



STATE OF ALABAMA COSMETOLOGY,
MANICURIST, ESTHETICIAN, AND INSTRUCTOR
EXAMINATIONS



CANDIDATE INFORMATION BULLETIN

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The Alabama Board of Cosmetology (the "Board") is responsible for licensing and regulating the professions in the State of Alabama. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. Any questions regarding your board application should be directed to the State Board office.

(U.S. Postal Service)

Professional Credential Services
Alabama Cosmetology Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8689
Toll-free: (888) 822-3272
E-mail: alcos@pcshq.com

(Courier Delivery)

Professional Credential Services
Alabama Cosmetology Coordinator
150 Fourth Avenue North, Suite 800
Nashville, Tennessee 37219
Fax: (615) 846-0153
Web site: www.pcshq.com

Alabama Board of Cosmetology
RSA Union Building
100 North Union Street, Suite 320
Montgomery, Alabama 36130-1750
Phone: (334) 242-1918
Toll-free: (800) 815-7453
Fax: (334) 242-1926
Web site: www.aboc.state.al.us
E-mail: cosmetology@aboc.state.al.us

Eligibility Requirements: A candidate who wishes to obtain a license must pass a **theory** and a **practical** examination within 2 years of school graduation date. To qualify to take these examinations, a candidate **must:**

1. Be approved by the Alabama State Board of Cosmetology.

How to Apply with Alabama State Board of Cosmetology:

1. Please contact the Board at (800) 815-7453 or e-mail cosmetology@aboc.state.al.us.
2. **Special Accommodations:** If you need special accommodations under the **Americans with Disabilities Act**, you must receive prior approval through the Alabama Board of Cosmetology. The request must be submitted in writing to the Board.
3. **Candidates must register with the full legal name as it appears on their government issued identification.**

Reciprocity: If you hold a license in a state other than Alabama, then contact the board at (800) 815-7453.

Reinstatement: If you hold a license within the state of Alabama, then contact the board at (800) 815-7453.

Any questions regarding your eligibility status should be directed to the Alabama State Board (see contact information listed above). **If approved, the State Board will notify PCS and you will receive additional information from the State Board regarding the examinations you have been approved to take.**

Fees:

Practical Examination: Fees for testing are paid directly to the Board.

Approval Process:

1. **Practical Examination:** Once you have been approved and passed the theory examination with the State Board, it is your responsibility to schedule with Professional Credential Services at 1-888-822-3272.
2. **Candidates must register with the full legal name as it appears on their government issued identification.**

Instructor Assignment

Once PCS approves you for testing, assigned topics will be mailed to you.

Once you are scheduled, you will receive an **Admission Notice** for the practical examination approximately 10 days prior to the examination date. If you do not receive your admission notice via mail on Monday prior to the approved examination date, please call PCS for further instructions. Any questions regarding scheduling the practical examination should be directed to PCS. Do **not** call the State Board office.

Practical Examination Admission Requirements:

You must register for your examination with your LEGAL first and last name as it appears on your government issued identification. All required identification below must match the first and last name under which you registered. Candidates are required to bring **a recent 2"x2" passport type photo** and **two (2) forms of valid (non-expired) identification** to the test site. One of the identifications presented must be Government issued identification with photograph and signature. Photocopies of identification will **NOT** be accepted. Candidates must present two forms of ID: One Primary and One Secondary. The name on the identification must be the same as the name used to register for the examination.

PRIMARY IDENTIFICATION – 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

Practical Examination Admission Requirements (continued):

SECONDARY IDENTIFICATION – Choose One

- Credit card (must be signed)
- Social Security Card
- US issued Birth Certificate

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

If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

It is your responsibility to arrive at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination in order to become familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

General Policies and Procedures for Practical Examinations:

Security Policies: Suspected security breaches during the practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

Copyrighted Examination Questions: All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items: No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, walkmans, ipods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide an incident report of the incident to the Board and PCS. Smoking or the use of tobacco is strictly prohibited in the examination room. PCS is not responsible for **any** personal items brought into the examination site.

Environmental Distracters: Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Emergency Policy: In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or PSI. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to Alabama State Board of Cosmetology. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination.

Refunds and Rescheduling Policies: Rescheduling is **not** permitted for the practical examination unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time. Refunds are **not** issued nor are fees transferable for the practical examination. Documentation of the above-noted exceptions is required.

Score Information: For the practical examination, a score of **70** is required in order to pass the **Cosmetology, Esthetician, and Manicurist examinations**. For the **Instructor's examination**, a score of **80** is required in order to pass the practical examination.

Confidentiality: Test results are confidential and are not provided over the telephone.

Passing Candidates: When you have passed the practical examination, the Board will automatically send a "Congratulations" letter to you. Complete and mail this Congratulations letter to the Board with required fees (Money Order or Cashier's Check ONLY) in order to receive your license. Please be sure to notify the Board of any mailing address changes.

Failing Candidates: Failing candidates will receive a score report from the Board, as well as information on how to retest.

IT IS THE CANDIDATES RESPONSIBILITY TO FAX, MAIL, OR E-MAIL ANY CHANGE OF ADDRESS TO THE ALABAMA COSMETOLOGY COORDINATOR AT PCS AND THE ALABAMA STATE BOARD OF COSMETOLOGY.

NOTE: CHANGE OF INFORMATION FORM IS AVAILABLE TO DOWNLOAD ONLINE AT WWW.PCSHQ.COM TO FAX OR MAIL TO THE ALABAMA COSMETOLOGY COORDINATOR AT PCS.

*******STATE GUIDELINES*******

National-Interstate Council of State Boards of Cosmetology (NIC):

Please visit www.nictesting.org/cand_info.htm for the most current practical content outline of the examinations.

Practical Examination:

The Alabama State Board of Cosmetology requires candidates to be examined in the following services:

Cosmetology

Core Domain Services: Beginning July 1, 2011

Set Up and Client Protection
Thermal Curling
Haircutting
Chemical Waving
Virgin Hair Lightening Application and Hair Color Retouch
Virgin Relaxer Application and Relaxer Retouch
Basic Facial
Manicure

Mannequins:

A mannequin is required for all services. You are required to bring two (2) mannequin heads. The candidate must provide the necessary clamp to properly secure a mannequin head or hand to a table during the examination. A suitable substitute for a commercial mannequin hand is a medical quality glove filled to its entirety with sand or cornmeal and sealed.

Thermal Curling Irons:

Cold thermal curling irons are now required. No heat or electricity necessary. Candidates will be asked to “simulate” testing the temperature of your **cold** curling iron.

Aerosol Products:

Candidates are not permitted to use aerosol products at anytime during the examination.

Kit Size:

Recommended kit size is no larger than 30”x30”. For safety reason all kits must be able to fit completely under the table area.

Nail Technology (Manicuring)

Core Domain Services:

Set Up and Client Protection
Manicure
Nail Tip
Nail Wrap
Sculptured Nail
Polish

Mannequins:

Mannequin hands are required for all services. The candidate must provide the necessary clamp to properly secure a mannequin hand to a table during the examination. A suitable substitute for a commercial mannequin hand is a medical quality glove filled to its entirety with sand or cornmeal and sealed.

Aerosol Products:

Candidates are not permitted to use aerosol products at anytime during the examination.

Kit Size:

Recommended kit size is no larger than 30”x30”. For safety reason all kits must be able to fit completely under the table area.

Esthetics

Core Domain Services:

Set Up and Client Protection
Cleansing and Steaming the Face
Massaging the Face
Manual Extraction of the Forehead
Hair Removal of the Eyebrows
Facial Mask
Facial Makeup

Mannequins:

A mannequin is required for all services. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination.

Hair Removal of the Eyebrows:

Simulated soft wax products such as honey or thick lotion are acceptable.

Aerosol Products:

Candidates are not permitted to use aerosol products at anytime during the examination.

Kit Size:

Recommended kit size is no larger than 30”x30”. For safety reason all kits must be able to fit completely under the table area.

Instructor

Core Domain Services:

Theory Lesson Plan
Theory Lecture
Demonstration Lesson Plan
Demonstration Lecture

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