psi national barber and cosmetology program

KENTUCKY INSTRUCTOR TEST TAKER GUIDE

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

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PSI NATIONAL TESTING – GENERAL INFORMATION

This Guide to Testing Guide to Testing provides test takers with information about the PSI National Tests and application process to test for an instructor with the Kentucky Board of Cosmetology.
The Kentucky State Board of Cosmetology has contracted with PSI to conduct the National Cosmetology Program (NCP) testing in their state. PSI provides tests through computer-based theory testing sites throughout the state, and state administered practical testing facilities within Kentucky. PSI works closely with the State of Kentucky to be certain that our tests meet local as well as national requirements in basic principles and test development standards.

APPLYING FOR A THEORY TEST

Applicants must have a verified graduation status with the Kentucky Board of Cosmetology to be eligible to sit for a theory test. The Kentucky Board of Cosmetology will provide to PSI the final approval to test list and you will receive an email. Out of State applicants apply by following the applicable link below and pay the endorsement fee to KBC before being released as eligible to test.

For out of state applications please use the following link:

KY - Out of State Test Application

Applicants must provide a valid personal email address when registering. Please ensure the email address provided will be accessible to the test taker for important communication throughout the testing experience. Multiple applicants or licensees may not share an email address.

Applications require a 2 x 2 passport photo to be uploaded with the registration. Please view the link below for passport photo guidelines.

- Passport Photo Guidelines: Passport Photo Requirements.pdf

PSI WILL NOTIFY THE APPLICANT VIA THE EMAIL ADDRESS PROVIDED WHEN STATUS IS APPROVED.

When applying for testing with the Kentucky Board of Cosmetology, test takers shall register and create an account in the PSI system by visiting http://test-takers.psiexams.com/kycos.

Test takers candidate ID is the graduating student permit number or former license number, if licensee is testing after being expired more than 5 years. Out of state endorsement candidates will receive a permit number to register with.

Test takers may access their PSI account and pay all applicable fees and schedule a test.

The Kentucky Board of Cosmetology office cannot provide theory testing center's schedules. PSI provides scheduling for their Kentucky network of theory testing facilities. Test takers may choose locations, times, and pay testing fees from the online menu provided. If at any time the test taker encounters issues or problems with the scheduling process, test takers may call PSI Customer Service at (855)-340-3713.

IMPORTANT INFORMATON

- Once a test taker has registered to test, an eligibility is valid for 90 days. Once the 90-day period has lapsed and a test taker has not tested, the eligibility will expire. The test taker must re apply for a new eligibility and pay additional fees.

- Once a test taker passes their theory test, that passing score is valid for six (6) months from completion.

- Test takers must pass the theory test prior to applying for the practical test portion.

- Outlined in Senate Bill 14, Nail Technician test takers are required to wait a period of thirty (30) days after a failed attempt to reapply for a retest. This law applies for both the theory and practical portions of the PSI National Nail Technology Test.

- Effective June 26, 2025, per SB 22, all test takers will be permitted to reexamine every 30 days after a failed attempt on either the theory or practical portion of their examination. Test takers will no longer be required to complete the 80-hour refresher course. Test takers will be permitted to reexamine every 30 days after a failed attempt, until the expiration of five years from the date of enrollment. After this five-year period, all previously earned hours will expire. At that point, test takers will be required to reacquire the necessary hours for their field of study and restart the licensure process in accordance with current regulations.

- PSI National Theory tests are now available to Kentucky test takers in English, Korean, Portuguese, Chinese (Simplified), Spanish and Vietnamese.

NAME CHANGE INSTRUCTIONS

If a test taker 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 schedule the National Instructor Practical test.

KENTUCKY TEST FEES

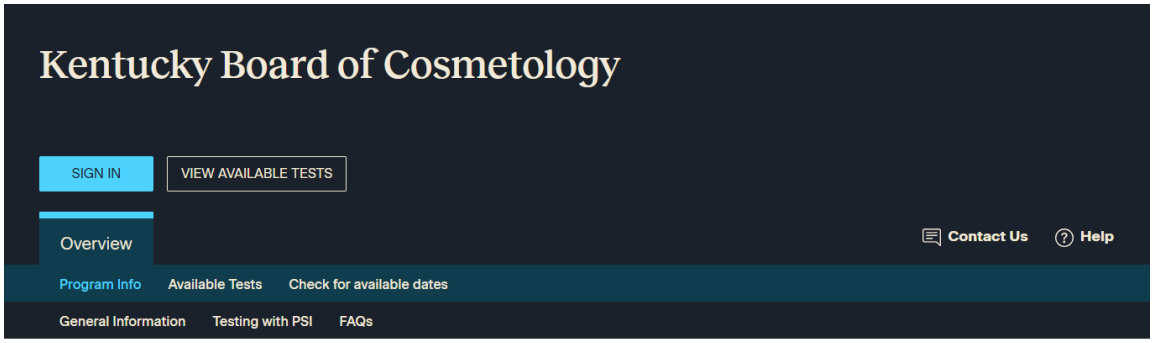
Instructor Theory Test	$85
Instructor Practical Test	$85

NOTE:
TEST FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE TEST FEE IS VALID FOR 90 DAYS 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 preferred and convenient to way schedule and pay for a test. Test takers may use this service by going to the PSI web page https://test-takers.psiexams.com/kycos

Select "*VIEW AVAILABLE TESTS*".

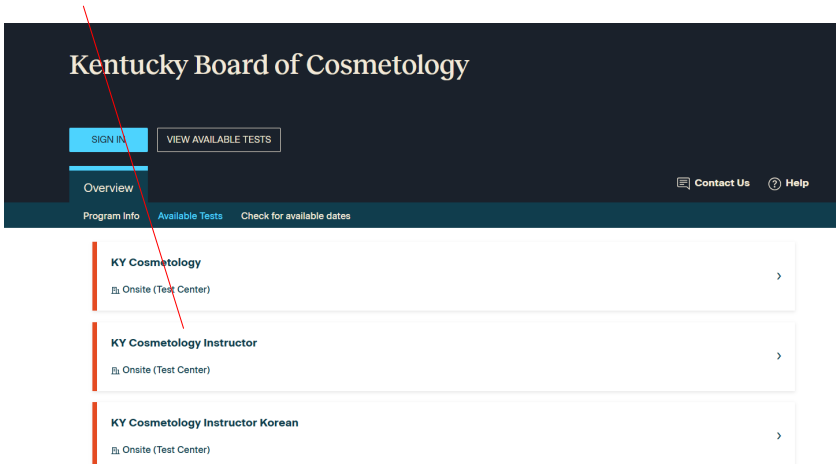


Cosmetology Exams Offered for Kentucky Board of Cosmetology

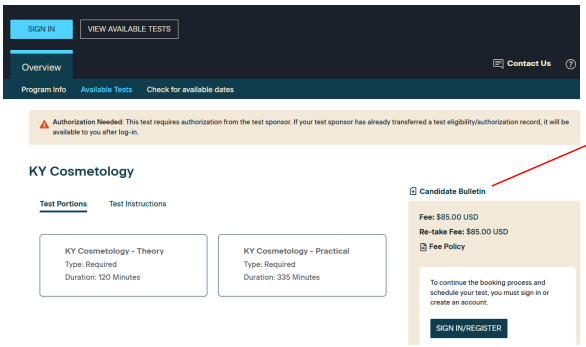
Below is your go-to resource for PSI Cosmetology & Barber National Exams — tutorials, videos, FAQs, and more!

PSI Cosmetology & Barber National Exams | PSI Exams - https://www.psiexams.com/test-takers/psi-cosmetology-barber-national-exams/

Test takers scroll to find their “test, language, and administration”



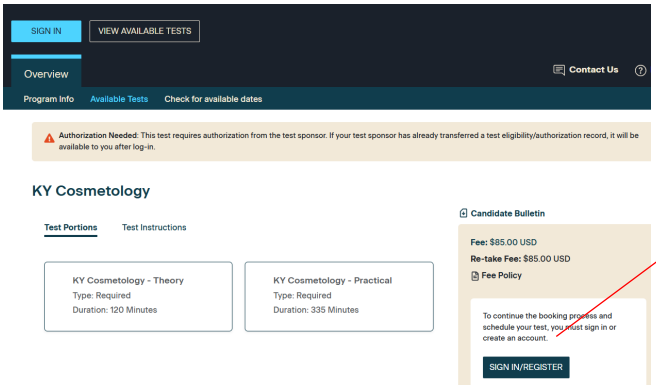
Once testing choices are made, test takers will need to create or sign into their PSI account, pay the test fees, and schedule their online test or test location, date, and time. The Candidate bulletin (“Test Taker Guide TTG)” is found and downloaded from this page.



Follow the easy on-screen directions to pay and schedule for a test.

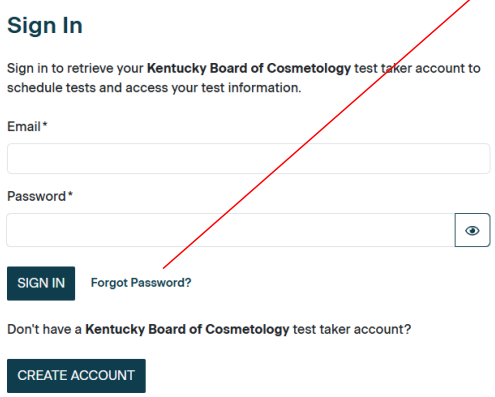
LOGON TO A CURRENT PSI ACCOUNT OR REGISTER FOR A NEW ACCOUNT

When a test taker selects their test and delivery method, they will be then asked to LOGON/REGISTER



If the test taker has *ever* created an account with PSI they will need to continue with that same account. Please enter the username and password the account was created with.

If the password is lost, test takers may click on the "Forgot Password" to reset their account password.
If test takers have difficulty entering their PSI account, please contact PSI Customer Service at (855) 744-0312 and request the assistance of a PSI testing professional. Test takers follow the easy instructions to pay and schedule their test.



Test takers who encounter questions or difficulty with registration, please do not call the Kentucky Board Office as they do not have the information to aid you in the process. Please ontact PSI customer services at (855)340-3713.

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) 340-3713, 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 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/kycos or call PSI at (855)340-3713, 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.
- Reschedule due to the outlined disinfectant and/or hand sanitizer not being present for the test. (See *Kentucky State Board of Cosmetology specific testing rules page 10*)

TEST TAKER ACCOMMODATIONS

ADA Policy Statement: The Kentucky Board of Cosmetology will provide reasonable accommodations in the administering of all licensure examinations for individuals with disabilities who have met the qualifications for examination.

PSI testing centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. PSI will meet the approved accommodation allowed by the Kentucky Board of Cosmetology. English as a second language is not an ADA recognized disability that allows for accommodation. Test takers with disabilities requesting test accommodations must complete the test accommodation request form CLICK HERE .
Fill in ALL the requested information and upload documentation at the end of the form.

Test takers who require test accommodations, must create an account in the PSI system prior to requesting an accommodation.

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 KENTUCKY THEORY TESTING LOCATIONS

The **PSI National Instructor** Theory tests are administered at the testing centers listed below:

Bowling Green

1127 Morgantown Rd,
Bowling Green, KY

Bowling Green Exit (exit #20). Exit onto Natcher Parkway to exit #9. At the top of the ramp, turn left onto Morgantown Road/US-231. Go to the second traffic light and turn right. Bare to the left. KATI is the big glass building next to Wal Mart. Use the entrance on the right side of the building.

Elizabethtown

650 College Street Road, 129RPC
(Regional Postsecondary Bldg., Room 129)
Elizabethtown, KY

Traveling on Bluegrass Parkway-Exit 1B to Interstate 65 South toward Bowling Green-take the Western Kentucky Parkway West Exit 91 Paducah-exit 31W Bypass N-Exit136-Fort Knox-left 1st traffic light-turn College St- Site is on your right. Proceed to room129 Regional Postsecondary Bldg.
From Western Kentucky Parkway-Take 31W Bypass N take Exit136 Fort Knox-Turn left at 1st traffic light-onto College Street Road-From Interstate65 North/South-Take Western Kentucky Parkway West, exit 91 toward Paducah-exit 31W By-Pass North Exit 136-Fort Knox-Turn left at 1st traffic light College St Rd

Florence

500 Technology Way
Florence, KY 41042

Interstate 71. Head south on I-75 South. Take exit 178 for KY-536/Mount Zion Road. Turn left onto KY-536 E/Mt Zion Road. Turn left onto Sam Neace Drive. Take the 1st left onto Technology Way.500 Technology Way Florence, KY 41042.

Lexington

163 East Main Street
Barrister Hall Suite 405
Lexington, KY

From the North: Take Interstate 75 South to Exit 115 Newtown Pike. Take Newtown Pike and turn Left onto West Main/West Vine Street. From West Vine turn left onto South Limestone. Turn Right onto West Short Street and proceed between the courthouses and turn right into the paid Parking Lot. Barrister Hall through the rear entrance. Take the elevator to the 4th floor, room 405.
From the South: Take Interstate 75 North to Exit 110 Winchester Road. Take Winchester Road to East Main and turn right onto East Main. Take East Main and turn right onto South Limestone. Turn Right onto West Short Street and proceed between the courthouses. Turn right into the paid Parking Lot. Enter Barrister Hall through the rear entrance. Take the elevator to the 4th floor, room 405.
Parking: Cost for parking is $5.00 for 1st Hour and $10.00 for the entire day.

Lexington

4444 Gumbert Rd. Suite B,
Lexington, KY

From US 60: Bypass E/Versailles bypass, turn left onto Lexington Road. Turn right onto Gumbert Rd.

Louisville

University of Louisville, Belknap Campus
2010 South First Street
Davidson Hall Room 310
Louisville, KY 40208

Detailed directions and parking information can be found at: http://louisville.edu/testing/parking-and-directions. The Speed Museum Parking Garage is closest to the building & you can bring ticket to testing center for reduced rate.
All other Visitor Parking can be found at https://louisville.edu/parking/campus-maps by clicking on Belknap Visitor Map. ***NO free parking on campus!*** You may GPS 2010 S. First Street, Louisville, KY 40208 for our location or use Google Maps: Davidson Hall if you are being dropped off. I9 verifications can park at the metered parking spots between Information Booth A and our building. Still having problems, call us at 502-852-6606.

Maysville

Maysville Comm and Technical College
1755 US 68
Technical Building Room T202
Maysville, KY

Located on US 68 (West). Approx. 1 mile south of the US 68 and KY 9 (AA Hwy) intersection. There is a traffic light on US 68 at the entrance to the college (2nd traffic light south of the US 68 and KY 9 intersection). Turn at light into the college campus and turn left off the college entrance road once you come to its end. Drive past the lake and park in Parking Lot C (to the rear west of the college). Enter Tech Building (building by Parking Lot C) on the south side (facing the lake). Second floor, room T202 is in the south-west corner of the Tech Bldg.

Middlesboro

100 College Road
1755 US 68
Technical Building Room T202
Middlesboro, KY

From the South: Take US 25E to Middlesboro Ky. Turn right onto 25th St. Turn right onto Worchester Ave. Turn right onto 30th St. Turn left onto College Rd. Destination is on the right
From the North: Take US 25E to Middlesboro Ky. Pass KFC on left. Turn left onto Cumberland Ave. Turn right onto N. 30th St Turn left onto College Rd. Destination on right.
From the West: Take US 119S to Pineville Ky. Turn left onto US 25E to Middlesboro Ky. Turn right onto 25th St. Turn right onto Worchester Ave. Turn right onto 30th St. Turn left onto College Rd. Destination on right
From the East: Head NE on TN-63E to Harrogate Tn. Turn left onto US25E to Middlesboro Ky. Pass KFC Turn left onto Cumberland Ave. Turn right onto 30th St. Turn left onto College Rd. Destination on right

Mount Sterling

709 Airport Road
Montgomery County Airport
Mount Sterling, KY

From the east: Take Exit 113. Turn left and go to Airport Road. Turn right onto Airport Road. Airport road ends in the airport parking. Testing Center is the first brick office building on the right.
From the west: Take Exit 110. Turn right. At the 2nd traffic light, turn right. Turn right onto U.S. 60 West and go to Airport Road. Turn right onto Airport Road. Airport road ends in the airport parking. Testing Center is the first brick office building on the right.

From the south: Take Route 11 to Mt. Sterling bypass and turn left. Proceed to the traffic light and turn left onto US 60 West. Turn right onto Airport Road. Airport road ends in the airport parking. Testing Center is the first brick office building on the right.
From the north: At Flemingsburg, travel on Mt. Serling Road. At the 2nd traffic light, turn right. Turn right on US 60 west. Turn right onto Airport Road. Airport road ends in the airport parking. Destination is the first brick office building on the right.

Owensboro

1501 Frederica Street
Owensboro, KY 42303

U.S. 431 Head north on Frederica St toward Southtown Blvd. Destination will be on the right.

Paducah

Ermergin Tech Center
4810 Alben Barkley Drive, Room 118
Paducah, KY

Traveling on I-24 toward Paducah get off at Exit 7. Go straight through the intersection onto an exit ramp and get into the left turn lane at the next traffic light. Turn left onto Hwy 62. You will see the campus on your left. You will go past the main campus intersection (with the brick entrance) and go through the next traffic light and make a left into the next street. Turn left into the parking lot of the Emerging Technology Building. Building sits right by the road and beside the Anderson Building.

Somerset

808 Monticello Street
1100 Kermit Drive, Suite 103
Somerset, KY

Take Highway 27 in Somerset to traffic light 16, turn east on SCC Drive and proceed through the four-way stop to Monticello St. intersection. Continue around campus until you reach Meece Strunk parking lot. This is the last lot on left. Park there and proceed to the test center located in the Harold Strunk Learning Resources Bldg. on the west side of campus. Upon entry building signs are posted pointing toward the test center in Room 101.
Note: college and test center may close for inclement weather.

Whitesburg

2 Long Ave.
1100 Kermit Drive, Suite 103
Whitesburg, KY 41858

Traveling from the west: Take KY-15 to Bridge Street. Continue on Bridge Street to Long Avenue and proceed onto 2 Long Avenue to 1100 Kermit Drive.
Traveling from the east: Take US 119 to Bridge Street. Continue on Bridge Street to Long Avenue and proceed onto 2 Long Avenue to 1100 Kermit Drive.
Traveling from the north: Take KY-15 to Bridge Street. Continue on Bridge Street to Long Avenue and proceed onto 2 Long Avenue to 1100 Kermit Drive.
Traveling from the south: Take KY-15 to Bridge Street. Continue on Bridge Street to Long Avenue and proceed onto 2 Long Avenue to 1100 Kermit Drive.

KENTUCKY STATE PRACTICAL TESTING LOCATIONS

The **PSI National Instructor Practical** test is administered at the testing centers and days listed below:

Lexington Practical Site

333 Waller Ave
Suite 120
Lexington, Kentucky 40504

REPORTING TO A 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 the testing staff with identification verification and to be seated. Test takers need to provide 2 forms of I.D. upon check in as outlined below.
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.

NOTE: A temporary license with the previous ID attached with hole punch, along with another form of ID will be acceptable for Kentucky. Applicant will be required to have the hard copy for purchase of their first time licensure.

Again, all identification must display the test takers name exactly as it appears in the test registration form and as registered with the Kentucky Board of Cosmetology.

Test takers who are not able to provide the required identification must call (855)340-3713 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, medical scrub skirts, 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.

PSI THEORY TESTING EQUIPMENT

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

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

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.

Test takers will utilize the PSI National Instructor test in Kentucky.

INSTRUCTOR THEORY TEST

The test content outline is prepared and is periodically updated by committees of professionals who are subject matter experts in teaching 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.

INSTRUCTOR THEORY 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 all topics in the outline. The Instructor test consists of 50 scored questions and 5 non-scored experimental questions. Test takers will have 90 minutes (1.5 hours) to complete the test.

Topic Name	Weight
1. Learning and Communication	**24%**
A. Learning Theories	
1. Learner behavior in an educational setting	
2. Identifying learner ability, personality, and interests	
3. Identifying different types of learning styles (e.g., simulation, repetition, assimilation)	
4. Identifying multiple intelligences (e.g., kinesthetic, visual, audio)	
B. Communication Strategies	
1. Nonverbal communication	
2. Verbal communication	
3. Visual Media	
C. Accommodations	
2. Curriculum and Lesson Plans	**10%**
A. Curriculum Design Principles	
B. Designing Lesson Plans	
3. Teaching Methods	**30%**
A. Learner Instruction	
1. Learning Environments	
2. Engagement and Motivation	
B. Technology-Integrated Teaching	
1. Learning Management Systems (LMS)	
2. Distance Learning	
3. Educational aids and technology tools	

Topic Name	Weight
4. Learner Evaluation and Assessment Methods	**20%**
A. Assessment	
1. Alignment with Learning Objectives	
2. Types of assessments	
a. Formative assessments	
b. Summative assessments	
B. Rubrics and Feedback	
1. Academic advisement and coaching	
2. Grading Principles	
5. Classroom Management	**16%**
A. Classroom Educator Responsibilities	
1. Maintaining educational records	
2. Educator professionalism	
3. Classroom design and management	
4. Managing learner behaviors	
5. Resources for learner mental health	
B. Classroom Safety	
1. Implementing safety procedures	
2. Potential safety hazards in the learning environment	
3. Laws and regulations	

INSTRUCTOR TEST REFERENCE MATERIALS

This test is CLOSED BOOK.
The reference materials listed below were used to develop the questions for this test.

Pivot Point Fundamentals: Mindful Teaching (101T.1 – 107T.6)
2nd Edition, © May 2025 Pivot Point International, Inc.
ISBN: 978-1-962998-46-8 (eBook)
ISBN 978-1-962998-31-4 (Complete Digital Program)
https://www.pivot-point.com/shop/
Contact: info@pivot-point.com
847-866-0500

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https://www.schoolsafety.gov/emergency-planning
https://www.cdc.gov/niosh/docs/2004-101/default.html

THEORY AND PRACTICAL SCORE REPORTING INFORMATION

Test takers must score at least 80% to pass the national instructor theory test.
Test takers must score at least 85% to pass the national instructor practical test.

- Test Scores will be emailed to the test taker within 24 hours of completion of their test.
- Test scores WILL NOT be provided at the testing facility and WILL NOT be verified or released over the phone.

To better prepare for the PSI National Classroom Facilitator 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 a Classroom Facilitator 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.psionlinestore.com for more information and to register!

OBTAINING A DUPLICATE SCORE REPORT

To request a duplicate score report test takers maycontact PSI Customer Service at (855)340-3713.

PSI NATIONAL PRACTICAL TEST- IMPORTANT GUIDELINES

For practical test questions or concerns, we recommend test takers and instructors contact PSI Customer Service at (855)340-3713.
Prior to registration, test takers should familiarize themselves with the following instructions to be properly prepared for a test.

Kentucky State Board of Cosmetology specific testing rules:

Please take note:
The state of Kentucky requires the following supplies and equipment to test. If the test taker is not in compliance with any of the following requirements, the test taker will be dismissed from the test session and required to reschedule and pay for a future test.

- The test taker must provide ***TWO (2) forms*** of valid, and current (non-expired) Identification.
  - The primary Identification MUST be government issued, signed, and display a photo.
  - The secondary Identification may include a passport or national identity card, Social Security Card, bank card, etc.
- **Test taker dress code.** The test taker will wear a full set (top and bottoms; pants or skirt) of medical scrubs, solid color, not white. No name or school name may be visible. **White colored scrubs or any other clothing is prohibited.**
- **A qualified disinfectant wipe** displaying bactericidal, virucidal, and fungicidal properties is required to enter the test. All three properties are required to be listed on the manufacturers label. **Absolutely NO sprays or aerosols are allowed in the test.**
- **A container of hand sanitizer** with a manufacturers label attached is required for the practical test.
- **A manikin head is required** – no school or student name can be visible on any testing supply, product or equipment.
- **A full manikin hand is required** for any nail topic – stuffed gloves, individual fingers, or detachable fingers are prohibited in the test.
- **Monomer** (if required for test) A complete manufacturer label listing all ingredients including the type of methacrylate must be attached to the original sealed container. The product must be listed as odorless, with an intact manufacturers safety seal.
- **Absolutely NO electronic items** are permitted in the testing area. This includes, however, is not limited to items such as cell phones, smartwatches/exercise bands, digital sound recorders, mp3 players, cameras etc.
- **Test takers who become disruptive** at any time will be required to leave the center and reschedule their practical test at their own expense.
- **LATE ARRIVALS** will not be admitted to the test. The test taker will need to reschedule for another session.

General rules for testing:

- 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.
- 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.
- 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.

- Test takers are required to bring to the test, two containers to dispose of used items. One marked “Single-use” and one marked “multi-use”. All items used in the test are categorically disposed of in one of these containers.
- Individual bags may be packed and labeled for each topic area. Bags are to be emptied and placed in the “single use” bag after setting up.
- Products that are *not* grouped as “dangerous chemicals” by OSHA and are also not required to be listed on an actual business SDS sheet, may be fictious 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.
- Labeling on products must be in large print, legible and clearly visible for the evaluator to observe.
- 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 or themselves.
- 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 cosmetologist’s workstation and should be treated as such.
- Knowledge of single-use and multi-use items and where 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.
- When items are set on a contaminated work surface, they may not be inserted into product containers or touch dispensing tips of bottles and jars.
- Keeping clients from becoming contaminated by the instructor.
- Keeping containers being used free from contamination.
- Making sure our tools are clean and disinfected.
- If a body fluid becomes present during a service (i.e., blood, vomit, feces), 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.

- Instructors 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.

KITS/SUPPLIES AND EQUIPMENT

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 the Practical test. The suggested container dimensions should not exceed 24" wide, 24" long and 24" high. This will allow the test taker to place the supply kit under the table when not in use.

There are no *supply lists* or *suggested supplies* for the PSI Practical National Tests. PSI recommends the test taker bring the equipment and supplies needed to perform a topic area as they would in their own professional environment. There are no right or wrong supplies or right or wrong techniques to demonstrate a topic area. Professionals learn and do tasks as they learn in school, apprenticeship programs, or manufacturer training. Please demonstrate topic areas with the equipment and supplies and as taught in school or during apprenticeship or training and as test takers will continue once licensed, demonstrating their *utmost attention* to public health and safety. (See and follow the Infection Control Precautions and Safety Precautions listed in this guide for examples.)

IMPORTANT NOTICE

A PSI Evaluator may not score a test taker who is a current employee, employer, or co-worker, or is related to the evaluator by family, personal or financial interest, or other relationship. If a test taker knows the evaluator that is assigned to them falls into one or more of these categories, they must notify the site proctor/supervisor immediately. In the case an evaluator has observed and scored a test taker in violation of this policy, the test results may be voided.

Evaluators are responsible for observing and scoring a test taker's performance and are not allowed to converse with test takers except to provide a general salutation. Test takers who ask questions will be told one of two statements "Do the best with what you have" or "Demonstrate as you learned". Evaluators do not instruct nor discuss test results in any way. Direct all score questions and/or concerns to PSI Customer Service at (855) 744-0314.

PSI NATIONAL INSTRUCTOR PRACTICAL TEST TOPIC ORDER

TOPIC AREA: 1	DAILY CLASSROOM PREPARATION	20 MINUTES
TOPIC AREA: 2	CLASSROOM SAFETY MANUAL	INCLUDED (TOPIC AREA 1)
TOPIC AREA: 3	PUBLIC HEALTH AND SAFETY LECTURE AND DEMONSTRATION	30 MINUTES
TOPIC AREA: 4	END OF DAY CLEAN UP	10 MINUTES

PSI NATIONAL INSTRUCTOR PRACTICAL TEST RATING CRITERIA

Test takers must score at least 85% to pass the PSI National Instructor Practical test.

- The practical test is approximately 60 minutes in length.

The following information will be used by evaluators to grade test taker performance during the practical test. Please read and follow the instructions as listed.

PSI NATIONAL INSTRUCTOR PRACTICAL TEST

INSTRUCTIONS:
We would like to welcome you to the PSI National Practical Test. Electronics of any kind are strictly prohibited in the testing facility. Please raise your hand if you have any of these restricted devices in your possession so we may address your situation. If any test taker is found possessing any prohibited items in the testing facility, PSI will stop your test, and you will be required to leave the testing facility immediately and a report on your actions will be submitted to your governing authorities.

Test takers are responsible for providing all necessary equipment and supplies needed for the performance of their practical test. Test takers are not permitted to assist other test takers in any way. Test takers are evaluated at all times throughout the test for public health and safety.

If you have an emergency or need to use the restroom during the test, please raise your hand for assistance in leaving the testing 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 test taker may leave the area at a time, please return as quickly as possible.

The prompter will read instructions for each topic area, and the evaluator will facilitate the timing for each topic area and supervise the test. You are not allowed to speak or ask questions pertaining to the test content. A Certified Practical Evaluator is responsible for observing and scoring test takers' performance and is not allowed to converse with test takers except to provide instruction when required in specific demonstrations within the topic areas. You are each provided with a Red Book to read along with the instructions in your language. Please do not touch or turn the pages in the Red Book, however, feel free to re-read the instructions for the topic as needed to understand the tasks. Evaluators are only permitted to answer general questions that are not directed to the test content.

Are there any questions about the instruction you have been given?

TOPIC AREA: 1 DAILY CLASSROOM PREPARATION ♦ 20 MINUTES

INSTRUCTIONS:
We will begin with **Daily Classroom Preparation.** 20 minutes will be provided to prepare your daily classroom. Please hand your classroom safety manual and classroom seating diagram to the proctor. The classroom safety manual and seating chart will be scored by the evaluator while you are setting up your work area, this is a nonverbal task. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. You may start; timing begins now.

EVALUATION:
1.1 Prepares classroom to include one student accommodation (exhibited only on the classroom seating diagram)
1.2 Adheres to workplace infection control precautions
1.3 Adheres to workplace safety precautions

TOPIC AREA: 2 CLASSROOM SAFETY MANUAL ♦ (NON-VERBAL, SCORED WHILE TEST TAKER PREPARES DAILY CLASSROOM)

EVALUATION:
2.1 Provides Classroom Safety Manual and seating chart to the proctor
2.2 Manual includes emergency procedures inside the building (fire, power outage, active shooter, etc….)
2.3 Manual includes emergency procedures outside the building (weather related, earthquake, etc….)
2.4 Manual includes procedures for health-related emergencies (first-aid procedures, first responder procedures, etc….)
2.5 Manual includes Safety Data Sheets (SDS) (more than one type of chemical)

INSTRUCTION:
- There are 5 minutes left to finish.
- Please stop and stand quietly.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue to the next Topic Area.

TOPIC AREA: 3 PUBLIC HEALTH AND SAFETY LECTURE AND DEMONSTRATION ♦ 30 MINUTES

INSTRUCTIONS:
This evaluation is **Public Health and Safety Lecture and Demonstration**. 30 minutes will be provided to complete a lecture and demonstration on public health and safety to your class. The proctor will stop you at 30 minutes. You will lecture and demonstrate for at least 25 minutes, however, the proctor will stop you at thirty minutes. When you complete your tasks, please stand quietly. Start your lecture and demonstration, timing begins now.

EVALUATION:
3.1 Explains and demonstrates single- and multi-use items
3.2 Explains importance of reading labels
3.3 Demonstrates mixing disinfectant according to manufacturer's standards
3.4 Explains storage of tools, products, and supplies

3.5 Demonstrates tool disinfection
3.6 Explains the importance and components of a client consultation and analysis

INSTRUCTION:

- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue to the next Topic Area.

TOPIC AREA: 4 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 supplies. You will be asked to clean up ALL test supplies in the next Exiting Instructions. For now, please clean up only your workstation for the next day of business. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Begin your classroom clean-up, timing begins now.

EVALUATION:

4.1 Completes end of day clean-up of classroom
4.2 Adheres to workplace infection control precautions
4.3 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop and stand quietly.
- Please stop working, the timing has ended.
- All scoring has been completed. The test timing is complete.

FINAL INSTRUCTIONS:

This concludes your PSI National Practical Test. Please make certain your floor is clear of debris, and your workstation has been cleaned with disinfectant. Clear your work area of all the items you have brought into the room. Return all trash and supplies to your kit to carry-out with you, when you are finished, raise your hand, and wait for the proctor to sign off your work area. Test takers begin your test clean-up.

EXITING INSTRUCTIONS:

PSI would like to thank you for coming today. You will receive your score report via email within 48 hours. 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 test or your test results. Have a great day, you are excused.

INSTRUCTOR TEST ACCOMODATION REQUEST FORM

All testing 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 test request for alternative arrangements by CLICKING HERE.

Requirements for testing 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 BEFORE REQUESTING TEST ACCOMMODATIONS