be informed when you have 5 minutes remaining.

Procedure

All color products/supplies labeled in English
Implements/tools are visibly clean
Applies chemical draping - towel cape towel
Wears gloves while applying simulated color
Creates horizontal parting
Divides horizontal parting using weaving/zigzag motion
Properly positions foil underneath parting
Applies simulated color product from edge of foil to hair ends
Applies simulated product to foiled hair only
Foil is folded to cover simulated product

Final Appearance

Simulated color applied to completely cover hair inside foil
Scalp and skin are free of simulated color product

End of Task

Maintains neck protection and drape throughout the procedure
Disposes of soiled materials
Follows all infection control guidelines
Maintains work area in a safe manner

CHEMICAL VIRGIN RELAXER

10 minutes - Left front section

Verbal Instructions

You will now perform the virgin relaxer portion of this exam. In the left front section of the head, you will apply virgin relaxer application. You will be instructed by an examiner to demonstrate smoothing. This procedure is 10 minutes, and you will be informed when you have 5 minutes remaining in this procedure.

Procedure

All virgin relaxer products/supplies labeled in English
Implements/tools are visibly clean
Applies chemical draping - towel cape towel
Applies barrier cream to hairline
Wears gloves while applying simulated relaxer product
Subsections hair using ¼ inch partings
Applies simulated relaxer product ¼ inch to ½ inch from scalp
Applies simulated relaxer product to subsection leaving 1 inch of hair ends uncovered

Final Appearance

Completely covers subsection with simulated relaxer product
Scalp and skin are free of simulated relaxer product

Demonstration

Demonstrates smoothing from scalp to ends

End of Task

Maintains neck protection and drape throughout procedures
Disposes of soiled materials
Follow all infection control guidelines
Maintains work area in a safe manner

FACIAL/MANICURE SET-UP

15 Minutes

Verbal Instructions

Following all infection control and safety guidelines, you will set up all the supplies that will be used for the facial and manicure portions of your exam and perform client protection.

You have 15 minutes for your set up procedure and you will be informed when you have 10 and 5 minutes remaining.

Procedure

- Disinfects work area
- Disposes of all soiled materials
- Sanitizes hands
- Applies hair protection
- All sanitizers and disinfectants display manufacturers label in English
- Follows all infection control guidelines
- Maintains work area in a safe manner

CLEANSING/FACIAL MASSAGE

5 Minutes/Cleansing

Verbal Instructions

You will now perform the cleansing/massage portion of this exam.

As a group you will have 5 minutes to cleanse the face and then remove the cleanser, once completed an examiner will evaluate your cleansing. Once evaluated your examiner will instruct you to apply your massage cream and then wait for further instructions.

You will be instructed to demonstrate the massage manipulations of effleurage, petrissage, tapotement and friction once you have been evaluated you will be instructed to remove your massage cream and then finish your procedure.

Procedure

- All Cleansing/Massage products/supplies labeled in English
- Implements/tools are visibly clean
- Sanitizes hands
- Removes cleanser from container using infection control guidelines
- Cleanses lips from corner to center
- Properly cleanses eyes
- Properly cleanses entire face
- Removes cleanser from face without dragging or pulling skin
- All remaining make-up and cleanser are removed from face

Massage

- Removes massage product from container using infection control guidelines
- Applies massage product to the face

Demonstration

- Demonstrates effleurage movements
- Demonstrates petrissage movements
- Demonstrates tapotement movements
- Demonstrates friction movements
- Removes massage product without dragging or pulling the skin

All massage product is removed from the face

Applies toner

End of Task

- Maintains hair drape throughout procedure
- Disposes of soiled materials
- Follows all infection control guidelines
- Maintains work area in a safe manner

Hair Removal

NOT TIMED

Verbal Instructions

You will now perform the hair removal portion of this exam. Individually you will be instructed to perform the soft wax procedure.

Procedure:

Soft Wax

- All waxing products/supplies labeled in English
- Implements/tools are visibly clean
- Wears gloves
- Properly applies antiseptic/astringent/toner to eyebrow area
- Uses powder/corn starch to dry brow area
- Test temperature of wax product
- Applies wax product under entire brow line
- Applies wax product in direction of hair growth
- Wax product is applied in a thin, even layer
- Gently presses fabric over wax product in direction of hair growth
- Holds skin taut
- Quickly removes fabric in opposite direction of hair growth
- Applies pressure to waxed area
- Cleanses skin with wax remover
- Applies soothing product

End of Task

- Maintains hair drape throughout procedure
- Disposes of soiled materials
- Follows all infection control guideline
- Maintains work area in a safe manner

Manicure

20 Minutes

Verbal Instructions

You will now perform the basic manicure portion of this exam.

You will perform a complete manicure including polish.

Upon completion of this procedure, please turn the mannequin hand toward the front to indicate that you are finished.

This procedure is 20 minutes, and you will be informed when you have 10 and 5 minutes remaining.

Procedure:

- All manicure products/supplies labeled in English
- Implements/tools are visibly clean
- Sanitizes hands
- Sanitizes mannequin hand

FILING

- Shapes free edge from corner to center safely
- Length and shape of nails is changed/uniform
- Fingers are completely immersed in water
- Hand dried completely
- Cuticle cream/remover applied using infection control guidelines
- Properly pushes back cuticle
- Cleans under free edge
- Demonstrates proper use of nippers
- Properly buffs nails
- Cuticle oil applied using infection control guidelines

HAND MASSAGE

- Massage product applied using infection control guidelines
- Palm, fingers and back of hand massaged
- Hand is massaged with continuous contact
- Massage product removed from entire nail/skin

POLISH

- Base coat is applied to the entire nail plate
- Dark nail polish** is applied to the entire nail plate
- Topcoat is applied to the entire nail plate

FINAL APPEARANCE

- Polish is smooth and even on nail plate
- Skin and cuticle are free of polish

END OF TASK

- Disposes of soiled materials
- Follows all infection control guidelines
- Maintains work area in a safe manner