PROFESSIONAL LICENSING BOARDS DIVISION
GEORGIA BOARD OF COSMETOLOGY

COSMETOLOGY EXAMINATIONS
CANDIDATE INFORMATION BULLETIN

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

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Updated 3/19/2018
The Georgia Board of Cosmetology has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI provides examinations through a network of examination centers in Georgia and in many areas throughout the United States.

This Candidate Information Bulletin provides you with information about the examination process for Cosmetology Licensure in the State of Georgia.

The examinations are developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

EXAMINATION ELIGIBILITY PROCEDURES

CANDIDATES THAT ATTENDED A SCHOOL INSTRUCTIONS

Upon approval of eligibility sent to PSI from your approved educator, you will be mailed an eligibility notice containing instructions for scheduling an appointment to take the examination. Your eligibility is valid for 2 years from date of course completion. If you fail the examination, you may retake on an unlimited basis, during the 2-year period. If you do not pass within the 2-year period, you must re-apply with the Georgia Board of Cosmetology.

The PSI approval process will take up to 10 days to complete, from the date of receipt.

All questions and requests for information should be directed to PSI. Your email questions will be replied to within 48 hours of receipt.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com
Email: gasupport@psionline.com

CLOSED SCHOOL CANDIDATE INSTRUCTIONS

Please do not send any documentation to PSI until after you have received a Verification of Eligibility Form from the Board office. The following steps outline the necessary procedure for obtaining a Verification of Eligibility Form from the Board office.

You must complete and submit the Request for Verification of training hours form to the Georgia State Board of Cosmetology at the following address. The Request for Verification can be found at http://sos.ga.gov/index.php/licensing/plb/16.

The Board will review your training hours and if you meet the requirements for examination they will mail you a Verification Eligibility Form. The Verification of Eligibility Form must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

PSI APPROVAL PROCEDURE

Upon approval of eligibility sent to PSI from your approved registrar, call Monday through Friday between 7:30 am and 5:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day after receiving your eligibility notice from PSI. The PSI approval process will take up to 10 days to complete, from the date of receipt.

EXAMINATION SCHEDULING PROCEDURES

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have received your eligibility notice, you are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. You may schedule for an examination via the internet 24 hours a day at www.psiexams.com. To schedule with a PSI registrar, call Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day after receiving your eligibility notice from PSI.
prior to the examination date of your choice, up to 7:00 p.m. ET. Please be prepared to offer alternate examination appointment choices.

**CANCELING AN EXAMINATION APPOINTMENT**

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days prior to the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

**SCHEDULING A RE-EXAMINATION**

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (800) 733-9267.

**MISSED APPOINTMENT OR LATE CANCELLATION**

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

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

If you missed your appointment due to an emergency situation, you must provide written documentation. If valid, PSI will allow you to reschedule at no additional charge.

**EXAM ACCOMMODATIONS**

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate’s needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must contact the Georgia Board of Cosmetology for approval for exam accommodations.

**GEORGIA EXAMINATION SITE LOCATIONS**

**PSI Atlanta (Written)**
1000 Circle 75 Parkway, Suite 720
Atlanta, GA 30339
From I-285 Bypass N, take exit 20 and stay right to exit onto Cobb Parkway and then go right onto Circle 75 Parkway.
From the Atlanta and South of Atlanta (I-75 N), take exit 259B (this exit is a 270 degree turn). Stay right to exit onto Cobb Parkway.
From 285 Northbound, take exit directly onto Cobb Parkway but at Exit 19 and go left toward Circle 75 and turn right.
You must park on Level P-2 in the parking deck.

**PSI Atlanta/Smyrna (Practical)**
2400 Lake Park Drive, Suite 245
Smyrna, GA 30080

**PSI Atlanta (Duluth) (Written)**
3505 Koger Blvd, Suite 175
Duluth, GA 30096
From I-85 N: Use the right lane to take exit 104 for Pleasant Hill Rd. Use the second to the right lane to turn right onto Pleasant Hill Road. Use the left two lanes to turn left onto Breckinridge Blvd. Turn right onto Centerview Dr. NW. Turn right onto Koger Blvd. The building is on the right.

**PSI Atlanta (Marietta) (Written)**
The Pavilions at East Lake Shopping Center
2100 Roswell Road NE, Suite 2128
Marietta, GA 30062
Exit I-75 at North Marietta Parkway (Loop 120/Exit 263). Drive approximately 1.5 miles to the 120 Roswell Road exit (go past Powers Ferry and Lower Roswell Roads). Exit at the 120 East Roswell Road and head east for approximately 1 mile. The Pavilions at East Lake Shopping Center is on the right side of the road.

**PSI Macon (Practical and Written)**
3902 Northside Dr, Suite C5
Macon, GA 31210
From the North, take I-75 South to exit 169. Turn right onto Arkwright Road. Turn right at the second traffic light. Turn left at Ashley Park Office Building. You must enter and park from rear of buildings.
From the South, take I-75 North to exit 169. Turn left onto Arkwright Road. Turn right at the third traffic light. Turn left at Ashley Park Office Building. You must enter and park from the rear of buildings.

**PSI Tifton (Written)**
251 Southwell Blvd. Suite A
Tifton, GA 31794

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by filling out and faxing the Out-Of-State Testing Request found at the end of this bulletin. The practical examination is only offered at the Georgia testing centers. Practical examinations must be taken in Georgia.

**REPORTING TO THE EXAMINATION SITE**

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, and identification. If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.

**WWW.PSIEXAMS.COM**
REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued Identification (driver’s license, state ID, passport), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.

PRIMARY IDENTIFICATION (with photo) - Choose One
- 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

NOTE: ID must contain candidate’s photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One
- Credit Card (must be signed)
- Social Security Card

If you cannot provide the required identification, you must call (800) 723-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
  - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building’s property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.

- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates’ pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

IMPORTANT NOTICE FOR ALL CANDIDATES

Due to many complaints from the building’s tenants, the use of aerosol sprays of any kind (i.e. hairspray, aerosol spray disinfectant) is Strictly Prohibited anywhere within the properties which house the PSI test centers. If it is discovered or reported that you or anyone you are associated with, are using or have used an aerosol spray (i.e. hairspray, aerosol spray disinfectant) within the property prior to or during the practical exam, you will not be allowed to test and will forfeit your testing fees.

Also of note; arriving hours before your exam start time is NOT ACCEPTABLE. Please plan to arrive 30 minutes before the start-time of your exam. This will provide plenty of time for check-in. If you arrive more than 30 minutes prior to the testing start-time, you will not be allowed to wait in the test center, inside the building or on the building's property. Additionally, person(s) accompanying you may not wait in the test 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. PSI understands that test Candidates are often comforted by having guests accompany them to their exams. It may also be necessary for a guest to drive the Candidate to the test center; however, incidents from previous guests have prompted warnings from Property Management. For this reason, PSI has adopted this policy.
EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

TAKING THE WRITTEN EXAMINATION BY COMPUTER

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

IDENTIFICATION SCREEN

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

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN

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

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

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

EXAMINATION REVIEW

The Georgia Board of Cosmetology is utilizing the National Interstate Council of State Boards of Cosmetology (NIC) exams. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

SCORE REPORTS

You will receive the score report immediately following the completion of the written and practical examinations.

The score on the written examinations are reported as a scaled score, which is a score based on the number of questions you answered correctly that has been converted to a standardized number. The part scores cannot be transferred to a percentage, nor added for overall performance. Each individual part is weighted as to the importance of competence and public protection for entry-level candidates. These weightings then contribute to the total number of questions that must be answered correctly.

You may request a written or practical score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

APPLICATION FOR LICENSURE

Once you have taken and passed both the Written and Practical examinations, you may apply online by going to the following link: https://secure.sos.state.ga.us/mylicense/. Applying online is the most efficient way to have your application processed.

On this site, you may submit your application and pay your application fee using a Visa, Mastercard, American Express, or debit card. Application fees are non-refundable.

If you cannot apply online, you may download a paper application from the website at: http://sos.ga.gov/index.php/licensing/plb/16 and submit along with your non-refundable application fee to:

Georgia State Board of Cosmetology
237 Coliseum Drive
Macon, GA 31217-3858
(478) 207-2440

TAKING THE PRACTICAL EXAMINATION

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
• Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order, and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
• All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
• Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
• Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
• Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
• The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
• Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public
• Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.
• Chemicals for Chemical Waving, Hair Lightening, Hair Coloring, and Chemical Relaxing will be simulated.
• Manufacturer’s labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.
• You may NOT bring any notes (e.g., written task lines, numbers or supply lists on kit containers/bags), cheat sheets, task lines, or Candidate Information Bulletins into the examination site.
• Candidates must arrive in neat, clean, professional attire. Uniforms are not required. You must wear a sleeved smock/lab coat. Your must wear closed-toe shoes. If you do not have the appropriate attire, you will not be allowed to take the Practical examination.
• Sculptured nail products (powder, primer, liquid): the product must be odorless, sealed and be in its original container with the manufacturer’s label.
• Candidates must use a curling iron with a cord for the Thermal Curling Service.

**TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION**

The following suggestions will help you prepare for your examination.
- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

**STATE OF GEORGIA COSMETOLOGY WRITTEN AND PRACTICAL EXAMINATION CONTENT OUTLINES**

**THE EXAMINATIONS ARE DEVELOPED BY THE NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC). YOU WILL FIND THE DETAILED EXAMINATION CONTENT OUTLINES AT WWW.NICTESTING.ORG SELECT TESTING PROGRAMS, THEN CANDIDATE INFORMATION BULLETINS (CIBS).**

**THE EXAMINATION CONTENT SECTIONS ARE AS FOLLOWS:**

**ESTHETICIAN (PRACTICAL ONLY)**
- WORK AREA AND CLIENT PREPARATION, AND SET UP OF UNIVERSAL SUPPLIES (FIRST CLIENT)
- CLEANSING OF THE FACE WITH PRODUCT
- EXFOLIATING THE FACE WITH PRODUCT
- WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (SECOND CLIENT)
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<th>HAIR REMOVAL OF THE EYEBROWS BY TWEEZING AND USING SIMULATED SOFT WAX</th>
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<td>FACIAL MASK AND CONCLUSION OF FACIAL SERVICE</td>
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<td>BLOOD EXPOSURE PROCEDURE</td>
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<td><strong>ESTHETICIAN (WRITTEN ONLY)</strong></td>
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<td>SCIENTIFIC CONCEPTS</td>
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<td>ESTHETICS PRACTICES</td>
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<td><strong>ESTHETICIAN INSTRUCTOR (PRACTICAL ONLY)</strong></td>
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<td>LESSON PLAN</td>
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<td>THEORY LECTURE</td>
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<td>DEMONSTRATION</td>
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<td><strong>ESTHETICIAN INSTRUCTOR (WRITTEN ONLY)</strong></td>
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<tr>
<td>THE PROFESSIONAL INSTRUCTOR</td>
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<td>CLASSROOM MANAGEMENT</td>
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<td><strong>HAIR DESIGNER (PRACTICAL ONLY)</strong></td>
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<td>WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES</td>
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<td>THERMAL CURLING</td>
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<td>HAIRCUTTING</td>
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<td>WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES</td>
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<td>CHEMICAL WAVING</td>
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<td>PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT</td>
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<td>HIGHLIGHTING WITH FOIL, VIRGIN APPLICATION WITH COLORED SIMULATED PRODUCT</td>
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<td>HAIR COLOR RETOUCH WITH COLORED SIMULATED PRODUCT</td>
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<td>VIRGIN RELAXER APPLICATION WITH COLORED SIMULATED PRODUCT</td>
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<td>HAIR CARE AND SERVICES</td>
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<td>WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (FIRST CLIENT)</td>
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<td>MANICURE AND POLISH APPLICATION</td>
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<td>WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (SECOND CLIENT)</td>
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<td>NAIL TIP APPLICATION AND BLENDING</td>
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<td>SCULPTURED NAIL</td>
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<td>BLOOD EXPOSURE PROCEDURE</td>
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If blood exposure should occur, the following steps MUST be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES.** This is the responsibility of the candidate and should be executed as follows:

  **CANDIDATE INJURY - FOR EXAMINATION PURPOSES:**
  - **PROTECTION** - If a cut is sustained, stop the service and clean the injured area.
  - **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
  - **DRESSING** - cover the injury with the appropriate dressing.
  - **COVER** injured area with finger guard or glove as appropriate.
  - **CLEAN** model/client and station as appropriate.
  - **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
  - **RETURN** to service.

**EXAMINERS:**
- EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE’S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.
- FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.
- DOCUMENT INCIDENT IN BLOOD EXPOSURE LOG.

**NOTE:** DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

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**WET DISINFECTION STANDARD**

All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer’s directions.

All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective against HIV-1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer’s directions.

**DRY STORAGE STANDARD**

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

**HAND WASHING**

(Anti-bacterial soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to each client and after smoking, drinking, eating, and using the restroom. Adopted as amended October 2002.
GEORGIA BOARD OF COSMETOLOGY APPROVED EDUCATOR - CANDIDATE ELIGIBILITY FOR EXAMINATION FORM

NAME OF LICENSED GEORGIA STATE SCHOOL____________________________________________________ SCHOOL CODE NUMBER (SC#)________________

HOURS REQUIRED - SCHOOL OFFICIAL MUST CHECK THE APPROPRIATE BOX (a copy of the candidate’s high school diploma or GED must be attached):

☑ Master Cosmetologist: 1,500 school hours in a minimum of 9 months -OR- 54 Semester Credit Hours from an accredited state technical college encompassing the 1500 hours -OR- Barber licensee crossover hours plus 250 school hours in an approved Cosmetology school; and proof of a high school diploma or GED.

☑ Hair Designer: 1325 school hours in a minimum of 7 months; and proof of a high school diploma or GED.

☑ Nail Technician: 525 school hours in a minimum of 4 months -OR- 20 Semester Credit Hours from an accredited state technical college encompassing the 525 hours; and proof of a high school diploma or GED.

☑ Esthetician: 1,000 school hours in a minimum of 9 months -OR- 33 Semester Credit Hours from an accredited state technical college encompassing the 1,000 hours; and proof of a high school diploma or GED.

☑ Master Cosmetology Instructor: 750 school hours at a Board approved school within 1 year -OR- 24 Semester Credit Hours from an accredited state technical college encompassing the 750 hours, copy of current Cosmetology license & 1 year master level work experience; and proof of a high school diploma or GED.

☑ Hair Designer Instructor: 750 school hours at a Board approved school within 4 months, copy of current Hair Designer license & 1 year master level work experience; and proof of a high school diploma or GED.

☑ Esthetician Instructor: 500 school hours at a Board approved school within 9 months, copy of current Esthetician license & 1 year master level work experience; and proof of a high school diploma or GED.

☑ Nail Technician Instructor: 250 school hours at a Board approved school within 4 months, copy of current Nail Technician license & 1 year master level work experience; and proof of a high school diploma or GED.

______________________           ______________________               ______________________             ______________________
COURSE START DATE             COURSE COMPLETION DATE     NUMBER OF HOURS COMPLETED              TODAY’S DATE

_______________________________      _________________________________        ____________________________________
SIGNATURE OF INSTRUCTOR               PRINTED NAME OF INSTRUCTOR          INSTRUCTOR LICENSE NUMBER & EXPIRATION DATE

Please provide the following candidate information. Upon receipt of this eligibility form, PSI will mail an eligibility notice to the candidate, containing instructions for scheduling an appointment to take the examination.

Candidate Name: ___________________________            ___________________________            ___________________________  ___________________________
Last Name                                      First Name                                      M.I.

Candidate Social Security or VISA#: _____________ (FOR IDENTIFICATION PURPOSES ONLY)

Candidate Mailing Address: ___________________________            ___________________________            ___________________________  ___________________________
Number, Street                                      Apt/Ste                                      City                                      State                                      Zip Code

Candidate Telephone: Cell ___________________________            ___________________________            ___________________________  ___________________________
Office                      ___________________________            ___________________________            ___________________________  ___________________________

Candidate Birth Date: ___________________________            ___________________________            ___________________________  ___________________________
M M D D Y Y

Candidate Email:_________________________ @_________________________

Examination Candidate is Approved For: (Check one)

☐ Esthetician (Practical and Written) ($109)          ☐ Master Cosmetologist (Practical and Written) ($109)
☐ Esthetician (Practical Only) ($64)          ☐ Master Cosmetologist (Practical Only) ($64)
☐ Esthetician (Written Only) ($45)          ☐ Master Cosmetologist (Written Only) ($45)
☐ Esthetician Instructor (Practical and Written) ($34)          ☐ Master Cosmetologist Instructor (Practical and Written ) ($109)
☐ Esthetician Instructor (Practical Only) ($19)          ☐ Master Cosmetologist Instructor (Practical Only) ($64)
☐ Esthetician Instructor (Written Only) ($15)          ☐ Master Cosmetologist Instructor (Written Only) ($45)
☐ Hair Designer (Practical and Written) ($109)          ☐ Nail Technician (Practical and Written ) ($109)
☐ Hair Designer (Practical Only) ($64)          ☐ Nail Technician (Practical Only) ($64)
☐ Hair Designer (Written Only) ($45)          ☐ Nail Technician (Written Only) ($45)
☐ Hair Designer Instructor (Practical and Written) ($34)          ☐ Nail Technician Instructor (Practical and Written ) ($34)
☐ Hair Designer Instructor (Practical Only) ($19)          ☐ Nail Technician Instructor (Practical Only) ($19)
☐ Hair Designer Instructor (Written Only) ($15)          ☐ Nail Technician Instructor (Written Only) ($15)

Complete and forward this eligibility form via mail, email, or fax. Remember to include a copy of the candidate’s high school diploma or GED.

PSI Services LLC ** ATTN: Examination Registration GA COS **3210 E Tropicana Ave **Las Vegas, NV ** 89121
Email: gasupport@psionline.com ** Fax (702) 932-2666
Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable.

1. Legal Name:
   Last Name: ____________________________  First Name: ____________________________  M.I.: ____________________________

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

3. Mailing Address:
   Number, Street: ____________________________  Apt/Ste: ____________________________
   City: ____________________________  State: ____________________________  Zip Code: ____________________________


5. Birth Date:
   _____ - _____ - _____
   M  M  D  D  Y  Y

6. Email: ____________________________________________  ____________________________________________

7. Examination:  (Check one)  □ First Time  □ Retake
   □ Esthetician (Practical and Written) ($109)  □ Master Cosmetologist (Practical and Written) ($109)
   □ Esthetician (Practical Only) ($64)  □ Master Cosmetologist (Practical Only) ($64)
   □ Esthetician (Written Only) ($45)  □ Master Cosmetologist (Written Only) ($45)
   □ Esthetician Instructor (Practical and Written) ($34)  □ Master Cosmetologist Instructor (Practical and Written) ($109)
   □ Esthetician Instructor (Practical Only) ($19)  □ Master Cosmetologist Instructor (Practical Only) ($64)
   □ Esthetician Instructor (Written Only) ($15)  □ Master Cosmetologist Instructor (Written Only) ($45)
   □ Hair Designer (Practical and Written) ($109)  □ Nail Technician (Practical and Written) ($109)
   □ Hair Designer (Practical Only) ($64)  □ Nail Technician (Practical Only) ($64)
   □ Hair Designer (Written Only) ($45)  □ Nail Technician (Written Only) ($45)
   □ Hair Designer Instructor (Practical and Written) ($34)  □ Nail Technician Instructor (Practical and Written) ($34)
   □ Hair Designer Instructor (Practical Only) ($19)  □ Nail Technician Instructor (Practical Only) ($19)
   □ Hair Designer Instructor (Written Only) ($15)  □ Nail Technician Instructor (Written Only) ($15)

8. THE FOLLOWING MUST BE FILLED OUT BY THE CANDIDATE IF YOU DID NOT ATTEND A SCHOOL
   IF YOU DID NOT ATTEND A SCHOOL, PLEASE CHECK THE APPROPRIATE BOX. YOU MUST INCLUDE THE VERIFICATION OF ELIGIBILITY FORM FROM THE BOARD.
   □ OUT OF STATE CANDIDATE - SCHOOL CODE # 0000 (Include Verification of Eligibility form)
   □ OUT OF COUNTRY CANDIDATE - SCHOOL CODE # 4444 (Include Verification of Eligibility form)
   □ APPRENTICE CANDIDATE - SCHOOL CODE # 1111 (Include Verification of Eligibility form)
   □ CLOSED SCHOOL CANDIDATE - SCHOOL CODE # 5555 (Include Verification of Eligibility form)
   □ VETERAN CANDIDATE - SCHOOL CODE # 8888 (Include Verification of Eligibility form)

(Please continue to the next page to complete the application.)
9. **Total Fee** $______ Pay by money order, cashier’s check, company check, or credit card. Personal checks and cash are not accepted.

   **NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. FEES ARE VALID FOR ONE YEAR.**

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

   Card No: ________________________________ Exp. Date: ________________________________

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

   Billing Street Address: ____________________________________________ Billing Zip Code: _________________

   Cardholder Name (Print): ______________________________________ Signature: ________________________________

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

    Candidate Signature: __________________________________________ Date: ________________________________

    Complete and forward this registration form with the applicable examination fee to:
    PSI Services LLC * ATTN: Examination Registration - GA COS
    3210 E Tropicana Ave * Las Vegas, NV* 89121
    Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * Email: gasupport@psionline.com
OUT-OF-STATE TESTING REQUEST

Date: ____________________________

Site requested (please include city and state): __________________________________________

Legal Name: ________________________________________________________________________

   Last Name               First Name

SS#: ____________________________

Address: __________________________________________________________________________

   Street     City, State, Zip Code

Telephone: (_______) _______ - _________      (_______) _______ - _________

   Home     Work

Email Address: ____________________________________________________________________

Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.

After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.