



PSI licensure:certification
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TENNESSEE COSMETOLOGY BOARD



TENNESSEE AESTHETICIAN INSTRUCTOR, COSMETOLOGY INSTRUCTOR, MANICURIST INSTRUCTOR AND NATURAL HAIR INSTRUCTOR EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com.

EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for an Aesthetician Instructor, Cosmetology Instructor, Manicurist Instructor, and Natural Hair Instructor license in the State of Tennessee.

The Tennessee Cosmetology Board has contracted with PSI to conduct the examination program. PSI provides examinations through a network of computer examination centers in Tennessee. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

APPROVAL TO TAKE THE EXAMINATION

You must be pre-approved to take the examination. Your education provider will provide your eligibility, electronically, to PSI upon successful completion of the course requirements. You will receive an email confirmation immediately after you have been submitted.

After your provider has submitted your file to PSI, please go to www.psiexams.com or call 1-800-733-9267 to pay and schedule for your examination. Note, if PSI does not have your record, please contact your education provider.

NAME CHANGE INSTRUCTIONS

If your name differs on any of your paperwork, please include documentation of legal name changes. This may require multiple marriage certificates, or other legal documents, if your name has changed more than once.

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

You must pass the Instructor Theory portion of the examination before you can pay the fee and schedule the Instructor Practical portion. You have 3 years to pass both portions to qualify for a license. Once you pass both portions, you have 6 months to apply for licensure.

The Instructor Theory Portion and the Instructor Practical Portion may not be administered at the same location. Please verify each address listed in this Bulletin.

EXAMINATION FEE

Instructor Theory Portion only	\$70
Instructor Practical Portion only	\$70
Instructor Reinstatement	\$35

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

ONLINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration Web site at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information submitted on your application. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
- You will be asked to select the examination and enter your SS#. Your record will be found, and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (800) 733-9267 for help.

TELEPHONE

The second fastest method of registering and scheduling is via the telephone.

- To register by phone, you need a valid credit card (Visa, MasterCard, American Express or Discover).
- Call (800) 733-9267, Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to speak to a customer service representative.

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

EMAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You can pay fees by credit card (VISA, MasterCard, American Express or Discover), money order, company check or cashier's check. Make your money order or check payable to PSI and print your name on it to ensure the payment is applied



to your registration. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if PSI receives your *cancellation at least 2 days before the scheduled examination date*. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday.

To cancel an appointment, you can use PSI's Internet web site or call (800) 733-9267, Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to speak to a customer service representative.

Note: You cannot cancel an appointment by leaving a voice mail or email message. You must use the Internet or speak directly to a PSI customer service representative.

MISSED APPOINTMENT OR LATE CANCELLATION

You will forfeit your examination fee if you:

- Do not cancel your appointment at least 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must complete the Exam Accommodations Request Form at the end of this Candidate Information Bulletin and must fax it to PSI (702) 932-2666 or email it to PSI at examschedule@psionline.com.

EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

If severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling (800) 733-9267 or viewing the website at www.psiexam.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your exam will be rescheduled at no additional charge to you.

EXAMINATION REVIEW

PSI, in cooperation with the Tennessee Cosmetology Board, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions. Comments may also be entered by clicking the Comments link on the function bar of the test question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Board may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the Theory examination available to candidates. There is NO review process for the Practical portion of the exam.**

EXAMINATION SITE LOCATIONS FOR INSTRUCTOR THEORY AND LAW PORTIONS

The Instructor Theory and Law portions are administered at the examination centers listed below:

Cookeville

Cookeville Higher Education Campus
1000 Neal St.
Cookeville, TN 38501

Head east on I-40 E 0.6 mi Take exit 288 for TN-111 toward Livingston/Sparta 0.2 mi

Turn left onto TN-111 N (signs for Algood/Livingston) Use the right lane to take the US-70N ramp to Monterey/Cookeville 0.2 mi Turn left onto US-70N W/E Spring St (signs for Cookeville) Pass by Burger King (on the right in 0.2 mi) 0.3 mi Turn left onto Neal St Destination will be on the right 0.8 mi.

Chattanooga

6918 Shallowford Rd., Suite 314
Chattanooga, TN 37421

Take I-24 thru Chattanooga. Merge onto I-75 N (toward Knoxville). Take Exit #5 - Shallowford Rd. Turn Left onto Shallowford. The office is on the left.

Jackson

368 North Parkway, #3
Jackson, TN 38305

From I-40, Exit 80A onto South 45 Bypass. Third Signal light is North Parkway. Go left onto North Parkway and then go right into the first driveway on your right.

From the South, take Bypass 45 North to North Parkway and go right onto North Parkway and right into first driveway on the right.

North Parkway is also known as Business Route 412. Coming from the east on 412, turn left into last driveway on the left. Coming from the West on North Parkway, turn right into the first driveway on the right, after crossing the 45 Bypass.



Johnson City
904 Sunset Drive, Suite 7A
Johnson City, TN 37604

Take I-26 to exit 36. Go south on Highway 381 (North State of Franklin Rd) approx 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approx .7 tenths of a mile. There is a large Building on the left side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

Knoxville
301 South Gallaher View Rd, Suite 114
Knoxville, TN 37919

Traveling I-40/I-75 East Bound, take exit # 379 (Bridgewater Rd.) Turn right onto Bridgewater Rd. Turn Left onto Kingston Pike. Turn right onto South Gallaher View Rd.

Memphis
Apple Tree Center
6099 Mt. Moriah Extended, Suite 17
Memphis, TN 38115

Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).

Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.

Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.

For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).

Nashville
The Oaks
1102 Kermit Drive, Suite 101
Nashville, TN 37217

From I-40 East: take exit onto I-24 (Exit 213-A). Take Murfreesboro Road at the first exit (Exit 52). Stay in the right lane on the ramp, as the exit appears while you are still in the curve. On Murfreesboro, stay in the left lane. You will pass Days Inn and Super Gigante grocery on your right. Turn left onto Kermit Drive when there is a McDonalds on your right. PSI is in the second building on your left. Suite 101 is on the northwest side of building 1102.

From I-40 West: take exit onto Briley Parkway, turn left onto Briley. Exit onto Murfreesboro Rd. Stay in the right lane. Turn right onto Kermit Drive. PSI is in the second building on your left. Suite 101 is on the northwest side of building 1102.

EXAMINATION SITE LOCATIONS FOR INSTRUCTOR PRACTICAL PORTION

The **Instructor Practical** portion is administered at the examination centers listed below:

PSI Memphis
Apple Tree Center
6099 Mt. Moriah Extended, Suite 26
Memphis, TN 38115

Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).

Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.

Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.

For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then proceed to Suite 26.

PSI Nashville
Corporate Park, Bldg. B
444 Metroplex Dr., Suite B100
Nashville, TN 37211

From I-40, exit onto I-24 East. From I-24 Exit #56 onto Harding Place (if exiting from I-24 East, turn left onto Harding, if existing from I-24 West, turn right onto Harding). Turn left at the first traffic light (Metroplex Drive). Turn right into Corporate Park. Go to the last building in the left. A sign in front shows "444 Metroplex". Go to the back of the building to the first floor. Enter through double doors - Ste 100.

PSI Knoxville
9050 Executive Park Dr., Suite 206B
Knoxville, TN 37923

Traveling I-40/I-75 West Bound, take exit #378 (Cedar Bluff Rd.) Then take exit #378B (Executive Park Dr.). At the red light turn right onto Executive Park Dr. Turn right into 9050 on the right (Financial Plaza).

Traveling I-40/I-75 East Bound, take exit # 378 (Cedar Bluff Rd.) At the end of the ramp, at the red light, turn left onto Cedar Bluff Rd. At the 2nd light turn right onto Executive Park Dr. Go past the 1st red light and turn into 9050 on the right (Financial Plaza).

The suite is in the back of the building.



REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification and provides time to familiarize yourself with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form.

Note: each model MUST provide this same identification.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

Additional requirements for the Instructor Practical Portion ONLY:

Each model must provide identification as indicated above for candidates.

Candidates are required to wear either (1) their school uniform or smock with no identifying marks, or (2) a smock, shirt, and long pants (no jeans). All identifying marks on candidates' attire and supplies such as school logos must be covered before entering the testing facility. All candidates must wear closed toe shoes.

Candidates must prepare the following documents and bring them to the practical testing site in order to be allowed to test: 1) a lesson plan for lecture, 2) a lesson plan for demonstration, 3) a handout for lecture, and 4) a sample examination containing five questions.

The lesson plans, handout, and sample exam must NOT be copied directly from a textbook or other reference source. Otherwise, a failing grade may be assigned for the scored elements associated with that section of the examination.

SECURITY PROCEDURES

The following security procedures will apply to candidates and models during the examination:

- Calculators are not allowed.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:

- Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
- Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal



and state law. Either may result in the disqualification of examination results and may lead to legal action.

- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

INSTRUCTOR THEORY AND LAW PORTIONS

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semi-private testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers. The “Function Bar” at the top of the sample question provides mouse-click access to the features available while taking the examination.

The “Function Bar” at the top of the test question provides mouse-click access to the features available while taking the examination.



One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified, a small number of “experimental” questions (5) may be administered to candidates during each examination portion.

These questions will not be scored and the time taken to answer them will not count toward examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

INSTRUCTOR THEORY PORTION

CONTENT OUTLINE

The examination content outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in the field of Instruction and regulatory issues. The examination content outline identifies areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of reference material. The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics on the outline.

The examination consists of 50 questions and you will have 1 hour and 15 minutes.

- I. Educator-Student Relationship (16%; 8 questions)**
 - a. Learning Styles and Types of Learners
 - b. Feedback
- II. Curriculum Development (12%; 6 questions)**
 - a. Lesson Plans
 - b. Course Content
- III. Teaching Methods (26%; 13 questions)**
 - a. Implements and Equipment Used for Instruction
 - b. Student Motivation
 - c. Educational Environment
 - d. Teacher Characteristics and Teaching Styles
- IV. Student Evaluation and Testing Methods (16%; 8 questions)**
 - a. Developing Tests
 - b. Grading Methods
- V. Classroom Management (10%; 5 questions)**
 - a. Safety
 - b. Discipline
- VI. Licensing (20%; 10 questions)**
 - a. Meeting Licensure Requirements/Licensed Duties
 - b. Renewal
 - c. Board Responsibilities and Disciplinary Actions
 - d. Displaying the License
 - e. Salon Manager and Cosmetology School Manager Responsibilities
 - f. Change of Address, Contact Information, Ownership

REFERENCE LIST

This examination is CLOSED BOOK.

The reference materials listed below were used to prepare the questions for this examination.

Milady's Master Educator Student Course Book, 2009. Volume One, Chapters 2, 3, 4, 5, 6, 7, 8, and 9; Volume Two Chapters 1, 2, 7, and 9. Letha Barnes, 2009. Delmar Publishing/Thomson Learning, P.O. Box 6904, Florence, KY 41022. (800) 347-7707. www.delmarlearning.com.

Milady's Master Educator, 3rd Edition, 2014, Part 1 and 2. Cengage Publishing Learning, P.O. Box 6904, Florence, KY 41022. (800) 347-7707. www.delmarlearning.com.

Rules of Tennessee State Board of Cosmetology, Chapter 0440-01: Licensing. March, 2018 (Revised) [TN Rules of COS Board - Ch. 0440-01](#)

Rules of Tennessee State Board of Cosmetology, Chapter 0440-02: Sanitary Rules. March, 2018 (Revised) [TN Rules of COS Board - Ch. 0440-02](#)

Tennessee Code Title 62 Professions, Businesses and Trades, Chapter 4, 2010, Tennessee Code Annotated, Title 62 - Professions, Businesses and Trades, Chapter 4 - Tennessee Cosmetology Act of 1986.
<https://advance.lexis.com/container?config=014CJAA5ZGVhZjA3NS02MmMzLTRlZWQtOGJjNC00YzQ1MmZlNzc2YWYKAFBvZENhdGFsb2e9zYpNUjTRalWVfyur9ud&crd=3c2fd040-a372-42ba-956a-38a1b1bb21cc&prid=eb3e88f8-8c93-4c59-8b7f-4edc609cac21>

INSTRUCTOR LAW PORTION

Individuals who are under the age of 65 and would like to activate a retired license must take the law and practical portions. Individuals with licenses that have expired for 3 years or more must take the law and practical portions for reinstatement of their licenses (please see application form on PSI's website at www.psiexams.com). With Board approval, individuals who are licensed in another state and would like to obtain a Tennessee license must also take the law and practical portions.

CONTENT OUTLINE

The following content outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics in the outline.

The examination consists of 25 questions and you will have 40 minutes.

- I. **Licensing** (100%; 25 items)
 - a. Meeting Licensure Requirements/Licensed Duties
 - b. Renewal
 - c. Board Responsibilities and Disciplinary Actions
 - d. Displaying the License
 - e. Salon Owner and Cosmetology School Manager Responsibilities

- f. Change of Address
- g. Displaying Sign Pertaining to Clients' Rights

REFERENCE LIST

This examination is CLOSED BOOK.

The reference materials listed below were used to prepare the questions for this examination.

Rules of Tennessee State Board of Cosmetology, Chapter 0440-01: Licensing. March, 2018 (Revised) [TN Rules of COS Board - Ch. 0440-01](#)

Rules of Tennessee State Board of Cosmetology, Chapter 0440-02: Sanitary Rules. March, 2018 (Revised) [TN Rules of COS Board - Ch. 0440-02](#)

Tennessee Code Title 62 Professions, Businesses and Trades, Chapter 4, 2010, Tennessee Code Annotated, Title 62 - Professions, Businesses and Trades, Chapter 4 - Tennessee Cosmetology Act of 1986.
<https://advance.lexis.com/container?config=014CJAA5ZGVhZjA3NS02MmMzLTRlZWQtOGJjNC00YzQ1MmZlNzc2YWYKAFBvZENhdGFsb2e9zYpNUjTRalWVfyur9ud&crd=3c2fd040-a372-42ba-956a-38a1b1bb21cc&prid=eb3e88f8-8c93-4c59-8b7f-4edc609cac21>

INSTRUCTOR THEORY AND LAW

SCORE REPORTING

You must score at least 70 percent to pass the examination. Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your results will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.

DUPLICATE SCORE REPORT/LICENSE APPLICATION

You may request a duplicate score report and/or a license application after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.



INSTRUCTOR PRACTICAL PORTION

For practical examination questions or concerns, please email cosmetology@psionline.com.

Read the following instructions carefully so that you will be properly prepared for the examination.

- You will be notified of your lesson topic 2-3 weeks prior to your scheduled practical portion date. You can choose any subtopic within your assigned topic. The topic will be selected randomly from the following options:

Aesthetician Instructor

Mock Waxing/ Mock Depilation (i.e., honey, petroleum jelly, cholesterol, or any other mock product); Facials (i.e., for any specific skin type); Facial Makeup (i.e., bridal, theatrical, daytime, evening, camouflage, etc.); Electrical Skin Care (i.e., any one component of machine); or Facial Massage (i.e., types of manipulations)

Cosmetology Instructor

Permanent waving, haircoloring, chemical relaxing, hair styling, thermal styling, or hair cutting

Manicurist Instructor

Nail Wraps; Sculptured Finger Nail Application; Nail Tip Application; Nail Art; Manicure; or Pedicure

Natural Hair Instructor

Lock Techniques; Weave Techniques; Twist Techniques; Braid Extension; or Removing Braid or Extension

- It is your option to bring either a live model or a mannequin for the demonstration. If you choose to bring a live model, he/she must be at least 16 years of age. The model cannot be a student, operator, instructor, owner or manager in the field of aesthetics, cosmetology, manicuring, or natural hair. Models may not have any past or current training in cosmetology or other related field; this includes training in Tennessee or any other state. **Note: each model must provide the same identification as the test candidate, (see page 5 for Required Identification for admittance to the test).**
- Your model must bring a signed parental consent form with them if they are under 18 years of age.
- Models must be informed and must agree to submit to all operations of the instructor exam. It is mandatory that models sign a release form at the test site attesting to their understanding of the services to be performed. If your model does not sign, it may affect your testing session. Please make sure that your model reads and understands this Bulletin and the services to be performed. Your model may not actively participate in any way during the examination. You may only speak to your model in order to provide directions.
- Your model must be present with you at the time specified on the admission notice.
- Models must leave the testing center once they have finished participating.
- A proctor will be monitoring the time during the examination. Candidates must conduct their lecture and demonstration for at least 30 minutes, not to exceed 1 hour. Candidates will fail the examination if their lecture and demonstration combined do not last at least 30 minutes.

- Candidates are NOT allowed to use personal timers during the examination.
- During the Practical portion, you must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- The lesson plans, handout(s), and sample exam must NOT be copied directly from a textbook or other reference source. Otherwise, a failing grade may be assigned for the scored elements associated with that section of the examination.
- Please label each assignment you submit

KITS/SUPPLIES AND EQUIPMENT

You are responsible for bringing your own supplies. Please ensure that no identifying marks are on the supplies. Required supplies include the following items:

- Lesson plan for lecture and demonstration (1 copy to examiner, 1 copy for candidate)
- Handout for lecture (1 copy for examiner, 1 copy for candidate)
- Sample exam of five questions with at least 2 different question types and correct answers indicated (1 copy for examiner, 1 copy for candidate)
- Tools and supplies needed for demonstration
- Blood spill kit (including: latex gloves, bandages, two labeled baggies for hazardous waste, antiseptic, cotton, styptic powder)

ITEMS SUPPLIED BY TESTING VENDOR

- Table with ledge for attaching mannequin stand and placing materials
- Chair for rater
- Water facility
- Covered trash can
- Wall clock

INSTRUCTOR PRACTICAL PORTION RATING CRITERIA

The following information will be used by examiners to grade your performance during the practical portion:

Turn in 1 copy of lesson plan for lecture (at the beginning of the examination)

Turn in 1 copy of lesson plan for demonstration (at the beginning of the examination)

Turn in 1 copy of handout for lecture (at the beginning of the examination)

Turn in 1 copy of sample exam with five questions (including at least 2 different question types) with correct answers indicated (at the beginning of the examination)

Pre-Exam Set Up and Disinfection (10 minutes to set-up what is needed for lecture and demonstration)

Lecture and Demonstration (at least 30 minutes combined, not to exceed 1 hour)

Candidates **MUST** bring all supplies for their lesson plan and demonstration with them

CANDIDATES ARE EXPECTED TO CREATE THEIR OWN LESSON PLANS

LESSON PLAN FOR LECTURE AND DEMONSTRATION (Handed in at the beginning of the examination)

1 point each:

- 1) Includes objectives that are clear and reflect the important aspects of the lesson
- 2) Includes objectives that reflect safety, sanitation, and penalties set by state law
- 3) Allocates an appropriate amount of time for each topic
- 4) Includes instructional aids and materials
- 5) Includes all reference materials
- 6) Includes oral presentation notes
- 7) Includes demonstration presentation notes
- 8) Includes relevant key questions to ask students about verbal presentation
- 9) Includes relevant key questions to ask students about demonstration
- 10) Includes a concise summary covering lecture and demonstration
- 11) Includes written or reading assignments for students to complete
- 12) Includes practical/hands-on assignments for students to complete

HANDOUT FOR LECTURE (Handed in at the beginning of the examination)

1 point each:

- 1) Includes content that reflects the lesson objectives
- 2) Includes content that increases student attention and interest
- 3) Includes content that increases student comprehension
- 4) Includes content that presents ideas clearly

SAMPLE EXAM (Handed in at the beginning of the examination)

1 point each:

- 1) Includes content that reflects the lesson objectives
- 2) Weights content appropriately
- 3) Indicates correct answers to the questions
- 4) Contains at least two different question types
- 5) Includes at least five questions

**PRE-EXAM SET UP AND DISINFECTION
(10 minutes)**

1 point each:

- 1) Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
- 2) Disinfects work surfaces with approved EPA-registered disinfectant
- 3) Ensures all containers remain closed when not in use
- 4) Kit must remain closed
- 5) Removes products from containers without contamination
- 6) Disposes of waste material using a trash bag

**LECTURE AND DEMONSTRATION
(At least 30 minutes combined, not to exceed 1 hour)**

2 points each:

- 1) Uses effective opening lines to introduce topics
- 2) Presents accurate description of procedures
- 3) Demonstrates procedure according to description
- 4) Demonstrates use of implements and equipment safely and effectively
- 5) Presents ideas clearly and concisely
- 6) Refers to notes but does not read directly
- 7) Explains key ideas and concepts effectively, while maintaining eye contact with all students
- 8) Makes use of handout
- 9) Selects key ideas and concepts consistent with skills and knowledge of students
- 10) Demonstrates topics and skills appropriate for students
- 11) Creates positive motivational circumstances for student learning and provides opportunities for participation
- 12) Emphasizes key concepts of sanitation and disinfection
- 13) Summarizes key ideas and concepts effectively

SCORING PROCEDURE

The passing score for the entire practical portion is 70%.

- Based on the number of tasks for each practical component, the following are the weights:

Practical Component	Weight
Lesson Plan for Lecture and Demonstration	22%
Handout for Lecture	8%
Sample Exam	9%
Pre-exam Set Up and Disinfection	13%
Lecture/Demonstration	48%
Total	100%

Time for complete practical: 30 minutes to 1 hour

TENNESSEE COSMETOLOGY

EXPOSURE INCIDENT (BLOOD SPILL) PROCEDURES

CANDIDATE SUSTAINS EXPOSURE INCIDENT:

1. Candidate MUST immediately stop the service.
2. Stop the bleeding by applying pressure to the area with a clean absorbent material (Cotton ball or piece of gauze)
3. Bring your Exposure Incident (Blood Spill) Kit to the Exposure Incident (Blood Spill) procedure area/workstation.
4. When the bleeding has stopped, clean the injured area with an antiseptic wipe
5. Bandage the cut with an adhesive bandage to completely cover cut
6. Cover bandaged cut with finger cot / glove
7. Using disinfectant clean Exposure Incident (Blood Spill) procedure area/workstation
8. Double bag soiled materials such as wipes or cotton balls and any contaminated items in a bag labeled as BioHazard
9. Sanitize hands
10. Return to workstation

MODEL SUSTAINS EXPOSURE INCIDENT:

1. Candidate MUST immediately stop the service
2. Wearing gloves, stop the bleeding by applying pressure to the area with a clean absorbent material (Cotton ball or piece of gauze)
3. When the bleeding has stopped, clean the injured area with an antiseptic wipe
4. Bandage the cut with an adhesive bandage to completely cover cut
5. Double bag soiled materials such as gloves, wipes or cotton balls and any contaminated items in a bag labeled as BioHazard
6. Sanitize hands
7. Continue service



TENNESSEE AESTHETICIAN INSTRUCTOR, COSMETOLOGY INSTRUCTOR, MANICURIST INSTRUCTOR, AND NATURAL HAIR INSTRUCTOR PORTION REGISTRATION FORM

Before you begin. . .

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. **Legal Name:** _____

Last Name
First Name
Middle Name

2. **Social Security:** - - (FOR IDENTIFICATION PURPOSES ONLY)

3. **Mailing Address:** _____
 Number, Street (Must be a physical address, PO Boxes are NOT accepted) Apt/Ste

 City State Zip Code

4. **Telephone:** Home _____ - _____ Office _____ - _____

5. **Email:** _____ @ _____

6. **School Code:**

7. **Examination:** (Check one) Instructor Theory Portion only (\$70) Instructor Practical Portion only (\$70)
 Instructor Reinstatement (\$35)
 (Check one) FIRST TIME RETAKE

8. **Total Fee Included:** \$ _____. You may pay by credit card, company check, cashier's check or money order. Make your check or money order payable to PSI and note your Social Security # on it.

If paying by credit card, check one: VISA MasterCard American Express Discover

Card Number: _____ Exp. Date: _____

Card Verification No: _____ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

9. **Affidavit:** *I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the examination information bulletin.*

Signature: _____ **Date:** _____

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.
 Complete and forward this registration form with the applicable examination fee to:
PSI Services LLC * ATTN: Examination Registration TN COS
3210 E Tropicana * Las Vegas, NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929
www.psiexams.com



All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121