

ESTHETICS EXAMINATION INSTRUCTIONS (800 hrs)

I. GENERAL INSTRUCTIONS & REGULATIONS (Read Carefully)

1. Each candidate must appear with his or her *candidate examination number* at the location of the examination. Candidates must have current photo identification (a driver's licence or passport).
2. Upon commencement of the examination candidates must not communicate in any way with one another. Failure to comply with this rule may result in disqualification.
3. Smoking is prohibited on the premises where the examination is conducted, including the washrooms.
4. Escorts and friends of candidates are not permitted on the premises in which the examination is taking place.
5. In the event of an illness or injury, candidates must submit a medical certificate to the Association attesting to the nature and duration of the medical conditions or forfeit all exam fees which have been paid.
6. Examiners present at the exam are not permitted to respond to any inquiries by candidates regarding the results of the exam. The exam results will be mailed to candidates as soon as they have been recorded.
7. No refunds or extensions of temporary permits will be provided for those failing to appear for examination. Subject to medical certificate as in #5.
8. If candidates require breaks for medical reasons, please notify the examiners present before the commencement of the exam.
9. Absolutely, **NO gum chewing** throughout the entire exam.

II. THE THEORY EXAMINATION (Two Hours)

The theory exam, conducted by the Board of Examiners in Cosmetology, is designed to evaluate candidates to ensure they have the broad spectrum of knowledge required to serve the public. Immediately prior to the commencement of the exam, instructions will be provided on how to complete the theory section. Any failure to comply with these instructions may result in disqualification. The questions are in a multiple choice format. Candidates must correctly answer at least 70% of the questions to successfully pass the theory examination.

1. Each candidate must bring two pencils with HB lead and an eraser. All other materials for the theory examination will be provided.
2. Immediately after completing the theory examination, candidates must leave the premises. If one candidate wishes to wait for another to finish, they must do so off the premises.
3. Candidates must comply with all instructions given immediately prior to the theory examination.
4. Candidates may use a dictionary but neither interpreters nor electronic aids are permitted.

III. THE PRACTICAL EXAMINATION

Any interpretation of these rules and regulations is solely the decision of the Examining Board. Examiners may, at their discretion, require additional demonstration by the candidate in order to prove competence. Candidates must be prepared to answer oral questions in this section.

A GENERAL INSTRUCTIONS REGULATIONS

1. Candidates must register **with one female model** and a fully completed model waiver form, which will be attached to the confirmation letter, at the location of the practical examination. Candidate numbers will be supplied with final exam notification.
2. Candidates who converse or otherwise communicate with their models or with other candidates may be disqualified. In cases of disqualification candidates will be required to appear for examination at a later date.
3. Candidates must remain at their assigned work stations until they obtain permission to move. Failure to do so may result in disqualification.
4. Proper sanitary practices must be observed throughout the period of examination. Candidates are required to appear with their own professional equipment and supplies per these instructions. Borrowing is strictly prohibited.
5. Candidates should present themselves in uniforms which display no marks or identification. *Female candidates* will wear a "dress style" uniform (white preferred), or appropriate top with any colour skirt or slacks with hosiery and closed shoes. *Male candidates* will present themselves in a dress shirt or uniform top (white preferred) with any colour slacks. Failure to conform with this dress code *may* result in disqualification. Lab coats as outerwear are acceptable.

Good grooming with proper attention to personal hygiene, particularly regarding the hair, face and hands, is mandatory. Shoulder length or longer hair must be fixed off the face, and jewellery that might interfere with any aspect of the examination must be removed. Candidates must have nails of an appropriate length with *no* coloured polish.

6. Candidates must furnish **one female model only** whose skin is free from infection, inflammations, contagious disease or any other medical condition which would be an impediment to, or aggravated by, the examination. That model:
 - must be free from infections, inflammations or other medical conditions,
 - must be free from permanent makeup and all jewelry,
 - must be free from artificial nail products,
 - must possess fingernails with a length not less than 1/4 inch over the free edge to permit reshaping and cuticles whose condition is such as to permit demonstrations of proper cuticle care,
 - must be either 19 years of age or older or possess written consent by a parent or guardian.

B AREAS OF EVALUATION

The practical examination in esthetics is composed of three sections. The time required to complete each section will be graded and failure to complete any section within the time period allotted will result in failure **of that section**.

I-Facial-60 minutes II-Makeup-30 minutes III-Nail Care-45 minutes IV-Waxing-15 minutes

The following must be demonstrated:

I Facial

Proper draping procedure, removal of makeup, basic cleansing, removal of cleansing, lotion/cream, application of hot towels, eyebrow shaping, four basic cosmetic massage movements, removal of massage cream, application/removal of mask, application of moisturizer.

II Makeup

Proper draping procedure, proper hygiene in application of makeup, day or evening makeup application utilizing proper procedures and use of required materials (result must compliment the model)

III Nail Care

Candidates will be required to demonstrate a complete basic **manicure** on both hands with polish application. Examiners will inspect the nails after the manicure. Hold up your hand to signify finish of each phase of these.

a) Manicure

Removal of nail polish, filing procedures/techniques, cuticle work/push/trim, massage of finger tips to elbow, two or more cosmetic massage movements.

b) Nail Polish

Candidates will be required to apply polish as follows: both hands receive a base coat, polish and a top coat.

IV Waxing

Candidates will be asked to wax the fore leg – left or right. The type of wax used will be of their choice (a wax pot is a must). However, the candidate must demonstrate preparation of the skin in before and after treatments and must demonstrate that proper safety measures have been taken. ****Note there is no microwave available for heating wax****.

C REQUIRED SUPPLIES & EQUIPMENT

Candidates are required to appear at the practical examination with their own professional equipment and supplies per these instructions. Clean and sanitized equipment must be used and failure to do so will result in automatic failure. All candidates must display equipment on a covered countertop. *Borrowing is strictly prohibited and will result in an automatic failure of the candidate(s). Points will be deducted from candidates who fail to provide themselves with the following equipment and supplies.*

DUE TO SENSITIVITIES OF SOME CANDIDATES AND MODELS, ONLY ODOURLESS PRODUCTS WILL BE ALLOWED IN THE EXAM.

Each candidate for examination will provide two single-size bedsheets (white only) of sufficient length to cover a facial chair and drape the model, an appropriate facial (strapless) gown for the model and a headdress to cover the model's face and head appropriately.

a) Facial (60 minutes)

Supplies and equipment for this section of the examination are:

- cleansing lotion or cleansing cream
- antiseptic solution
- cotton pads
- spatulas
- 1 eyebrow brush
- 1 pr. tweezers
- 1 facial mask *
- 1 mask applicator
- massage cream
- astringent lotion
- skin freshener
- cleansing tissue
- sufficient absorbent cotton
- towels & disposable facial sponges or gauze for the entire facial
- any other equipment or supplies necessary to satisfy the exam requirements

*A visible mask is required (no gel masks) and should extend from the face down to the collar bone.

b) Makeup (30 minutes)

This section requires a make-up kit containing *at least* the following supplies and equipment:

- face powder
- foundation for the make-up base
- cheek colour
- mascara
- eyeliner
- eyeshadow
- eyebrow colour (pencil or powder)
- lip colour and a lip brush and/or pencil

- disposable makeup sponges
- any other equipment or supplies necessary to satisfy the exam requirements

c) Nail Care (45 minutes)

Supplies and equipment for this section of the examination are:

- finger bowl
- soap
- supply tray (for cosmetics)
- nail sanitizer(container with sterile cotton and solution of 70% alcohol)
- glass container(for cosmetics & accessories)
- orangewood sticks
- nail files–emery boards–buffers
- pumice (or other stain remover)
- tweezers
- nail polish remover
- nail cleansers
- cuticle oil & cream
- nail polish (base, flat dark red & top coat)
- hand cream
- absorbent cotton balls
- sanitized towels
- spatula
- any other equipment or supplies necessary to complete the exam requirements

d) Waxing (15 minutes)

Supplies and equipment for this section of the examination are:

- Cleansing pads
- Astringents
- Wood spatulas
- Orangewood sticks(optional)
- Soft liquid wax (candidates choice)
- Muslin fabric or other specially manufactured fiber strips
- Soothing lotion
- Scissors
- Tweezers
- Any other equipment or supplies necessary to complete the exam requirements
- Wax pot and an extension cord

D REFERENCE TEXT

Standard Text for Professional Esthetics published by Milady Publishing. Standard Text of Cosmetology published by Milady Publishing.

FIRE PRECAUTIONS

Before commencing each practical examination examiners will inform all present about fire regulations and procedures. In the event of a fire, DO NOT RUN! If clothing catches fire, STOP! DROP! AND ROLL! Use water if it is readily available or smother the flames in a coat or blanket.

***NOTE: EACH CANDIDATE WILL RECEIVE A COPY OF THE MODEL WAIVER FORM WITH THEIR CONFIRMATION LETTER**

THIS SCHEDULE CAN BE TAKEN TO THE EXAM FOR REFERENCE