



 **PSI National Barber and
Cosmetology Program**

ESTHETICIAN CANDIDATE INFORMATION BULLETIN

*Please refer to our website to check for the most updated
information*

www.psiexams.com

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PSI NATIONAL EXAMINATIONS - GENERAL INFORMATION

This Candidate Information Bulletin provides you with information about the PSI National examination and application process for an Esthetician license.

The Tennessee Board of Barber and Cosmetology Examiners has contracted with PSI to conduct the National Barber Cosmetology Program (NBCP) examination. PSI provides examinations through Remote proctored computer-based testing, virtual practical exam testing and a network of examination testing facilities 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.

EXAMINATION APPROVAL

Candidates must be pre-approved to take the examination. The education provider will provide an eligibility electronically to PSI upon a student's successful completion of the course requirements. An email confirmation will be received immediately after the document been submitted.

After your provider has submitted your file to PSI, please go to www.psiexams.com or call 1-(855) 340-3710 to pay the examination fees and schedule for the examination. If PSI does not have your record, please contact your education provider.

The National Master Cosmetologist examination is offered in Vietnamese and Spanish, as well as English.

NAME CHANGE INSTRUCTIONS

If a candidate name differs on any of your paperwork, they will need to 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 PAYMENT AND SCHEDULING

Candidates must pass the National Master Cosmetologist Theory examination before they may and schedule the National Master Cosmetologist 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.

EXAMINATION FEES

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

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

ONLINE REGISTRATION

PSI online registration is fast, easy, and available 24 hours a day 7 days a week! This is the most convenient to way schedule and pay for an examination.

Candidates can take advantage of this service by going to the PSI web site www.psiexams.com

Just follow these easy instructions.

- Once on the PSI website, candidates will be directed to create a personal account.
- Enter the email address and the candidates first and last name.
*The name entered *must exactly* match the name that is listed on the candidates' state application or it will not be recognized by our system.
- Select the box; "[Check here to attempt to locate existing records for you in the system](#)".



Once the candidate record is located

- Select the examination the candidate is registering for.
- Enter the candidates Social Security Number.
- The account will be displayed.
- Follow the on-screen instructions to submit payment for the examination.

Once Payment is completed, follow the on-screen instructions to begin the scheduling process.

- Enter the zip code where you would like to take the examination. The following scheduling options will be available.
 - Physical PSI testing locations closest to the zip code entered.
 - Available times to schedule a **Remote Proctored Theory** examination.
 - Available times to schedule a **Virtual Proctored Practical** examination.
- Once the desired examination option is selected, a list of available dates will be displayed. Select the preferred date and registration process is completed.
- If you encounter any questions or difficulty, please contact PSI customer services at (855) 340-3710.

REGISTRATION BY TELEPHONE

You may also choose to schedule over the telephone.

- To register by phone requires a valid credit or debit card (VISA, MasterCard, American Express or Discover).
- Call (855) 340-3710, Monday through Friday, between 6:30 AM and 9:00 PM CST, and Saturday-Sunday between 8:00 AM and 4:30 PM CST, to speak to a live Customer Service Representative.

REGISTRATION BY EMAIL

Email registration may be utilized.

- Complete the Esthetician **Examination Registration Form** found at the end of this bulletin
- List on the form your credit card information for payment.
- Email the completed form to:
 - ✓ examschedule@psionline.com Email registrations are accepted 24 hours a day.

Please allow 7-10 business days to process your Registration. After 7-10 business days, Candidates may go online or call PSI to schedule your examination.

REGISTRATION BY STANDARD U.S. MAIL SERVICE

To complete a mail in registration.

- Complete the Esthetician **Examination Registration Form** found at the end of this bulletin.
- Examination fees may be paid by debit or credit card (VISA, MasterCard, American Express or Discover), money order, company check, or cashier's check, made payable to PSI Services LLC. Print your name in the memo section of the check or money order so we may ensure the payment is applied to your registration. **CASH AND PERSONAL CHECKS WILL NOT BE ACCEPTED.**
- Mail to:

PSI Licensure: Certification
3210 E Tropicana
Las Vegas, NV 89121

Please allow PSI 14 days to process a mailed registration. After 14 days, candidates may go through the online process or call PSI customer service at (855) 340-3710, Monday through Friday, between 6:30 AM and 9:00 PM CST, and Saturday-Sunday between 8:00 AM and 4:30 PM CST, to schedule their examination.

CANCELING OR RE-SCHEDULING AN EXAMINATION

Candidates may cancel and reschedule an examination without forfeiting your fee if PSI receives a cancellation at **least 48 hours prior the scheduled examination.**

To cancel an examination, use PSI's Internet web site or call PSI at (855) 340-3710, 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.

Leaving a voice mail message will NOT cancel an examination, you need to speak to a Customer Service Representative.



LATE CANCELTION OR MISSED EXAMINATION

Examination fees will be forfeited for the following reasons.

- The candidate DOES NOT cancel the examination at least *48 hours prior* the scheduled time.
- The candidate leaves a voice mail message to attempt to cancel the examination.
- The candidate arrives at the location after the examination start time.
- The candidate does not appear at all for the scheduled examination.
- The candidate does not present proper identification when arriving for the examination.

CANDIDATE EXAMINATION ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. PSI will meet candidate examination accommodations. A candidate who will require an accommodation to take an examination, must create an account and register to take a PSI National Examination.

The instructions to request an accommodation are listed on the [Exam Accommodations Request Form](#) available at the end of this Candidate Information Bulletin or by [Clicking Here](#).

Requirements for exam accommodation requests:

Candidates 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.

Candidates must register for an examination prior to requesting an accommodation.

EXAMINATION REVIEW

In cooperation with the Tennessee Board of Cosmetology and Barber Examiners, PSI will consistently evaluate all examinations being administered to ensure that the examinations accurately measure competency in the required areas of knowledge. Comments may be given in writing to the examination proctor at the conclusion of the examination. Candidates may also submit comments on their computer during the theory examination. Comments are entered by clicking the [Comments](#) link on the function bar of the test question screen.

Comments will be received by the PSI examination development staff. PSI will not respond to individuals regarding these comments; however, all comments are reviewed. In the case a discrepancy is found, PSI and the State Board could re-evaluate candidates' results and adjust them accordingly.

Please Note: This is the only method to review the Theory examination questions available to a candidate. There is not a review process for the Practical examination.

THE PSI TEST CENTER EXPERIENCE

Please visit the following link to watch a short video of the PSI Test Center Experience.

<https://psi.wistia.com/medias/3321yp1ic8>

PSI TENNESEE THEORY EXAMINATION LOCATIONS

The **PSI National Esthetician Theory** and **Tennessee Law** examinations are administered at the testing centers listed below:

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

East on I-40 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 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .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 from Nashville on Interstate Hwy 40, 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
1100 Kermit Drive, Suite 103
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 first building on your left.

From I-40 West: take exit onto Briley Parkway, turn left onto Briley PWY. Exit onto Murfreesboro Rd. Stay in the right lane. Turn right onto Kermit Drive. PSI is in the first building on your left.



PSI TENNESEE PRACTICAL EXAMINATION LOCATIONS

The PSI National Esthetician 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 from Nashville on Interstate Hwy 40, 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).

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

Candidates should arrive at least 30 minutes prior to their scheduled examination start time. This allows time for candidates to sign-in and provide PSI with identification verification and be seated.

Candidates who arrive late, will not be admitted to the examination room, and will forfeit all their examination fee(s).

REQUIRED IDENTIFICATION FOR ENTRY TO THE EXAMINATION

Candidates are required to provide 2 forms of identification.

- One I.D. must be a VALID, government issued identification (driver's license, state ID, passport), which bears the candidates name exactly as it appears in the examination registration, signature and photograph or a complete physical description.
- The second ID must have your signature and preprinted legal name exactly as it appears on the candidate registration form.

Again, all identification must display the candidates name exactly as it appears in the examination registration form.

Candidates who are not able to provide the required identification must call (855) 340-3710 at least 21 days prior to the scheduled examination, to discuss possible solutions to this examination requirement.

Candidates failing to provide all required identification at the time of the examination is considered a missed examination, and they will be dismissed.



GENERAL SECURITY RULES AND PROCEDURES

The following security procedures will apply during the examination:

- 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 but not limited to; cellular/mobile phones, recording devices, watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players or headphones (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats:** 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 are prohibited including but not limited to hats, baseball caps, or visors.
 - **Other personal miscellaneous 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 prohibited items are found during check-in, candidates will place them in the provided secure storage or leave these items outside the restricted area at their own risk. PSI is 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 government officials in your state in detail of the occurrence.
- If a candidate leaves 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 the ends of their sleeves and the bottoms of their pant legs to ensure that restricted items do not enter the examination areas.
- Proctors also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a restricted device. Proctors will ask to inspect any such items in candidates' pockets.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials or devices, disrupts the administration of an examination or who violates any security rule or procedure, will be asked to surrender all examination materials and to leave the test center. PSI will notify government officials in your state in detail of the occurrence.
- 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, after obtaining permission from the proctor. Candidates will not receive extra time to complete the examination.

ESTHETICIAN THEORY AND LAW EXAMINATIONS

The theory and law examination will be administered using a computer, a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a 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 registered.

TUTORIAL

Before a candidate begins an examination, an introductory tutorial is provided on their computer screen. The time of the tutorial is not deducted from any examination timing. The tutorial takes up to 15 minutes, sample questions are introduced following the tutorial so that a candidate may familiarize themselves on how questions are written and answered, and how to review their answers.



TEST QUESTION SCREEN

The "function bar" at the top of the test question, provides mouse-click access to any features available while taking the examination. During the examination, one question will appear on the screen at a time. There is also a timer feature that at the top of the screen that displays the time a candidate has remaining.

Note:
Even though a candidate has entered a response to a question, the system will allow the response to be changed anytime the examination is active. One a candidate signs out of an examination or timing expires; this feature will no longer be available.

The screenshot shows a web-based test interface. At the top, there is a navigation bar with icons for 'Mark', 'Comments', 'Goto', 'Help', and 'End'. Below this is a status bar with the following information: 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 359'. The main content area displays question 3: 'What do the stars on the United States of America's flag represent?'. Below the question, it says '(Choose from the following options)'. There are four radio button options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom of the question area, there are two buttons: '<< Back' and 'Next >>'.

EXPERIMENTAL QUESTIONS

In addition to the number of examination questions specified in the "Examination Content Outline". There are a small number of "experimental" questions may be administered to candidates during the examinations. There are typically five (5) experimental questions. The results of these questions not included in the final candidate score. Administration of such unscored experimental questions is an essential step in developing future PSI examinations.

ESTHETICIAN THEORY PORTION

The examination content outline is prepared and is periodically updated by committees of professionals who are subject matter experts in Esthetics, Esthetician instruction, or regulatory issues. The examination content outline identifies areas of importance to licensees for them to perform their duties on the public in a competent and responsible manner.

The content outline lists topics that are on the examination and the number of questions for each topic. We advise candidates not schedule an examination until they are familiar with the topics on the outline. Candidates may use this outline as a guide as well as the examination references as a guide for a pre-examination review.

ESTHETICIAN THEORY CONTENT OUTLINE

- I. **Safety and Infection Control (34%)**
 - a. Workstation and environment
 1. Chemical labeling, storage, and disposal
 2. OSHA Safety Data Sheet (SDS)
 - b. Safe working practices
 1. Hand Hygiene
 2. Client protection
 - c. Regulatory agencies
 - d. Infection control
 1. Infectious disease, virus, and pathogen procedures
 2. Cleaning and disinfection
 - a. Single vs. multiuse items
 - b. Disinfectants
 - c. Procedures for cleaning tools, equipment, and work surfaces
 - d. Storage of tools and equipment
 - e. Standard Precautions for blood exposure incidents
 - f. Effective responses for client injury



- II. **Client Consultation (3%)**
 - a. Client intake form
 - b. Client release form
 - c. Contraindications to skin care services
- III. **Skin Analysis (13%)**
 - a. Skin type and services
 - b. Skin structure
 - c. Skin conditions and disorders as they relate to contraindications
- IV. **Skin Care (27%)**
 - a. Products and product chemistry safety
 - b. Procedures
 - 1. Skin analysis
 - 2. Facials
 - 3. Facial massage
 - 4. Tool/device safety
- V. **Makeup (4%)**
 - a. Safe application and infection control precautions
 - b. Safe application of eyelash extensions and enhancements
- VI. **Hair Removal (13%)**
 - a. Waxing
 - 1. Safety and infection control precautions
 - 2. Temperature precautions
- VII. **Advanced Treatment Safety (5%)**
 - a. Chemical Exfoliation
 - b. Microdermabrasion
 - c. Electrotherapy
- VI. **Licensing (10%; 10 questions)**
 - a. Meeting Licensure Requirements/Licensed Duties
 - b. Renewal
 - c. Board Responsibilities and Disciplinary Actions
 - d. Displaying the License
 - e. Salon Owner and Manager Responsibilities
 - f. Change of Address, Contact Information, Ownership
 - g. Displaying Sign Pertaining to Clients' Rights

ESTHETICIAN EXAMINATION REFERENCES

This examination is CLOSED BOOK.

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

Pivot Point Fundamentals: Esthetics, (101E - 111E); ©2020 Pivot Point International, Inc.

1st Edition, 1st Printing, November 2016 ISBN 978-1-951862-26-8

Pivot Point International, Inc.

Contact: info@pivot-point.com 847-886-0500, Ext. 7399

<https://www.pivot-point.com/shop/>

Milady's Standard Esthetics: Fundamentals 2020, 12th edition

Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

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=014CJAA5ZGVhZjA3NS02MmMzLTRlZWQtOGJjNC00YzQ1MmZlNzc2YWYKAFBvZENhdGFsb2e9zYpNUjTRalWVfyrur9ud&crd=3c2fd040-a372-42ba-956a-38a1b1bb21cc&prid=eb3e88f8-8c93-4c59-8b7f-4edc609cac21>



TENNESSEE ESTICIAN LAW EXAMINATION

Individuals who are under the age of 65 and would like to activate a retired license, must register and pass both the Tennessee Law examination and the PSI National practical examination.

Individuals with licenses that have expired for 3 years or more, must register and pass both the Tennessee Law examination and the PSI National practical examination, to reinstatement of their licenses

Please complete the application form on PSI's website www.psiexams.com.

With Board approval, individuals who are licensed in another state and would like to obtain a Tennessee license, must also register, and pass the Tennessee Law examination and the PSI National practical examination, to license.

TENNESSEE LAW EXAMINATION CONTENT OUTLINE

The following content outline lists the topics that are on the examination and the number of questions for each topic. We recommend not scheduling an examination until a candidate is familiar with the topics in the outline. The examination consists of 25 questions and candidates will have 40 minutes to complete the examination.

- I. **Sanitation, Disinfection, and Safety** (20%; 5 items)
 - a. Cleaning and Disinfecting of Implements and Equipment
 - b. Cleaning and Disinfecting of Work Environment
 - c. Sanitary Procedures and Pathogens
- II. **Licensing** (80%; 20 items)
 - a. Meeting Licensure Requirements/Licensed Duties
 - b. Renewal
 - c. Board Responsibilities and Disciplinary Actions
 - d. Displaying the License
 - e. Salon Owner and Manager Responsibilities
 - f. Change of Address
 - g. Displaying Sign Pertaining to Clients' Rights

TENNESSEE LAW EXAMINATION REFERENCES

This examination is CLOSED BOOK.

The reference materials listed below were used to develop 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=014CJAA5ZGVhZjA3NS02MmMzLTRlZWQtOGJjNC00YzQ1MmZlNzc2YWYKAFBvZENhdGFsb2e9zYpNUjTRalWVfyrur9ud&crd=3c2fd040-a372-42ba-956a-38a1b1bb21cc&prid=eb3e88f8-8c93-4c59-8b7f-4edc609cac21>

ESTHETICIAN AND TENNESSEE LAW SCORE AND REPORTING INFORMATION

Candidates must score at least 70 percent to pass the examination.

Candidates' score reports will be given immediately following completion of the examination. The score reporting process varies as to the examination type.

- **COMPUTER TESTING** - The examination results will appear immediately on the computer screen automatically upon the completion of the examination.
- When candidates utilize the review feature, the examination result will appear immediately on the computer screen automatically upon indication the examination is complete, and they would like to see their results.
 - If the score is **PASS**, candidates receive an on-screen successful notification.
 - If the score is a **NON-PASS**, candidates receive an on-screen un-successful notification, with a diagnostic report indicating strengths and weaknesses that may require further study to pass.
 - Registration forms to retake the examination will be available at the PSI examination site or the previously mentioned processes.
- **PAPER/PENCIL TESTING** - an official score report will be printed at the examination site and given to the candidate.
- **VIRTUAL TESTING** - An official score report will be emailed to the candidate within 24 hours of their examination completion.



To better prepare for the PSI National Esthetician Theory Examination, candidates can now review by taking an online practice examination. Go to www.psiexams.com for more information and to register!

* Practice examinations are intended to aid candidates with live examination questions to study. The purpose is to familiarize a candidate with the general types of questions that will appear on a licensing examination. Questions are **NOT** a substitute for education and study. Scoring well on the practice examination also will not guarantee a positive outcome on the actual licensing examination. This is the **ONLY** official PSI study for the examinations, PSI does not recognize nor endorse other study guides that may be offering information on the PSI National cosmetology and barbering program. The PSI practice examinations are offered to review an unlimited number of times; however, a fee is assessed for each review.

OBTAINING A DUPLICATE SCORE REPORT AND/OR LICENSE APPLICATION

To request a duplicate score report and/or a license application after leaving the examination, candidates may email scorereport@psionline.com or call Customer Service (855) 340-3710.

PSI NATIONAL PRACTICAL EXAMINATION- IMPORTANT GUIDELINES

For practical examination questions or concerns, we recommend candidates and instructors to email cosmetology@psionline.com. Candidates should familiarize themselves with the following instructions to be properly prepared for the examination, prior to registration.

- During the Practical examination, candidates must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- A proctor will be monitoring time during the examination. Personal timers are not allowed in the examination room. Candidates will not receive a score for any activities not completed within the allotted topic area time limits. When the proctor gives an instruction to “Please stop working”, candidates are to immediately stop what they are doing, stand quietly, and wait for the next instruction to be given.
- Candidates are required to prepare and bring a closable container (“supply kit”), with all products, supplies, and equipment necessary to perform the topic areas included in this examination. The container dimensions should not exceed 24”x24”x24” in in size.
- Candidates are required to bring to the examination two containers to dispose of used items. One marked “Single-use” and one marked “Multi-use”. All items used in the examination are categorically disposed of in one of these containers.
- Products that are *not* required to be listed on an actual business SDS sheets may be fictitious with a self-created or actual label attached. Some other substance may be used inside the container to simulate a product.
- Chemical products that are required be listed on SDS sheets in an actual business, are required to be used from the original container with an original manufacturers label attached or in a container with the manufacturers label attached.
- Candidates may not observe other candidates during the examination. PSI views and responds this behavior as form of cheating. The candidate will be warned up to and including dismissal from the examination. Please focus on individual tasks and do not depend on viewing the performance of other candidates to be successful.
- Candidates’ name and/or school names are to be covered on their person and supplies while in the examination.
- The number one safety rule in our industry is: “Following Instructions”. There is no necessary or required style or technique a school needs to teach, or a candidate needs to perform. All topic areas are observed in the manner a Master Cosmetologist would normally complete a task. Tasks should be taken seriously and performed as instructed in the examination and to the highest skill level they are capable. Scores are based on the candidate displaying a solid knowledge of workplace Infection Control and Safety Precautions.



WORKPLACE INFECTION CONTROL PRECAUTIONS

Candidates need to be familiar and follow all workplace infection control precautions. Here are some examples of the expectations of the examination as well as an everyday business to familiarize a candidate with some of the industries infection control standards.

- ✓ Cleaning hands before starting a service. Knowing when hands become contaminated and keeping them clean as to not infect a client.
- ✓ Keeping the supply kit from becoming contaminated, such as: returning items to the kit, leaving a kit open or otherwise contaminating a kit. The supply kit represents the clean and disinfected storage in an Estheticians workstation and should be treated as such.
- ✓ Knowledge of single-use and multi-use items and how to dispose of them properly.
- ✓ Disinfecting workstation surfaces and keeping them from becoming contaminated. If a worksurface becomes unhealthy a candidate has the knowledge to know when they would require the station to be cleaned and disinfected.
- ✓ Knowing how to use and dispense products without contamination. For example, double dipping, or any other cross contamination with the skin or worksurfaces.
- ✓ Keeping clients from becoming contaminated by the Cosmetologist.
- ✓ Keeping containers being used from contamination
- ✓ Making sure our tools are clean and disinfected.
- ✓ If blood becomes present during a service, how do we deal with the situation without contaminating ourselves and others.

WORKPLACE SAFETY PRECAUTIONS

Candidates also need to be familiar and follow all workplace safety precautions. Here are some examples of the expectations of the examination as well as an everyday business to familiarize a candidate with some of the industry safety standards.

- ✓ Cosmetologists must know and have a working understanding of workplace safety regulations issued by federal and state regulatory entities.
- ✓ Cross-contamination of chemicals on the workstation.
- ✓ Chemical mixing procedures, storage of chemicals and SDS sheets.
- ✓ Keeping the workstation safe from injury, cleaning up spills and picking up dropped items. Reducing a slip and fall or tripping incidents.
- ✓ Making certain tools and equipment are in safe working order, no frayed or exposed wires, rusty metals, etc.
- ✓ Tools and equipment are used in a safe manner.

PSI NATIONAL ESTHETICIAN PRACTICAL EXAMINATION

INSTRUCTIONS:

We would like to welcome you to the PSI National Esthetician Practical examination. The prompter will read instructions for each section, and the proctor will facilitate the timing for each topic area and supervise the examination. Proctors are only permitted to answer general questions that do not direct nor instruct in any manner related to this examination. A Certified National Evaluator is responsible for observing and rating candidate performance and are not allowed to converse with candidates except for to provide specific instruction when required during specific sections of the examination. Candidates are responsible to provide all necessary equipment and supplies needed for the performance of the practical examination. Candidates are not permitted to speak to or assist other candidates throughout the examination. Candidates will be always monitored for scoring. Electronics of any kind are strictly prohibited in the testing facility. Any candidate possessing prohibited items in the testing facility, PSI will stop your examination and you will be required to leave the testing facility. A report to your actions will be submitted to governing authorities. If you need to use the restroom during the examination, please raise your hand for proctor assistance in leaving the examination area. You will be required to sign out and sign back in when returning. Keep in mind the time will continue to elapse and any instructions you miss will not be repeated. Only one candidate at a time may leave the area at a time, please return as quickly as possible. Does anyone have any questions about the instruction you have been given?

TOPIC AREA: 1 WORKSTATION PREPARATION ♦ 10 MINUTES

INSTRUCTIONS: We will begin with **Daily Workstation Preparation**. 10 minutes will be provided to prepare your daily workstation. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:

- 1.1 Preparation of daily workstation
- 1.2 Adheres to workplace infection control precautions
- 1.3 Adheres to workplace safety precautions



INSTRUCTION:

- There are 5 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue the examination.



TOPIC AREA- 2 BASIC FACIAL ♦ 25 MINUTES

INSTRUCTIONS: This evaluation is **Basic Facial**. 10 minutes will be provided to set up your workstation and prepare your client for a basic facial. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Candidates start your preparation, timing begins now.

EVALUATION:

- B.1 Preparation of basic facial workstation
- B.2 Adheres to workplace infection control precautions
- B.3 Adheres to workplace safety precautions
- B.4 Preparation of client for a basic facial
- B.5 Adheres to workplace infection control precautions
- B.6 Adheres to workplace safety precautions



INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, the timing has ended.

INSTRUCTIONS: 10 minutes will be provided to complete a basic facial. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Candidates start your basic facial, timing begins now.

EVALUATION:

- B.7 Demonstrate a basic facial using a towel steam process
- B.8 Adheres to workplace infection control precautions
- B.9 Adheres to workplace safety precautions



INSTRUCTIONS: We will now continue the basic facial. 5 minutes will be provided to clean up your basic facial workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your clean up, timing begins now.

EVALUATION:



Summary of Comments on Published by

Page: 14

Number: 1 Author: Ask PSI Subject: Sticky Note Date: 12/20/2021 1:50:57 PM

Candidates will disinfect their work surfaces. Disinfectant must be viricidal, bactericidal & fungicidal. The manikin head is set-up. Candidates need 2 containers for all contaminated or used items to go into. One labeled "Single-use" and one labeled "Multi-use". Set-up all other supplies and products needed throughout a day. **Do not set up any Basic Facial supplies at this time.**

Number: 2 Author: PSI Helpful Hint Subject: Sticky Note Date: 12/19/2021 9:59:07 PM

Candidates set up all daily supplies.
For example, a small roll of paper towels, disinfectant, hand sanitizer, gloves, etc., may be placed in non-labeled container or zipper plastic bags for use throughout the examination. The container or bag must be non-porous and able to be disinfected.

Number: 3 Author: PSI Helpful Hint Subject: Sticky Note Date: 12/20/2021 1:48:08 PM

Products that are required a SDS sheet in a salon also need to have a complete manufactures label attached.

Number: 4 Author: PSI Helpful Hint Subject: Sticky Note Date: 12/20/2021 1:53:45 PM

Candidates must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public. See and follow the example criteria for "Workplace Infection Control Precautions" and "Workplace Safety Precautions " on page 12 of this CIB. This criteria is scored on every task of this examination. Not learning or practicing these examples will result in a *FAIL* score.

Number: 5 Author: Ask PSI Subject: Sticky Note Date: 12/19/2021 10:02:08 PM

Candidates will set-up their workstation for a basic facial.
Perform a skin analysis and prepare their client for a facial service.

Number: 6 Author: PSI Helpful Hint Subject: Sticky Note Date: 12/19/2021 10:03:25 PM

Candidates must demonstrate a industry standard for using a steam towel safely. See the textbooks referenced for the criteria to use steam towels

- B.10 Clean-up of basic facial
 B.11 Adheres to workplace infection control precautions
 B.12 Adheres to workplace safety precautions

**INSTRUCTION:**

- You have 2 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been complete. We will now continue the examination.

TOPIC AREA- 3 EYEBROW WAXING AND TWEEZING ♦ VARIED TIMING

INSTRUCTIONS: This evaluation is Eyebrow Waxing and Tweezing. 10 minutes will be provided to set up your workstation and prepare your client for an eyebrow wax and tweezing. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Candidates start your preparation, timing begins now.

EVALUATION:

- C.1 Preparation of workstation for eyebrow wax and tweezing
 C.2 Adheres to workplace infection control precautions
 C.3 Adheres to workplace safety precautions
 C.4 Preparation of client for eyebrow wax and tweeze
 C.5 Adheres to workplace infection control precautions
 C.6 Adheres to workplace safety precautions

**INSTRUCTION:**

- You have 5 minutes left to finish.
- Please stop working, the timing has ended.
- Stand quietly and wait for the examiner.

Examiner: Note: Examiner will evaluate each candidate individually.

EXAMINER INSTRUCTION:

Complete an eyebrow wax procedure using simulated soft wax.

**EVALUATION:**

- C.7 Complete an eyebrow wax procedure using simulated soft wax
 C.8 Adheres to workplace infection control precautions
 C.9 Adheres to workplace safety precautions

EXAMINER INSTRUCTION:

Complete a tweezing procedure on three (3) hairs.

**EVALUATION:**

- C.10 Complete a tweezing procedure on three (3) hairs
 C.11 Adheres to workplace infection control precautions
 C.12 Adheres to workplace safety precautions

EXAMINER INSTRUCTION:

Thank you, please stand quietly and wait for further instructions.

INSTRUCTIONS: We will now continue the eyebrow waxing and tweezing. 5 minutes will be provided to clean up your eyebrow waxing and tweezing workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start you clean up, timing begins now.

EVALUATION:

- C.13 Clean-up of eyebrow waxing and tweezing
 C.14 Adheres to workplace infection control precautions
 C.15 Adheres to workplace safety precautions

**INSTRUCTION:**

- You have 2 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue the examination.

-
- Number: 1 Author: Ask Psi Subject: Sticky Note Date: 12/19/2021 10:04:47 PM
The basic facial workstation is cleared of all tools, supplies and products. Single use and multi use items are placed in the appropriate containers.
-
- Number: 2 Author: Ask PSI Subject: Sticky Note Date: 12/19/2021 10:06:02 PM
Candidates will set-up their workstation for eyebrow waxing and tweezing.
Perform a skin analysis and prepare their client for an eyebrow wax and tweeze service.
-
- Number: 3 Author: Ask PSI Subject: Sticky Note Date: 12/19/2021 10:24:46 PM
The examiner will score candidates one-on-one.
Candidates will be asked to complete an eyebrow wax procedure. Demonstration should be as listed in the referenced textbooks.
-
- Number: 4 Author: PSI Helpful Hint Subject: Sticky Note Date: 12/19/2021 10:25:49 PM
Soft wax used in this examination is a fictitious product used for demonstration purposes. The container should contain a simulated product such as petroleum jelly, honey, etc, that has the same consistency as a warm soft wax.
-
- Number: 5 Author: Ask PSI Subject: Sticky Note Date: 12/19/2021 10:27:19 PM
The candidate will then be asked to demonstrate the tweezing of three (3) hairs.
This is a simulated demonstration as many manikin heads have painted brows.
Please, only remove three (3) hairs.
-
- Number: 6 Author: Psi Helpful Hint Subject: Sticky Note Date: 12/19/2021 10:28:20 PM
Bracing on the face is required anytime a professional is working near the eyes and/or mouth.
Bracing is accomplished by connecting the working hand with the head, so if a client moves suddenly the professionals hand and tool move with the head as not to injure the client.
See referenced textbooks for bracing procedures.
-
- Number: 7 Author: Ask PSI Subject: Sticky Note Date: 12/19/2021 10:29:20 PM
The eyebrow wax and tweeze workstation is cleared of all tools, supplies and products. Single use and multi use items are placed in the appropriate containers.

TOPIC AREA: 4 MAKEUP APPLICATION- 25 MINUTES

INSTRUCTIONS: This evaluation is Makeup Application. 10 minutes will be provided to set up your workstation and prepare your client for a makeup application. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Candidates start your preparation, timing begins now.

EVALUATION:

- 4.1 Preparation of workstation for makeup application
- 4.2 Adheres to workplace infection control precautions
- 4.3 Adheres to workplace safety precautions
- 4.4 Preparation of client for makeup application
- 4.5 Adheres to workplace infection control precautions
- 4.6 Adheres to workplace safety precautions



INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, the timing has ended.

INSTRUCTIONS: 10 minutes will be provided to complete a makeup application. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Candidates start your Makeup Application, timing begins now.

EVALUATION:

- 4.7 Transfer of makeup to palette
- 4.8 Adheres to workplace infection control precautions
- 4.9 Adheres to workplace safety precautions
- 4.10 Use of applicators
- 4.11 Adheres to workplace infection control precautions
- 4.12 Adheres to workplace safety precautions



INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, the timing has ended.

INSTRUCTIONS: We will now continue the makeup application. 5 minutes will be provided to clean up your makeup application workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your clean up, timing begins now.

EVALUATION:

- 4.13 Clean up of makeup application
- 4.14 Adheres to workplace infection control precautions
- 4.15 Adheres to workplace safety precautions



INSTRUCTION:

- You have 2 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue the examination.

TOPIC AREA- 5 END OF DAY CLEAN UP ♦ 10 MINUTES

INSTRUCTIONS: This evaluation is End of Day Clean Up. 10 minutes will be provided to clean up your workstation. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Candidates start your daily clean up, timing begins now.

EVALUATION:

- 7.1 Day end cleanup of workstation
- 7.2 Adheres to workplace infection control precautions
- 7.3 Adheres to workplace safety precautions



INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue the examination.

Number: 1 Author: Ask Psi Subject: Sticky Note Date: 12/19/2021 10:33:02 PM

Candidates will set-up their workstation for makeup application.
Perform a skin analysis and prepare the client for a makeup application.

Number: 2 Author: Ask Psi Subject: Sticky Note Date: 12/19/2021 10:38:12 PM

Make up is transferred to a clean palette before the makeup is applied to the face.
This is an application of makeup to the face, eye and lip .
Applicators are used keeping in mind all infection control and safety precautions.

Number: 3 Author: PSI Helpful Hint Subject: Sticky Note Date: 12/19/2021 10:40:19 PM

Bracing on the face is required anytime a professional is working near the eyes and/or mouth.
Bracing is accomplished by connecting the working hand with the head, so if a client moves suddenly the professionals hand and tool move with the head as not to injure the client.
See referenced textbooks for bracing procedures.

Number: 4 Author: PSI Helpful Hints Subject: Sticky Note Date: 12/19/2021 10:44:01 PM

Disposable applicators and brushes are encouraged.
Be aware and follow all safety and infection control precautions for dispensing and applying makeup to the face.
Porous handle or natural bristle bushes can not be disinfected and are considered "single use".

Number: 5 Author: Ask PSI Subject: Sticky Note Date: 12/19/2021 10:45:35 PM

The makeup application workstation is cleared of all tools, supplies and products. Single use and multi use items are placed in the appropriate containers.

Number: 6 Author: Ask PSI Subject: Sticky Note Date: 12/19/2021 10:30:23 PM

The eyebrow wax and tweeze workstation is cleared of all tools, supplies and products. Single use and multi use items are placed in the appropriate containers.

Number: 7 Author: PSI Helpful Hint Subject: Sticky Note Date: 12/19/2021 10:31:10 PM

Do not return any items to the storage kit at this time. All discarded items are placed in one of the two labeled containers, single -use or multi-use.

FINAL INSTRUCTIONS: *This concludes the PSI National Esthetician examination. Please clear your work area of all items you brought into the room, make certain your floor is clear of hair and debris, and wipe your workstation with disinfectant. When you are finished, raise your hand, and wait for the proctor to sign off your work area. You will be given your score report upon exiting the building. Please direct any questions about your results to the email address or phone number listed on your score report. We cannot answer any questions about the examination or your test results. Esthetician candidates begin your examination clean up*

PSI would like to thank you for coming today and best wishes in your exciting new career. Have a great day, you are excused.





TENNESSEE COSMETOLOGY EXAMINATION 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) Esthetician Theory Portion only (\$70) Esthetician Practical Portion only (\$70)
 Esthetician 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.

9. 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: _____

10. Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that 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 licensure: certification * ATTN: Examination Registration TN COS
3210 E Tropicana * Las Vegas, NV * 89121
Fax (702) 932-2666 * (855) 340-3710 * TTY (800) 735-2929
www.psiexams.com

TENNESSEE COSMETOLOGY EXAMINATION REGISTRATION FORM





EXAM ACCOMMODATIONS REQUEST FORM

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 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

[EXAMINATION ACCOMODATIONS REQUEST FORM](#)

