Commonwealth of Virginia
BOARD FOR BARBERS AND COSMETOLOGY
June 2019

Body Piercing
Candidate Information Bulletin

Examination Content/CIBs Developed and Owned© by:
National-Interstate Council of State Boards of Cosmetology ("NIC")
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Quick Reference

STEP ONE: READ CANDIDATE INFORMATION BULLETIN

- Create account and start application process
- Submit required documents to PCS as directed

STEP TWO: TAKE EXAMINATIONS

- Upon approval from PCS, schedule and take Theory Examination with Prometric

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address
Attn: Virginia Cosmetology
P.O. Box 198768
Nashville, Tennessee 37219-8768

Customer Service: (888) 822-3272
Fax: (615) 846-0153
Email: cosandbar@pcshq.com
Website: http://www.pcshq.com

Prometric

Scheduling: (800) 895-3926
Website: www.prometric.com

Virginia Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400
Richmond, Virginia 23233
Phone: (804) 367-8509
Fax: (866) 245-9693

Web site: www.dpor.virginia.gov
Email: bchoplicensing@dpor.virginia.gov

Candidate creates an account; completes online registration; and then uploads desired application and required documents from the VA Cosmetology Forms page at www.pcshq.com.

PCS reviews application and documentation.

Candidate submits missing information to PCS by uploading to PCS account.

PCS notifies candidate via e-mail of any deficiencies with application.

PCS approves candidate for testing.

PCS e-mails candidate Theory Authorization to Test Letter within one business day after approval and Candidate schedules to test.

Candidate takes examination.

PCS e-mails official score notice and Licensure Fee Agreement to candidate within 10 business days after exam.

PCS electronically notifies VA State Board office when candidate has met licensing requirements.

Candidate submits Licensure Fee Notice to DPOR upon receipt of Notice Of Completion from PCS.

VA State Board issues license to candidate.
Introduction

The Candidate Information Bulletin (CIB) is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The Virginia Board for Barbers and Cosmetology (the “Board”) is responsible for licensing and regulating the profession of Body Piercing in the Commonwealth of Virginia. The Board has contracted with Professional Credential Services (“PCS”) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. PCS first requires that candidates create an account and then submit an online Examination and License Application (“Application”). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

In order to receive a Body Piercer license in the Commonwealth of Virginia, you must pass a NIC Theory examination within one year of the date of your first examination. You must also meet ONE of the following requirements:

1. Completion of an approved body-piercing apprenticeship program in a Virginia licensed body-piercing salon. **Required Documentation: Completed Body-Piercing Apprenticeship Completion Form, which you can download from PCS’ website, complete as directed and upload to your PCS account. The original form must be mailed directly to PCS. Copies will not be accepted**

2. Successful completion of a body-piercing training or apprenticeship program which is substantially equivalent to the Virginia program that is obtained outside of the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation: Upload to your PCS account your diploma, official school transcript or written verification from the Licensing Board in the State where received. The original form verifying apprenticeship completion must be mailed directly to PCS. Copies will not be accepted**

3. Completion of a substantially equivalent body-piercing training or apprenticeship program (consisting of less than 1500 hours of training) and five hours of health education (including, but not limited to blood borne disease, sterilization and aseptic techniques related to body-piercing and first aid and CPR). Both training and education must be obtained outside the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation: Upload to your PCS account your certificate, diploma or other documentation verifying successful completion of the training or apprenticeship and documentation verifying successful completion of the required health education. The original form verifying apprenticeship completion must be mailed directly to PCS. Copies will not be accepted**

4. Three years of body-piercing work experience within the previous five years and completion of at least five hours of health education (including, but not limited to blood borne disease, sterilization and aseptic techniques related to body-piercing and first aid and CPR). Both work experience and education must be obtained outside the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation: Upload to your PCS account a completed Body-
Piercing Training & Experience Verification Form which you can download from PCS’ website and documentation verifying successful completion of required health education.

5. Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). **Required Documentation: PCS will obtain Verification from the Virginia Board for Barbers and Cosmetology.**

**Examination Fees**

Please carefully review this CIB and Virginia’s state laws, rules and regulations prior to starting the application and paying fees.

<table>
<thead>
<tr>
<th>Examination Type</th>
<th>Examination Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory</td>
<td>$92</td>
</tr>
</tbody>
</table>

During the on-line registration process, you will be prompted to pay your fees at the appropriate place within the registration. Fees may be paid online with a credit card (MasterCard, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice.

**Refund Policy**

- Candidates who are determined to be ineligible or who are determined to be eligible for licensure without testing will be issued a refund, less the registration processing fee of $10.
- Candidates who withdraw from the theory examination within five days prior to the scheduled day of testing will be issued a refund, less the registration processing fee of $10.
- Candidates who do not show for any scheduled examination *forfeit all fees paid*, unless an accident or medical emergency occurs (which will require official documentation prior to a refund being issued).
- All refunds are issued to the cardholder and credit card under which payment was initially made.

**Special Accommodations**

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. You may download a copy of this form by going to the Forms Section of the Virginia Cosmetology page at [http://www.pcshq.com](http://www.pcshq.com).

**Criminal Convictions**

Any Candidate that has a conviction as an adult must indicate this on their application and submit a Criminal Conviction Reporting Form and a State Police Report requested within the last 3 months by uploading to their home page. Juvenile convictions do not need to be reported on the application.
First Time Candidates

Application Requirements

Once an online registration has been completed with PCS, the following items must be uploaded to your account with PCS:

1. **A current 2” x 2” passport color photo** taken within the last six months to reflect your current appearance. It must be sized so that your head is approximately 1 inch from the bottom of the chin to the top of the head. It must be taken in front of a plain, white background and be a full-face view, directly facing the camera with a neutral facial expression. Selfies are not accepted. If these requirements are not met, you will receive notification that you need to submit a new photo and your application will remain incomplete until the photo meets the requirements.

2. **Examination Agreement Form**: Please select a practical location and sign the Informed Consent and Waiver Agreement section. Once completed, please upload this Agreement to your account. This form can be found under Virginia’s Forms section online at www.pcshq.com.

3. **A copy of Social Security Card or VA DMV Photo ID (Driver’s License)**. Please upload the document that matches what you provided on the DPOR application.

4. **Any required documents that coincide with your method of applying for Licensure** (i.e. Virginia education requires Training and Experience and Verification form).

*Individuals with criminal convictions as an adult are required to submit a Virginia State Police Criminal History Report and a criminal conviction reporting form *(which you can download from the forms section on PCS’ website)*. The report must include all pages (including the cover sheet) and contain a red stamp. The report may be uploaded to your PCS account if it is in color, to depict the red stamp. Photos of documents will not be accepted.

! If you are not approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be contacted by PCS and your application will be pending until you make the necessary and requested corrections. If you mail any documentation separate and apart from the application to PCS at the address located on page 3 of this Candidate Information Bulletin (CIB), please also make note of this on your home page within your PCS account.

! Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) may be uploaded to your PCS account.

Expired License

How to Reinstatement an Expired License
1. If your license has been expired for **less** than **two years**, contact the Board at (804) 367-8509.
2. If your license has been expired for **more** than **two years**, apply directly with PCS and follow the prompts. You will be required to take both the current theory and practical examinations again.

**Endorsement License Requirements**
If you hold a license in a state other than Virginia, contact the Board at (804) 367-8509

**Online Application Process (Purchasing One Application)**

Once you ready to complete the Virginia online application, please follow the steps below.

**Step 1:** You may go online [www.pcs.com](http://www.pcs.com) to begin your application process.

- Click Applicants and Candidates
- Click Cosmetology and Barbering
- Click Virginia. You will be directed to a new webpage
**Step 2:** Select **Purchase Examination(s)**. Then select your application type and your profession.

![Purchase Examination(s) button]

**Step 3:** To **purchase a single application**, you must select your **examination type** then **Add to cart**. Once you have reached your shopping **cart**, you may proceed to checkout.

![Barber or Barber Instructor Examination and License Application]

Please make sure that you meet at least one of these requirements before applying for this license.

1. Have you completed an approved training program in a Virginia licensed school or a Virginia public school program approved by the Virginia Department of Education?
2. Have you completed 1,400 hours of training substantially equivalent to the Virginia program that was obtained outside the Commonwealth of Virginia?
3. Have you completed a substantially equivalent course consisting of less than 1,300 hours of training and have at least six months of work experience that was obtained outside the Commonwealth of Virginia?
4. Have you completed a Virginia apprenticeship program?
5. Are you a Virginia licensed cosmetology or barber with two years of work experience?
6. Have you completed training at a Virginia State Institution (Corrections Facility)?
7. Do you have five years of experience in the United States armed forces?
8. Do you have a current US License and applying to take the Instructor examination?
9. Are you reapplying for an expired Virginia license?
10. Are you an Entertainment applicant currently licensed in another state?

Please select your examination type below:

<table>
<thead>
<tr>
<th>Examination Type</th>
<th>Add to cart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose an option</td>
<td></td>
</tr>
</tbody>
</table>
Step 4: Review your order information in your cart. If correct, select Proceed to Checkout. If incorrect, you may make corrections at this time by selecting Update cart.

Step 5: Complete Billing Details
Step 6: Select your **Method of Payment** (Credit Card or e-check) and enter in all required information. Then select **Place Order**. Please check your email for a receipt for your purchase.

Step 7: Select **Submit Application** to complete your online application. You must submit your completed online application before uploading any additional required documents. If you would like to complete your online application at a later date, you may log out. When you are ready to complete your online application, you must log in to your account. Select **My Applications** to view your pending application then select **Submit Application**.
Step 8: Complete your online application. Once you have completed your online application, check your email for a list of all required documents needed to gain Licensure in the state of Virginia.

Step 9: Once your application has been submitted, you will receive an email with a list of additional documents you must upload into your account. You may access the documents through the email or you may select Additional Forms to access the documents. Please check your Junk, Spam or Clutter folders for your email. If you do not receive this email within 24 hours of completing your online application, please contact PCS at vacos@pcshq.com.
**Step 10:** Once you have completed and scanned all required documents to your computer, select **Log in to your account** on the email you received with listed required documents.

**Step 3:** Upload Your Documents

**Log in to your account** and visit the eCLIPSE portal tab. You'll find designated sections where you can upload your files there.

Please note we cannot finish the review of your application until your additional documents have been uploaded.

Please contact us at 1-888-822-3272 for questions or concerns.

Thank you,

Client Coordinator

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**Step 11:** Students should Log in to their account then select **Upload** to upload all required documents into their PCS account.

Once all required documents have been uploaded onto your PCS account, please allow at least 5 business days for your Virginia Coordinator to review your documents for completeness and accuracy. You will receive an email once your submitted documents have been reviewed.
Completing an Online Application Purchased by Your School (if you purchased your own exam, skip to page 22)

Step 1: If your school has purchased your online application, you will receive an email. Click the Confirmation link in your Invite Email

This will give you Cosmetology Students (Practical and Theory Exams) access.

Please click the confirmation link below to sign up for an account and accept your invite.

Click here to join Mrs. Kings 2019 Class

Email: kibcrump@arvestbv.com  Web: www.arvestbv.com
Toll-Free: (888) 622-3272

Step 2: Enter required information to register and click Register once completed

Register

Step 3: Select Join Class

Join Mrs. Kings 2019 Class

Hello KShonda Bishop-Crump (not KShonda Bishop-Crump) Log out
You’ve been invited by Terracia King to join Mrs. Kings 2019 Class. This will give you Cosmetology Students (Practical and Theory Exams) access. Click the button below to join this class.

Join Class
Step 4: Select Get Your Exam from the Applicant Home Page.

Success! You are now a student of TKing’s Test 2018.

Step 5: Review Profession then select Add to cart. The chosen Examination Type should have a price of $0.00.
Step 6: Review the order information and click **Proceed to checkout**.

![Cart](image)

Step 7: Enter in required fields in Billing Details then select **Place order**. Please note for Billing Details, you should enter in your name, address, email address, etc. Do not enter your school’s information.

![Application](image)
Step 8: Select **Submit Application** to complete the application

Step 9: Once an application has been successfully submitted you will see **Limit Reached** under My Applications.
**Step 10:** Once your application has been submitted, you will receive an email with a list of additional documents you must upload into your account. You may access the documents through the email or you may select Additional Forms to access the documents. Please check your Junk, Spam or Clutter folders for your email. If you do not receive this email within 24 hours of completing your online application, please contact PCS at vacos@pcshq.com.

**Step 11:** Once you have completed and scanned all required documents to your computer, log in to your account and select **Upload** to upload all required documents into your PCS account.

**Step 12:** Select **PCSHQ Portal.** Then select **Launch the Portal** to access your PCS homepage to view your application status.
Application Approval Process

Once your online registration has been completed and payment has been made, a system generated email will be sent to your email to confirm completion of your registration and that payment has been made. Complete and upload your DPOR application onto your PCS account. PCS will then review your DPOR application and enter any requirements which may be pending, no later than three business days after completion of your application. If PCS receives an application or a required document which is incomplete or completed incorrectly, PCS will notify you via email and your file will remain pending until all necessary information has been received.

Examination Notification

Once your application has been approved, PCS will forward the following notifications via e-mail.

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day.

If you do not receive any emails within the time frame listed above, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

PCS Candidate Homepage

Application Status

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green check boxes will appear under the Application Approval Requirements section of the Active Applications box. Documents can also be mailed to PCS at: Attn: Virginia Cosmetology, P.O. Box 198768 Nashville, TN 37219, but will take longer to process.
How do I know if my application is approved?

If an application has been approved, a green check will appear in the Final Review Box under Active Applications and you will also receive an email notifying you that your application has been approved.

![Checklist]

**VA Cosmetology**
- Registration
- Upload DPOR Licensing & Exam Application
- Upload SS Card or VA DMV Card
- Upload 2x2 Passport Style Photo
- Upload Examination Agreement
- PCS Coordinator Review
- Status: Application Approved

### Examination Scheduling

**Theory Examination Scheduling**

Upon receipt of your ATT letter, you may request to take the theory examination by logging onto the Prometric website at [www.prometric.com](http://www.prometric.com). Select **SCHEDULE MY TEST** and follow the prompts given for each screen. You will need to enter your eligibility number (identified as Candidate ID# on your ATT) listed on your letter. You can also contact Prometric’s Toll-Free Telephone Support at (800)895-3926.

**Theory Examination Rescheduling Policy**

You may reschedule your theory examination without forfeiting your fee by contacting Prometric at least 5 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in four or less days prior to your scheduled examination. You can call Prometric’s automatic system at (800)895-3926 using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.
Examination Rescheduling

If the student missed or failed an examination, they may reschedule online with a credit card by logging into their pcs account. Select **My Applications** Then **Repurchase Exam.**

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or Prometric. If a test center is open for testing, and the location you will be driving from is hazardous, please contact PCS immediately in order to not forfeit your fees. PCS will verify the information you have provided and reschedule you for the next practical examination in your chosen location. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS, or check both the PCS and Prometric web sites for inquiries regarding the closure of any sites for the theory examination.
Examination Day Requirements
What do I need to take with me to the examination?

 ATT Letter (theory) printed and/or via electronically on your phone is acceptable.
 One (1) form of identification –see list below

! If you fail to present proper identification, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

Acceptable Forms of Identification for Exam Day

*Your Identification must match the name on your application and exam registration.*

**Primary ID** (current, non-expired Government Issued ID) **Photo copies will not be accepted**

 State issued Driver’s License
 State issued Identification Card
 US Government issued Passport
 US Government issued Military Identification Card
 US Government issued Alien Registration Card

! Student ID and employment ID are NOT acceptable forms of Identification.

Arrival

! You must arrive at the test center at least thirty (30) minutes prior to the time that is on your ATT. If you arrive later, you will not be permitted to test and a rescheduling fee will be required.
General Examination Policies

Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and your actions will be reported directly to the Board and to NIC. The Board will make all final decisions on examination score invalidations or cancellations.

No visitors, guests or children are allowed in the test center.

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to $250,000 for criminal violations.

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment allowed. Smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for any personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distractor. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.
Examination Results

Score Notices
An official score notice will be emailed to you at least 10 business days after your examination date. An unofficial pass or fail notice will be provided to you by Prometric after you take the theory examination. If you do not receive your score within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements
The minimum score required to pass the theory examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online. Once you pass the theory examination, you will receive a Notice of Completion, and a Licensure Fee Notice, which will need to be submitted to the DPOR prior to your license being issued.

State Score Requirements
Once all required examinations have been passed, a final review of your application will be performed in order to ensure that all eligibility documents are complete before your materials are sent to the Virginia Department of Professional and Occupational Regulation (DPOR) for the issuance of your license.

In Virginia, you must take and pass the theory examination within one year of the date of your first scheduled examination. Failure to accomplish this will result in your having to start over as a first-time candidate. In addition, if, after application is made, and you take longer than one year to attempt to schedule any examination, you will forfeit all fees and be required to apply as a first-time candidate, even if your application was approved the first time you applied.
Reprinting Documents
Reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage.

- Click **Print Score Notice** option next to item you wish to reprint

<table>
<thead>
<tr>
<th>Pending Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>No examinations are pending.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exam Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Cosmetology Practical</td>
</tr>
<tr>
<td>Test Date: 02/20/2017</td>
</tr>
<tr>
<td>Score: 92.00% PASS</td>
</tr>
</tbody>
</table>

**PRINT SCORE NOTICE**
| Virginia Cosmetology Theory |
| Test Date: 02/14/2017 |
| Score: 87.00% PASS |

**PRINT SCORE NOTICE**

- Click **Reprint** option next to item you wish to print

<table>
<thead>
<tr>
<th>Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Board of Barbers and Cosmetologists 10791963-12-3-x</td>
</tr>
<tr>
<td>01/12/2017 Credit Card $185.00</td>
</tr>
<tr>
<td>PCS Fee(Theoretical) = $92.00 10791964-12-3-x</td>
</tr>
<tr>
<td>PCS Fee(Practical) = $93.00 10791965-12-3-x</td>
</tr>
<tr>
<td>(Cash) = $185.00 10791966-12-3-x</td>
</tr>
<tr>
<td>Paid 01/12/2017</td>
</tr>
</tbody>
</table>

**REPRINT**

Change of Information

Complete the *Change of Address/Name Form*, which can be downloaded in the *Forms* section of the Virginia Cosmetology page on PCS’ website, [www.pcsq.com](http://www.pcsq.com). All applicable areas of this form should be completed in order for PCS to properly locate and update your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Please upload this document and any other documentation to your account or you can mail to PCS at the address on page 3.
### Formal Complaints

**Directions**

If you have a complaint regarding any aspect of the registration and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 10 days from the date of the event warranting the complaint. Written complaints must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable
- Details of Complaint

**Send Complaint to:**

Professional Credential Services, Inc.
Attn: Virginia Coordinator/COMPLAINT
P.O. Box 198768
Nashville, Tennessee 37219-876

### Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you within 5-7 business days.
Examination Guidelines

Dress Code
You should dress professionally, as you would when you are working in a shop. You are not allowed to have your name, your school name, or a shop name on your professional attire or kit.

Please see the attached NIC Candidate Information Bulletin (CIB) for details on what you will be tested on for your theory examinations, and references used for the examination.

Theory Examination

The Body Piercing NIC Theory Examination will be given in English only.

The Body Piercer NIC Theory Examination includes Virginia State Laws and Regulations.

10 Virginia State questions are included within the Virginia NIC Theory Examination.

The reference for these questions are found in the Virginia Board for Barbers & Cosmetology Regulations, 18 VAC 41-20, February 1, 2017:


* Please note that the Virginia State Law questions are only provided in English.

Best wishes on passing your examinations and a successful career in your chosen profession!
### National Body Piercing Examination

**Candidate Information Bulletin**

Please visit [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.

The National Body piercing examination is the national licensure examination for Body Piercing, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Candidate Information Bulletin includes the content outline covered by the NIC National Body Piercing examination, sample questions and answers. The time allowed for the Body Piercing written examination is 90 minutes.

<table>
<thead>
<tr>
<th>Knowledge of Equipment &amp; Supply Storage</th>
<th>Piercing Procedures 40%</th>
</tr>
</thead>
<tbody>
<tr>
<td>◦ OSHA</td>
<td>• Rubberbands</td>
</tr>
<tr>
<td>◦ Training &amp; operation</td>
<td>• Needle receiving tube</td>
</tr>
<tr>
<td>◦ Maintenance</td>
<td>• First aid kit</td>
</tr>
<tr>
<td>◦ MSDS</td>
<td>• Identify jewelry types,</td>
</tr>
<tr>
<td>◦ Manufacturer’s instructions</td>
<td>styles, sizes, &amp; materials</td>
</tr>
<tr>
<td>◦ Supply &amp; equipment storage</td>
<td>• Gauge, diameter, and length</td>
</tr>
<tr>
<td>◦ Job equipment &amp; supplies setup</td>
<td>• Types and styles</td>
</tr>
<tr>
<td>◦ Antiseptic</td>
<td>• Material</td>
</tr>
<tr>
<td>◦ Gloves</td>
<td></td>
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<tr>
<td>◦ Single-use marking device</td>
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<td>◦ Corks</td>
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<td>◦ Forceps</td>
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<tr>
<td>◦ Needles</td>
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<tr>
<td>◦ Absorbent material</td>
<td></td>
</tr>
<tr>
<td>◦ Opening &amp; closing pliers</td>
<td></td>
</tr>
<tr>
<td>◦ Taper pins</td>
<td></td>
</tr>
<tr>
<td>◦ Calipers</td>
<td></td>
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<tr>
<td>◦ Gauge wheels</td>
<td></td>
</tr>
<tr>
<td>◦ Lubricant</td>
<td></td>
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<tr>
<td>◦ Sharps container</td>
<td></td>
</tr>
<tr>
<td>◦ Contaminated tool container</td>
<td></td>
</tr>
<tr>
<td>◦ Rubberbands</td>
<td></td>
</tr>
<tr>
<td>◦ Needle receiving tube</td>
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</tr>
<tr>
<td>◦ Piercing gun</td>
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</tr>
<tr>
<td>◦ Knowledge of Conducting Client Consultations</td>
<td>• Identify client contraindications</td>
</tr>
<tr>
<td>◦ Age verification</td>
<td></td>
</tr>
<tr>
<td>◦ Client record form</td>
<td></td>
</tr>
<tr>
<td>◦ Release form or waiver</td>
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</tr>
<tr>
<td>◦ Limited medical history</td>
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</tr>
<tr>
<td>◦ Allergies</td>
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</tr>
<tr>
<td>◦ Mental status</td>
<td></td>
</tr>
<tr>
<td>◦ Address client contraindications</td>
<td></td>
</tr>
<tr>
<td>◦ Inform client about procedure &amp; expectations</td>
<td></td>
</tr>
<tr>
<td>◦ Address client concerns &amp; answer questions</td>
<td></td>
</tr>
<tr>
<td>◦ Jewelry &amp; location consultation</td>
<td></td>
</tr>
<tr>
<td>◦ Placement verification</td>
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</tr>
<tr>
<td>◦ Aftercare</td>
<td></td>
</tr>
<tr>
<td>◦ Verbal instructions</td>
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<td>◦ Written instructions</td>
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<td>◦ Professional ethics</td>
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<tr>
<td>◦ Knowledge of Use of Materials, Implements, &amp; Supplies</td>
<td>Knowledge of Use of Antiseptic for Skin Preparation</td>
</tr>
<tr>
<td>◦ Identify &amp; know function of equipment &amp; implements</td>
<td>Knowledge of Basic First Aid</td>
</tr>
<tr>
<td>◦ Antiseptic</td>
<td>Knowledge of Piercing Placement</td>
</tr>
<tr>
<td>◦ Gloves</td>
<td>◦ Head</td>
</tr>
<tr>
<td>◦ Single-use marking device</td>
<td>• Ear</td>
</tr>
<tr>
<td>◦ Corks</td>
<td>• Oral</td>
</tr>
<tr>
<td>◦ Forceps</td>
<td>• Nose</td>
</tr>
<tr>
<td>◦ Needles</td>
<td>• Eyebrow</td>
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<tr>
<td>◦ Absorbent material</td>
<td>Knowledge of Piercing Process</td>
</tr>
<tr>
<td>◦ Opening &amp; closing pliers</td>
<td>◦ Executing quick &amp; precise piercing</td>
</tr>
<tr>
<td>◦ Taper pins</td>
<td>• Avoiding damage to underlying blood vessels</td>
</tr>
<tr>
<td>◦ Calipers</td>
<td>• Avoiding damage to underlying nerves</td>
</tr>
<tr>
<td>◦ Gauge wheels</td>
<td>◦ Inserting jewelry</td>
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<tr>
<td>◦ Lubricant</td>
<td>Knowledge of Stretching Process</td>
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<tr>
<td>◦ Sharps container</td>
<td>◦ Inspect piercing site</td>
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<tr>
<td>◦ Contaminated tool container</td>
<td>◦ Determine appropriate increase</td>
</tr>
<tr>
<td>◦ Knowledge of Infection Control</td>
<td>◦ Determine appropriate jewelry</td>
</tr>
<tr>
<td>◦ Pathology</td>
<td>◦ Use appropriate insertion technique</td>
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<td>◦ Microbiology</td>
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<td>◦ Disease transmission &amp; cross contamination prevention</td>
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<tr>
<td>◦ Sanitation &amp; cleaning</td>
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<td>◦ Disinfection</td>
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<td>◦ Sterilization</td>
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<td>◦ Personal immunization</td>
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<tr>
<td>◦ Single-use supplies</td>
<td></td>
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<tr>
<td>◦ Waste disposal</td>
<td></td>
</tr>
<tr>
<td>◦ Universal precautions</td>
<td></td>
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</table>
SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Body Piercing Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Which of the following is used to secure the skin when piercing?
   a. Tapers
   b. Rubber bands
   c. Closing pliers
   d. Forceps

2. Single-use marking devices are used for
   a. indicating placement of the piercing site.
   b. completing the release form.
   c. outlining the after care procedure.
   d. recording the customer appointment.

3. Which of the following should be disposed of in a biohazard receptacle?
   a. Jewelry that has been dropped on the floor
   b. Wet gloves that were used while disinfecting countertops
   c. Gauze that will produce blood if compressed
   d. Forceps used to hold the skin during a piercing

4. Which of the following client information should be verified prior to a piercing?
   a. Height
   b. Age
   c. Weight
   d. Eye color

5. A sharps container is used to
   a. store clean needles.
   b. store marking devices.
   c. dispose of used absorbent materials.
   d. dispose of used needles.

6. Typically, when piercing both nipples, it is important to
   a. numb the entire chest area.
   b. match the placement of the piercings.
   c. perform the piercings simultaneously.
   d. massage the tissue vigorously.

7. Which of the following gauges is MOST appropriate for an eyebrow piercing?
   a. 2 gauge
   b. 8 gauge
   c. 16 gauge
   d. 22 gauge

8. Hard surfaces are cleaned with an appropriate Environmental Protection Agency registered
   a. witch hazel.
   b. antibacterial soap.
   c. isopropyl alcohol.
   d. disinfecting solution.

9. A piercer should NOT pierce through a mole because it can
   a. heal too quickly.
   b. multiply in number.
   c. become cancerous.
   d. go away.

10. Which of the following signs and symptoms is associated with the normal healing process?
    a. Itching
    b. Redness
    c. Pus
    d. Swelling

Answers

1. d.  6. b.
2. a.  7. c.
3. c.  8. d.
4. b.  9. c.
5. d.  10. a.

RECOMMENDED REFERENCES

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Revised 06/2008
REFERENCES
Milady Standard Cosmetology
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Milady
www.miladypro.com
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800.998.7498 ext. 2700

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SUPPLEMENTAL REFERENCES
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