



# TENNESSEE INSTRUCTOR TEST TAKER GUIDE

*Please refer to our website for the most updated information*  
<https://test-takers.psiexams.com/tncosmetology>

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## PSI NATIONAL TESTING - GENERAL INFORMATION

This Instructor Test Taker guide provides test takers with information about PSI Tests and application process for an instructor license in Tennessee. The Tennessee Board of Barber and Cosmetology Examiners has contracted with PSI to conduct the Barber and Cosmetology testing in their state. PSI provides tests through online proctoring computer-based theory testing, online practical testing, and a network of testing facilities within Tennessee. PSI works closely with the State of Tennessee to be certain that our tests meet local as well as national requirements in basic principles and test development standards.

### TEST APPROVAL

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

After the provider has submitted the document to PSI, test takers will go to <http://test-takers.psiexams.com/tncosmetology> or call 1-(855) 340-3710 to pay testing fees and schedule for their test. In the case PSI does not have a test taker eligibility record on file, test takers need to contact their education provider to submit the documentation to PSI.

The PSI National Instructor Theory test is offered in Vietnamese and Spanish, as well as English in Tennessee.

### NAME CHANGE INSTRUCTIONS

If a Test takers name differs on any paperwork, they will need to provide documentation of legal name changes. This may require marriage certificates, or other legal documents, additional documentation may be required if the name has changed multiple times.

### TEST PAYMENT AND SCHEDULING

Test takers must pass the National Instructor Theory test before they may and schedule the National Instructor Practical test. A Test taker has 3 years to pass both tests to qualify for a license. Once both tests are passes, they have 6 months to apply for licensure.

#### TENNESSEE TESTING FEES

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

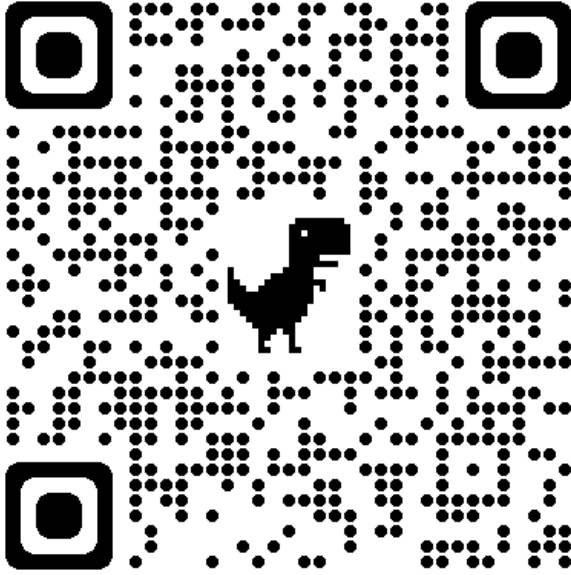
**NOTE:**  
**TESTING FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE TEST FEE(S) ARE VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.**



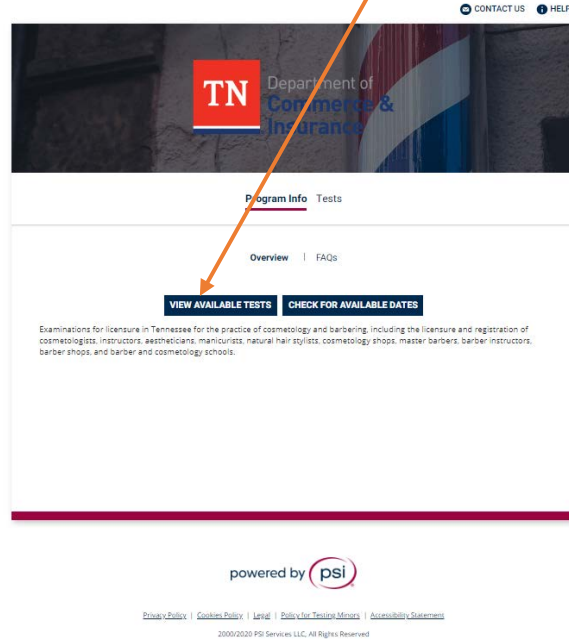
## ONLINE REGISTRATION

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

Test takers may use this service by going to the PSI web site at <https://test-takers.psiexams.com/tncosmetology>. OR scan this code

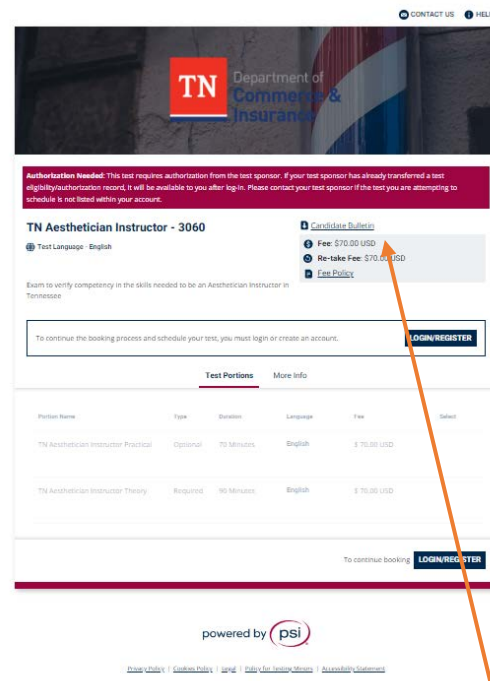
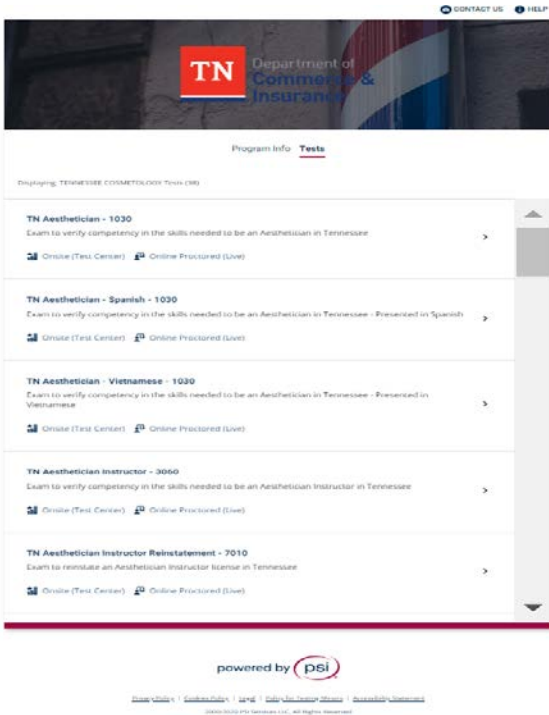


Once on the TN page, Select "VIEW AVAILABLE TESTS"



Select the test, language,

Here you will find the delivery options (online OR onsite) and information to schedule a test.



You will also find the online interactive Test Taker Guide

- Test takers will be directed to log into OR create a personal account.
- Follow the instruction to create an account OR enter the email address and the test takers first and last name.  
\*The name entered *must* match the name that is listed on the test takers' 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 test taker record is located

- Select the test the test takers are registering for.
- Enter the test takers Social Security Number.
- The account will be displayed.
- Follow the on-screen instructions to submit payment for the test.

After the payment is completed, follow the on-screen instructions to begin the scheduling process.

- Enter the zip code where you would like to take the test. The following scheduling options will be available.
  - Physical PSI testing locations closest to the zip code entered.
  - Available times to schedule an [Online Proctored Theory](#) test.
  - Available times to schedule an [Online Proctored Practical](#) test.
- Select the desired test option, and list of available dates will be displayed.
- Select the preferred date and the registration process is completed.
- If test takers encounter and questions or difficulty, contact PSI customer services at (855) 340-3710.

### REGISTRATION BY TELEPHONE

Test takers 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.

### CANCELING OR RE-SCHEDULING A TEST

Test takers may cancel and reschedule a test without forfeiting the fee if PSI receives a confirmed cancellation at least **48 hours prior** the scheduled test.

To cancel a test, use the PSI web page <http://test-takers.psiexams.com/tncosmetology> 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 a test, test takers need to speak to a live Customer Service Representative.**

### LATE CANCELLATION OR MISSED TEST

Testing fees will be forfeited for the following reasons.

- The test taker *does not cancel the test* at least 48 hours prior the scheduled time.
- The test taker *leaves a voice mail message* to attempt to cancel the test.
- The test taker arrives at the location *after the test start time*.
- The test taker is a *no-show* for the scheduled test.
- The test taker does not present *proper identification* when arriving for the test.

### TEST TAKER ACCOMMODATIONS

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

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

**Requirements for a testing accommodation request:**

Test takers 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.

**Test takers must register for a test prior to requesting an accommodation.**



## TEST REVIEW

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

Comments will be received by the PSI test 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 test takers' results and adjust them accordingly.

**This is the only method to review theory test questions available to a test taker. There is no review process for a practical test.**

## 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 TENNESSEE THEORY TESTING LOCATIONS

The PSI National Instructor Theory and Tennessee Law tests 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  
1102 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 TENNESSEE PRACTICAL TESTING LOCATIONS

The PSI Instructor practical test is administered at the testing 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 TESTING SITE

Test takers should arrive at least 30 minutes prior to their scheduled testing start time. This allows time for test takers to sign-in and provide PSI with identification verification and be seated.

Test takers who arrive after the start time, will not be admitted to the testing room, and will forfeit all their testing fee(s).

### REQUIRED IDENTIFICATION FOR ENTRY TO THE TEST

Test takers 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 test takers name exactly as it appears in the test registration, signature and photograph or a complete physical description.
- The second ID must have the test takers signature and preprinted legal name exactly as it appears on the test takers registration form.

*Again, all identification must display the test takers name exactly as it appears in the test registration form.*

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

*Test takers failing to provide all required identification at the time of the test is considered a missed test, and they will be dismissed.*

### GENERAL SECURITY RULES AND PROCEDURES

The following security procedures will apply during the test:

- Test takers may take only approved items into the testing room.
- All personal belongings of test taker should be placed in the secure storage provided at each site prior to entering the testing 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 test takers are asked to remove the outerwear, appropriate attire such as a shirt 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, etc.
- Although secure storage for personal items is provided at the testing site for 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 test 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, test takers will place them in the provided secure storage or leave these items outside the restricted area at their own risk. PSI is not responsible for the security of any personal belongings or prohibited items. Any test taker possessing prohibited items in the testing room shall immediately have their test results invalidated, and PSI shall notify the government officials in the state in detail of the occurrence.
- If a test taker leaves any items at the test site after testing and is not claimed within 30 days, items will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying a test taker may not wait in the testing 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, vaping, eating, or drinking is allowed inside the testing center.
- During the check in process, all test takers will be asked if they possess any prohibited items. Test takers may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. Proctors will ask to inspect any such items in their pockets. Test takers may also be asked to lift the ends of their sleeves and the bottoms of their pant legs to ensure that restricted items do not enter testing areas.
- Proctors also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a restricted device.
- Any test takers seen giving or receiving assistance on a test, found with unauthorized materials or devices, disrupts the administration of a test or who violates any security rule or procedure, will be asked to surrender all test materials and to leave the testing center. PSI will notify government officials in the state in detail of the occurrence.



- Copying or communicating test content is violation of the test takers contract with PSI, and federal and state law. Either may result in the disqualification of test results and may lead to legal action.
- Once the test begins, test takers may obtain permission from a proctor to leave the testing room if an emergency arises or to use the restroom. Test takers will not receive extra time to complete the test for leaving the testing room for any reason.

## INSTRUCTOR THEORY AND LAW TESTS

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

### IDENTIFICATION SCREEN

Test takers will be accompanied to a testing station. Once test takers are seated at their testing station, they will be prompted to confirm their name, identification number, and the test for which they registered.

### TUTORIAL

Before a test taker begins a test, an introductory tutorial is provided on the computer screen. The time used to watch the tutorial is not deducted from any test timing. The tutorial takes up to 15 minutes, sample questions are introduced during tutorial so a test taker may familiarize themselves on how questions are written and how to review the answers given.

### TEST QUESTION SCREEN

The "function bar" at the top of the test question, provides mouse-click access to any features available while taking the test. During the test, 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 test taker has remaining to complete the test.

**Note:**  
Once a test taker has entered a response to a question, the system will allow the response to be changed anytime the test is active. Once a test taker signs out of a test or timing expires; this feature will no longer be available.

The screenshot shows a test interface with a top navigation bar containing 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, Time Left(Min): 359. The main question area displays: "3. What do the stars on the United States of America's flag represent?" Below the question, it says "(Choose from the following options)" and lists four options with radio buttons: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area are two buttons: "<< Back" and "Next >>".

## EXPERIMENTAL QUESTIONS

In addition to the number of test questions specified in the "Test Content Outline". There are a small number of "experimental questions" may be administered to test takers during the tests. There are typically at least five (5) experimental questions on a test. The results of these questions not included in the final test takers score. Administration of such unscored experimental questions is an essential step in developing future PSI tests.

## INSTRUCTOR THEORY TEST

The test 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 test content outline identifies areas of importance to licensees for them to perform their duties on the public in a competent and in a safe and responsible manner.

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



## TENNESSEE INSTRUCTOR LAW TEST

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

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

Please complete the application form on PSI's website <https://test-takers.psiexams.com/tncosmetology>.

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 test and the PSI National practical test to license.

## TENNESSEE LAW TEST CONTENT OUTLINE

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

- 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

## TENNESSEE LAW TEST REFERENCE MATERIALS

This test is CLOSED BOOK.

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

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=014CJAA5ZGVhZjA3NS02MmMzLTRlZWQtOGJjNC00YzQ1MmZlZnc2YWYKAFBvZENhdGFsb2e9zYpNUjTRalWVfyrur9ud&crd=3c2fd040-a372-42ba-956a-38a1b1bb21cc&prid=eb3e88f8-8c93-4c59-8b7f-4edc609cac21>

## INSTRUCTOR AND TENNESSEE LAW SCORE AND REPORTING INFORMATION

Test takers must score at least 70 percent to pass the test.

Test takers' score reports will be given immediately following completion of the test. The score reporting process varies as to the test administration type.

### COMPUTER TESTING

- Test result will appear immediately on the computer screen automatically upon indication the test is complete, and they would like to see their results.
- If the score is PASS, test takers receive an on-screen successful notification.
- If the score is a NOT-PASS, test takers receive an on-screen un-successful notification, with a diagnostic report indicating strengths and weaknesses that may require further study to pass a test.
- Registration forms to retake the test will be available at the PSI testing web site or the previously mentioned processes.

PAPER/PENCIL TESTING - an official score report will be printed at the test site and given to the test taker.

ONLINE TESTING - An official score report will be emailed to the test taker within 24 hours of their test completion.

To better prepare for a PSI Instructor Theory test, test takers can now review by taking an online practice test. Practice tests are intended to aid test takers with example test questions. The purpose is to familiarize a test taker with the general types of questions that will appear on an instructor test. Though questions are based on cosmetology, these questions are NOT a substitute for education and study. Scoring well on the practice test also will not guarantee a positive outcome on the actual licensing test. This is the ONLY official PSI practice test; PSI does not recognize nor endorse any other study guides that may be offering information on the PSI National Cosmetology Program. The PSI practice tests are offered to review an unlimited number of times; however, a fee is assessed for each time the test is utilized for review.

Go to <https://www.psiionlinestore.com> for more information and to register!



## OBTAINING A DUPLICATE SCORE REPORT AND/OR LICENSE APPLICATION

To request a duplicate score report and/or a license application after leaving the test, test takers may email [scorereport@psionline.com](mailto:scorereport@psionline.com) or call Customer Service (855) 340-3710.

## PSI NATIONAL PRACTICAL TEST- IMPORTANT GUIDELINES

For practical test questions or concerns, we recommend test takers and instructors to email [cosmetology@psionline.com](mailto:cosmetology@psionline.com). Test takers should familiarize themselves with the following instructions to be properly prepared for the test, prior to registration.

- Test takers may bring either a live model or a mannikin for the demonstration. If a live model is utilized, they must be qualify under the following rules.
- Model must be at least 16 years of age.
- Model cannot be a student, operator, instructor, owner, or manager in the field of esthetics, 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 taker, (see page 6 for Required Identification for admittance to the test).
- If model is under the age of 18, a parental consent form must accompany the model to the test.
- Models must be informed and agree to submit to all operations of the instructor test. It is mandatory that models sign a release form at the test site attesting to their understanding of the services to be performed. If a model refuses to sign, it may affect the testing session. The model must read and understand the PSI test taker guide and submit to all services to be performed.
- The model may not actively participate in any way during the test. Test takers may only speak to the model to provide detailed instructions.
- The model must be present with the test taker at the specified time outlined on the admission notice.
- Models must leave the testing center once they have finished participating.
- During the practical test, test takers must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- Test takers must conduct their lecture and demonstration for at least 30 minutes, but not exceed 60 minutes (1 hour). In the case a lecture and demonstration combined do not exceed 30 minutes, test takers will receive a fail for the test.
- A proctor will be monitoring time during the test. Personal timers are not allowed in the testing room. Test takers 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", test takers are to immediately stop what they are doing, stand quietly, and wait for the next instruction to be given.
- The lesson plans, handout(s), and sample test must NOT be copied directly from a textbook or other reference source. A failing grade may be assessed for the scored elements associated with that section of the test.
- Please label each assignment that is submitted.
- Test takers 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 test. The container dimensions should not exceed 24"x24"x24" in size.
- takers are required to bring to the test, two containers to dispose of used items. One marked "Single-use" and one marked Test "multi-use". All items used in the test are categorically disposed of in one of these containers.
- Products that are *not* grouped as "dangerous chemicals" by OSHA and are required to be listed on an actual business SDS sheet, 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.
- Test takers may not observe other test takers during the test. PSI views and responds to this behavior as form of cheating. The test taker will be warned up to and including dismissal from the test. Please focus on individual tasks and do not depend on viewing the performance of other test takers to be successful.
- Test takers' name and/or school names are to be covered on their person and supplies while in the test.
- 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 test taker needs to perform. All topic areas are observed in the manner an instructor would normally complete a task. Tasks should be taken seriously and performed as instructed in the test and to the highest skill level they are capable. Scores are based on the test taker displaying a solid knowledge of workplace Infection Control and Safety Precautions.

## WORKPLACE INFECTION CONTROL PRECAUTIONS

Test takers need to be familiar and follow all workplace infection control precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker 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 a clean and disinfected storage in a 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 test taker 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 students from becoming contaminated by the Instructor.
- ✓ Keeping containers being used from contamination.
- ✓ Making sure our tools are clean and disinfected.
- ✓ If body fluid become present during a service (i.e., blood, vomit, feces, etc.), how we deal with the situation without contaminating ourselves and others.

### WORKPLACE SAFETY PRECAUTIONS

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

- ✓ An instructor must know and have a working understanding of workplace safety regulations issued by federal and state regulatory entities.
- ✓ Cross-contamination of chemicals and products 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.

### TENNESSEE COSMETOLOGY EXPOSURE INCIDENT PRECAUTIONS

#### TEST TAKER SUSTAINS A BLOOD EXPOSURE INCIDENT:

1. test taker 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

#### CLIENT SUSTAINS A BLOOD EXPOSURE INCIDENT:

1. Test taker 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

For practical testing questions or concerns, please email [cosmetology@psionline.com](mailto:cosmetology@psionline.com).

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

#### LESSON TOPIC:



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

#### Aesthetician Instructor

Simulated Waxing/ Simulated Depilation (i.e., honey, petroleum jelly, cholesterol, or any other Simulated 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 massage movements)

#### Cosmetology Instructor

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

#### Manicurist Instructor

Nail Wraps; Sculptured 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

## SUPPLIES

### Items supplied by the test taker

Test takers are responsible for bringing their own supplies.

Required supplies include the following items:

- Lesson plan for lecture and demonstration (1 copy to evaluator, 1 copy for test taker)
- Handout for lecture (1 copy for evaluator, 1 copy for test taker)
- Sample exam of five questions with at least 2 different question types and correct answers indicated (1 copy for evaluator, 1 copy for test taker)
- 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 evaluator
- Water facility
- Covered trash can

## TENNESSEE INSTRUCTOR PRACTICAL TEST ADMINISTRATION ORDER AND TIME

1	LESSON PLAN FOR LECTURE AND DEMONSTRATION	Not Timed, (Handed in at the beginning of the test)
2	HANDOUT FOR LECTURE	Not Timed, (Handed in at the beginning of the test)
3	SAMPLE EXAM	Not Timed, (Handed in at the beginning of the test)
4	PRE-EXAM SET UP AND DISINFECTION	10 Minutes
5	LECTURE AND DEMONSTRATION	30 Minutes, not to exceed 60 minutes

## PSI TENNESSEE INSTRUCTOR PRACTICAL TEST

### INSTRUCTOR PRACTICAL TEST RATING CRITERIA

The following information will be used by evaluators to grade performance during the practical test:

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

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

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

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 test)

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)

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

**TEST TAKERS ARE EXPECTED TO CREATE THEIR OWN LESSON PLANS**

### LESSON PLAN LECTURE AND DEMONSTRATION ♦ HANDED IN AT THE BEGINNING OF THE TEST

**1 point each:**

- 1.1 Includes objectives that are clear and reflect the important aspects of the lesson
- 1.2 Includes objectives that reflect safety, sanitation, and penalties set by state law
- 1.3 Allocates an appropriate amount of time for each topic
- 1.4 Includes instructional aids and materials
- 1.5 Includes all reference materials
- 1.6 Includes oral presentation notes
- 1.7 Includes demonstration presentation notes
- 1.8 Includes relevant key questions to ask students about verbal presentation
- 1.9 Includes relevant key questions to ask students about demonstration
- 1.10 Includes a concise summary covering lecture and demonstration
- 1.11 Includes written or reading assignments for students to complete
- 1.12 Includes practical/hands-on assignments for students to complete

### HANDOUT FOR LECTURE ♦ HANDED IN AT THE BEGINNING OF THE TEST

**1 point each:**

- 2.1 Includes content that reflects the lesson objectives
- 2.2 Includes content that increases student attention and interest
- 2.3 Includes content that increases student comprehension
- 2.4 Includes content that presents ideas clearly

### SAMPLE EXAM ♦ HANDED IN AT THE BEGINNING OF THE TEST

**1 point each:**

- 3.1 Includes content that reflects the lesson objectives
- 3.2 Weights content appropriately
- 3.3 Indicates correct answers to the questions
- 3.4 Contains at least two different question types
- 3.5 Includes at least five questions

### PRE-EXAM SET-UP AND DISINFECTION - 10 MINUTES

**1 point each:**

- 4.1 Implements and supplies are clean, and bags are labeled as pre-sanitized in English **ONLY**
- 4.2 Disinfects work surfaces with approved EPA-registered disinfectant
- 4.3 Ensures all containers remain closed when not in use

- 4.4 Kit must remain closed
- 4.5 Removes products from containers without contamination
- 4.6 Disposes of waste material using a trash bag

## LECTURE AND DEMONSTRATION ♦ (AT LEAST 30 MINUTES COMBINED, NOT TO EXCEED 1 HOUR)

2 points each:

- 5.1 Uses effective opening lines to introduce topics
- 5.2 Presents accurate description of procedures
- 5.3 Demonstrates procedure according to description
- 5.4 Demonstrates use of implements and equipment safely and effectively
- 5.5 Presents ideas clearly and concisely
- 5.6 Refers to notes but does not read directly
- 5.7 Explains key ideas and concepts effectively, while maintaining eye contact with all students
- 5.8 Makes use of handout
- 5.9 Selects key ideas and concepts consistent with skills and knowledge of students
- 5.10 Demonstrates topics and skills appropriate for students
- 5.11 Creates positive motivational circumstances for student learning and provides opportunities for participation
- 5.12 Emphasizes key concepts of sanitation and disinfection
- 5.13 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%
<b>Total</b>	<b>100%</b>

Time for complete practical: 30 minutes to 1 hour







## TEST ACCOMMODATIONS REQUEST FORM

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

Test takers with disabilities or those who would otherwise have difficulty taking the test may request for alternative arrangements by [Clicking Here](#).

### Requirements for test 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 TEST PRIOR TO REQUESTING TEST ACCOMMODATIONS**

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

[TEST ACCOMMODATION REQUEST FORM](#)

