



NATIONAL INSTRUCTOR
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit www.nictesting.org for the most current bulletin prior to testing.

The National Instructor Examination is the national licensure examination for Instructors, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Information Bulletin includes the content outline covered by the NIC National Instructor examination, sample questions, and answers. The time allowed for the Instructor written examination is 90 minutes.

**THE PROFESSIONAL
INSTRUCTOR
53%**

**Effective Teaching
Methods**

- ◇ Classroom preparation
 - Preliminary analysis of measurable student learning objectives
 - Preparing time frame for lesson plan
 - Preparing course outline
- ◇ Teaching methods
 - Lecture (incl. presentations by outside sources)
 - Demonstration (incl. presentations by outside sources)
 - Discussion (e.g., question and answer, reflective, summarization)
 - Project (e.g., portfolios, reports, resumes)
 - Visual aids
 - Field trips (e.g., salons, trade shows, day spas, dermatologists' offices)
 - Homework/ Independent study
 - Internship programs (e.g., pre-planning, follow-up, supervision/ assessment)
- ◇ Communication Skills
 - Language skills (e.g., pronunciation, grammar, vocabulary)
 - Voice (modulation, projection, tone)
 - Non-verbal (e.g., body mechanics, facial expression)

**Methods of Assessment for
Student Learning**

- ◇ Type of Assessment
 - Written
 - Performance/Practical
 - Oral
 - Project/Portfolio
- ◇ Selection of appropriate methods of assessment (e.g., demonstration/practical, lecture/theory)
- ◇ Validity/Reliability of assessments (e.g., assessment consistent with instruction)
- ◇ Evaluation/Self-evaluation
- ◇ Consistency in grading (e.g., scoring rubrics)

**CLASSROOM
MANAGEMENT
47%**

Learning Environment

- ◇ Classroom organization and setup (e.g., atmosphere, decontamination, lighting, temperature)
- ◇ Record keeping (e.g., attendance, progress report, assessments)
- ◇ Motivation (e.g., enthusiasm, instructor's presentation, activities)
- ◇ Assessing students' needs (e.g., language, learning ability, learning styles, physical disability)
- ◇ Safety procedures (e.g., emergency exits, first aid, blood spill procedures)

Instructor Qualities

- ◇ Professional conduct
 - Professional image
 - Professional ethics
- ◇ Classroom supervision
 - Manage situations
 - Discipline
 - Professional leadership

SAMPLE QUESTIONS

The sample questions are similar to those on the NIC Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers are listed following the sample questions.

1. A demonstration should be immediately followed by
 - a. student practice.
 - b. a change of subject.
 - c. a student rest period.
 - d. a complete lecture period.
2. The most important part of the instructor's responsibility is to create and develop student
 - a. organizations.
 - b. course of study.
 - c. extracurricular programs.
 - d. willingness and desire to learn.
3. If instruction methods are to be properly employed, they must be
 - a. flexible.
 - b. impersonal.
 - c. strictly enforced.
 - d. followed without deviation.
4. To be most effective, videos should be selected on the basis of
 - a. availability.
 - b. running time.
 - c. subject matter.
 - d. abilities of the students.
5. A properly organized workbook should be coordinated with the
 - a. curriculum.
 - b. lesson plan.
 - c. text material.
 - d. course of study.
6. The discussion method is useful because it develops
 - a. spirited review lessons.
 - b. student interpersonal relations.
 - c. ideas and expressions from students.
 - d. manipulative techniques and skills of students.
7. An instruction sheet is important because it gives pertinent facts about
 - a. clinic patrons.
 - b. tools and materials.
 - c. rules and regulations.
 - d. student attendance rules.
8. In planning a lesson, careful consideration must be given to the
 - a. objectives of the lesson.
 - b. student to instructor relations.
 - c. extracurricular activities.
 - d. various student organizations.

Answers

- | | | | |
|------|------|------|------|
| 1. a | 3. a | 5. a | 7. b |
| 2. d | 4. c | 6. c | 8. a |

**INSTRUCTOR
REFERENCES**

Milady's Master Educator Student Course Book, 2001

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Pivot Point's Mindful Teaching Program, 2002-2005
Salon Fundamentals

Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards
NIC, Inc., October 2002
www.nictesting.org



NATIONAL INSTRUCTOR PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit www.nicesting.org for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Instructor Practical Examination content and administration. Please review all information carefully.

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates must prepare a lesson plan for the Theory Lecture and a lesson plan for the Demonstration Lecture. Candidates will receive the topic assignment with the admission letter. The Theory Lecture and Demonstration Lecture assignments will be on different subject areas and topics. Candidates must bring three copies of each lesson plan to the examination. Candidates retain one copy of each lesson plan.
- Candidates may be responsible for providing any additional items that are needed for the Theory Lecture and Demonstration Lecture. (i.e. marker board, easel, chalkboard, etc.) *Please refer to State guidelines.
- Candidates will be given 10 minutes to set up for the Theory Lecture and 10 minutes to set up for the Demonstration Lecture.
- The verbal instructions will be read twice for each section of the examination. Once you have completed all tasks in the section please indicate that you are finished and the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers.

INSTRUCTOR PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Instructor Practical Examination includes 4 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

- Theory Lesson Plan
- Theory Lecture
- Demonstration Lesson Plan
- Demonstration Lecture

THEORY LESSON PLAN (10 minutes)

Verbal Instructions:

"Please hand the examiner 1 copy of the theory lesson plan. You may retain one copy."

"You will have 10 minutes to set up your classroom for the theory lecture."

"Do not begin the theory lecture until verbal instructions have been read."

"You will be informed when you have 5 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin set up."*

Lesson plan will be evaluated on the following tasks:

- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists appropriate time required specific to assignment (20 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., "Student will be able to...")
- Lists reference(s) used by instructor to prepare for lesson
- Lists teaching/visual aid(s) relevant to assigned topic
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists vocabulary word(s) relevant to topic
- Lists reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Lists steps of procedure for topic in correct order
- Provides safety procedure(s) relevant to topic in lesson plan
- Provides summary of lesson plan
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written, or verbal questions, etc.)

THEORY LECTURE

(20 minutes)

Verbal Instructions:

“You will perform the theory lecture section of this examination.”

“You will be expected to convey proper safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Procedures and Content

- States lesson topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., “The student will be able to...”)
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Uses teaching aid(s) to focus students’ attention
- Teaching aid(s) are visible to all students
- Explains safety and client protection procedure(s) listed in lesson plan
- Uses professional vocabulary relevant to topic
- Defines vocabulary word(s) as outlined in lesson plan
- Presents steps of procedure in correct order
- Asks questions relevant to topic to elicit student response
- Uses eye contact throughout room
- Confines lecture to assigned topic
- Covers complete content of lesson plan
- Presents students’ follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students’ retention of topic (e.g., test, quiz, written, or verbal questions, etc.)
- Summarizes theory lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Follows time frame for assignment (20 minutes)

Verbal Instructions after Instructor has concluded the Theory Lecture:

“Now that you have concluded your theory lecture you may put away all supplies that you are finished working with. Once completed I will read the instructions for the demonstration lecture set up.”

DEMONSTRATION LESSON PLAN

(10 minutes)

Verbal Instructions:

“Please hand the examiner 1 copy of the demonstration lesson plan. You may retain one copy.”

“You will have 10 minutes to set up your classroom for the demonstration lecture.”

“Do not begin the demonstration lecture until verbal instructions have been read.”

“You will be informed when you have 5 minutes remaining.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin set up.”*

Lesson plan will be evaluated on the following tasks:

- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists appropriate time required specific to assignment (30 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., “The student will be able to...”)
- Lists reference(s) used by instructor to prepare for lesson
- Lists supplies, implements, equipment, and/or teaching/visual aid(s) needed for lesson
- Lists students’ prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists reason(s) why topic is important for student(s) (e.g., client retention, safety, money, etc.)
- Lists steps of procedure for topic in correct order
- Provides safety procedure(s) relevant to topic in lesson plan
- Provides summary of lesson plan
- Lists students’ follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students’ retention of topic (e.g., test, quiz, written, or verbal questions, etc.)

DEMONSTRATION LECTURE

(30 minutes)

Verbal Instructions:

“You will perform the demonstration lecture section of this examination.”

“You will be expected to convey proper safety and infection control procedures.”

“You will have 30 minutes to complete this section.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Procedures and Content

- States demonstration topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., “The student will be able to...”)
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc)
- Identifies implements, supplies, equipment, and/or teaching/visual aid(s) needed to demonstrate assigned topic
- Demonstrates and explains safety and client protection procedure(s) listed in lesson plan
- Demonstrates steps of procedure for topic in correct order
- Simultaneously demonstrates and explains assigned topic
- Confines demonstration and explanation to assigned topic
- Demonstration can be observed by all students
- Uses professional terminology relevant to topic
- Asks questions relevant to topic to elicit student response
- Uses eye contact throughout room
- Presents students’ follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students’ retention of topic (e.g., test, quiz, written, or verbal questions, etc.)
- Summarizes demonstration lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Follows time frame for assignment (30 minutes)

**CANDIDATE SUMMARY
AND FINAL CLEANUP**

Verbal Instructions:

“This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”

INSTRUCTOR REFERENCES

Milady’s Master Educator Student Course Book, 2001
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
www.Milady.com

Pivot Point’s Mindful Teaching Program, 2002-2005
 Salon Fundamentals
 Evanston, IL 60201
 (800) 886-4247
www.pivot-point.com

OPTIONAL REFERENCES

NIC Health and Safety Standards
 NIC, Inc., October 2002
www.nictesting.org

NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps **MUST** be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** *This is the responsibility of the candidate and should be executed as follows:*

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – *If a cut is sustained, stop the service and clean the injured area.*
2. **APPLY** *antiseptic and/or liquid or spray styptic as appropriate (see NOTE).*
3. **DRESSING** - *cover the injury with the appropriate dressing.*
4. **COVER** *injured area with finger guard or glove as appropriate.*
5. **CLEAN** *model/client and station as appropriate.*
6. **DOUBLE BAG** *and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.*
7. **RETURN** *to service.*

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** *service.*
2. **GLOVE** *hands of candidate/student/licensee.*
3. **CLEAN** *injured area as appropriate.*
4. **APPLY** *antiseptic and/or liquid or spray styptic as appropriate (see NOTE).*
5. **COVER** *the injury with the appropriate dressing to prevent further blood exposure.*
6. **DOUBLE BAG** *and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.*
7. **RETURN** *to service.*

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

WET DISINFECTION STANDARD

- 1** All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.
- 2** All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

NAIL TECHNOLOGY

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2002

Visit our website at www.nictesting.org