



# THE OHIO STATE BOARD OF COSMETOLOGY

1929 Gateway Circle Grove City, Ohio 43123  
(614) 466-3834 & Fax: (614) 644-6880 [www.cos.ohio.gov](http://www.cos.ohio.gov)

## Testing Information Packet (TIP) *ESTHETICS PRACTICAL*

### Examination Admittance Information:

Candidates **MUST** bring their Board issued photo containing Board seal and identification number, along with one of the following forms of identification: current, valid driver's license, State or Federal issued picture ID, military ID, passport, current year school ID with date. Failure to comply will result in candidate being required to reschedule examination date. Both forms of pictured identification must be presented before test results will be issued.

Candidate's who arrive after the initial examination check-in process is complete will **NOT** be permitted admittance into any exam. The candidate will be required to reschedule their entire examination.

If you do not attend your scheduled examination date or cannot be admitted to the examination for any reason, your examination fee will be forfeited. To be rescheduled for an examination you must submit a **Reschedule Form** and an additional fee. Examination fees are non-refundable and cannot be transferred to another examination date.

**No Smoking Policy:** The use or disposal of tobacco products is prohibited in the building or on the premises of the Board office. Candidates/Guests of the Board may use tobacco products in their own vehicles.

### Exam Center Rules:

- **Manufacturer's labels are required on all disinfectants and hand sanitizers. Disinfectant labels must state EPA registered, Hospital Effective, and list bactericidal, virucidal, and fungicidal and be effective against HIV-1 and human Hepatitis B Virus or Tuberculocidal. Labels must be original/ photocopied and legible. *Hand written or typed labels are NOT acceptable.***
- 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 Universal Precaution Guidelines.
- Leaving an examination room without permission is not permitted. Permission must be obtained to leave the examination area for any reason, including restroom breaks or upon the completion of the examination.
- Candidates are required to bring their own supplies. All supplies should be in a sanitary condition. This includes the required implements in proper working order, mannequin heads/hands, and any supplies required to complete the examination.
- Any procedure that requires a demonstration with the use of a chemical will be completed by using a simulated product.

### Prohibited Acts During Any Portion of Examination:

- Cellular phones, pagers, etc. are **NOT** permitted to be in use in any examination room.
- Texting during any portion of examination including during restroom breaks.
- Printed materials, handwritten notes, and itemized supply/procedure list(s) are **NOT** permitted in any examination room.
- Writing on hands, arms, legs, etc. that could aid in the answering and/or performing of any portion of the exam.
- Numbering of products and/or supplies to aid in proper order to be used during any procedure.
- Unauthorized replication of test materials for distribution and/or future use.
- Talking to other candidates and/ or borrowing supplies during the examination process.

**Failure to comply with any of the prohibited acts or exam center rules will result in dismissal from the examination. If dismissed, there will be a thirty (30) day period before a reschedule would be permitted.**

**Candidates are required to use a mannequin(s) for all portions of the practical examination.  
Live models are not permitted.**

**Mannequin(s) Head Requirements**

Mannequin heads should be free of make-up to be properly evaluated for the cleansing portion of the examination. Mannequin heads must also contain eyebrows for proper evaluation of the hair removal section. Mannequins containing writing that can aid in the examination are NOT permitted during any portion of the practical examination.

**All mannequin heads will be checked prior to the start of the examination. Candidates with mannequin heads not meeting the proper requirements will be dismissed from the exam and required to reschedule.**

**SUGGESTED GENERAL SUPPLIES**

Hand Sanitizer  
Disinfectant (See Standards page 1)  
First Aid Supplies (Blood Spill Kit)  
Mannequin head clamp  
Disposal bags (3-4)  
Protective gloves  
Towels (cloth/paper)  
Bowl (for water)  
Hair drape  
Tissues/Cotton products  
Disposable applicators /spatulas  
Simulated Cleansing/Massage/Mask Product  
Simulated Astringent/Toner/Antiseptic Product  
Simulated Soft Wax Product  
Wax Removal Product  
Tweezers  
Fabric Strips

***Esthetic References***

**Salon Fundamentals Esthetics 2004**

[www.pivot-point.com](http://www.pivot-point.com)

**Milady Standard Esthetics 2013**

**Milady Standard Esthetics 2009**

[www.milady.cengage.com](http://www.milady.cengage.com)

# Esthetics Practical Examination

The esthetic practical examination will be comprised of the following areas. All candidates will be evaluated on the following tasks:

## Set Up and Client Protection

(15 MINUTES)

### Verbal Instructions:

Following all infection control and safety guidelines, you will set up all of the supplies that will be used for 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 hair drape
- All sanitizers and disinfectants display manufacturers label in English
- Follows all infection control guidelines
- Maintains work area in a safe manner

## Cleansing/Steaming (5 Minutes/cleansing)

### Verbal Instructions:

You will now perform the cleansing and steaming portion of this exam. You will have 5 minutes to cleanse the face and then remove the cleansing product. Upon completion of the cleansing and removal, please stand behind your mannequin and wait for an examiner to individually instruct you to perform the steaming procedure.

### Procedure:

- All cleansing/steaming products/supplies labeled in English
- Implements/tools are visibly clean
- Sanitizes hands
- Removes cleanser 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

### Final Appearance

- All remaining make-up and cleanser is removed from face
- Maintains hair drape throughout procedure

### End of Task

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

### Steaming

- Wrings excess water from towel
- Test temperature of towel
- Drapes towel over face properly exposing nose and/or mouth
- Removes towel from face properly
- Properly applies toner/astringent

### End of Task

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

## Extractions (NOT TIMED)

### Verbal Instructions:

You will now perform the extraction portion of this exam. Individually you will be instructed by an examiner to perform the extraction procedure.

### Procedure:

- All extraction products/supplies labeled in English
- Implements/tools are visibly clean
- Sanitizes hands
- Applies eye protection
- Wears gloves
- Uses material wrapped finger or cotton swab dampened with astringent/toner
- Gently presses in downward motion on both sides of pore
- Properly applies toner/astringent to extraction area

### 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 tweezing procedure, and then proceed to the waxing procedure.

### Procedure:

#### Tweezing

- All tweezing products/supplies labeled in English
- Implements/tools are visibly clean
- Wears gloves
- Properly applies antiseptic/astringent/toner to eyebrow area
- Holds skin taut
- Removes hair from below the brow line
- Removes hair with quick motion in direction of hair growth
- Properly applies soothing product/post epilation

### 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

#### 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 guidelines
- Maintains work area in a safe manner

## **Mask / Massage (5 Minutes/Mask)**

### ***Verbal Instructions***

You will now perform the massage and mask portion of this exam. You will have 5 minutes to apply the mask product to the face; once the mask is complete an examiner will instruct you to remove your mask and apply massage product.

The examiner will instruct you when to begin demonstrating the massage movements of effleurage, petrissage, tapotement and friction. Therefore, do not begin to perform the massage procedure until instructed by an examiner.

### ***Procedure:***

#### **Facial Mask**

All mask products/supplies labeled in English  
Implements/tools are visibly clean  
Removes mask product from container using infection control guidelines  
Properly applies mask to entire face  
Excludes product from eyes, lips and nasal passages  
Applies mask evenly  
Removes mask without dragging or pulling the skin  
All mask product is removed from face  
Applies toner/astringent

#### **Massage**

All massage products/supplies labeled in English  
Implements/tools are visibly clean  
Sanitizes hands  
Removes massage product from container using infection control guidelines  
Properly 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 removed from face

#### **End of Task**

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



# THE OHIO STATE BOARD OF COSMETOLOGY

---

1929 Gateway Circle Grove City, Ohio 43123  
(614) 466-3834 & Fax: (614) 644-6880 [www.cos.ohio.gov](http://www.cos.ohio.gov)

## **Examination Dress Code Requirements**

All students must be dressed in professional attire in order to be admitted to sit for the State Board licensure examination(s). Please see the guidelines below for a complete definition on the dress code requirement of the Ohio State Board of Cosmetology.

### **Ohio Administrative Code 4713-5-28**

#### **Attire for applicants taking examinations at the board**

(A) All applicants shall wear professional clothing when scheduled to take the state exam at the board exam center.

- (1) Applicants shall be dressed in professional attire in order to be admitted to the testing center.
- (2) Clothing that is comfortable and practical for work, such as pants or a skirt or school uniform and clean shoes are acceptable attire. A clean smock or apron may be worn over professional attire.
- (3) Excluded from the definition of "professional attire" are tank tops, t-shirts with offensive language, beach wear, torn, dirty or tattered clothing or clothing that reveals the midriff or lower back and clothing that is extremely low cut.

(B) An applicant not admitted to the test center due to attire shall be dismissed, and required to reschedule for the state examination. Students dismissed due to attire on a second occasion shall be dismissed from the examination, and shall be required to pay a reschedule fee before being permitted to reschedule for an examination.