Candidate Study Guide for the Computer-Administered Illinois Cosmetology Examination

The following information is intended to help you prepare for the computer-administered Illinois Cosmetology Examination. Part I of this study guide contains general information about the profession and testing procedures. Part II provides a content outline, lists the competencies covered in the examination, and suggests reference materials that are commonly used in Illinois cosmetology schools. Part III describes procedures on the day of the test. Part IV provides sample questions to help you prepare for this test.

Part I General Information

PURPOSE OF THE

- **EXAMINATION** This examination is required for professional licensure by Illinois law to certify that each cosmetologist is familiar with practices, rules and regulations that will protect the health, safety and welfare of the public. Copies of the Act are available from the Illinois Department of Financial and Professional Regulation (IDFPR) on their website at <u>www.idfpr.com</u>.
- **TEST VALIDITY** This examination has been developed in consultation with a committee of cosmetology teachers. Test questions reflect standards and practices documented in a survey of licensed cosmetology teachers. Each question is supported by commonly used cosmetology textbooks (see page 9).
- **APPLY ONLINE** Complete the application online at <u>www.continentaltesting.net</u> and submit all required transcripts and related documents. An application is not complete until it includes a valid email address and all fees have been paid. Credit card payment is available as part of the online application. Each approved candidate receives an email from PSI that provides instructions to schedule a testing appointment.
- **SPANISH FORM** The test is available in both English and Spanish. The application requires that each candidate select either the English or the Spanish form of the test.
- **TIME LIMIT** Each candidate schedules a PSI appointment to allow time to verify IDs and complete other check-in procedures. The time limit for the examination is two (2) hours.

SPECIAL ACCOMMODATION

REQUESTS An application for special accommodations with appropriate documentation is required before any special arrangements can be completed. If approved, the candidate will receive an email from PSI with instructions to schedule a test date in a test center that has appropriate facilities. Candidates who are approved for special accommodations must schedule using the PSI Call Center. Testing appointments with special accommodations must be made at least two weeks prior to the desired test date.

SCHEDULING After CTS approves your application, you can schedule a test date at one of the approved PSI Test Centers by using PSI's online system at <u>www.psiexams.com</u> or by calling PSI at 1-800-733-9267. All regular testing appointments must be scheduled at least two business days prior to the desired test date. You must complete your test within 60 days after CTS approves your application.



Instructions for scheduling a test using PSI's 800 number

PSI provides an automated system to schedule your test via the telephone <u>without</u> <u>having to speak</u> with a Customer Service Registrar.

- 1. Call 800-733-9267, then Press 5
- 2. Stay on the line until the you hear the system begin (about 30 seconds)
- 3. You will be asked what you want to do: schedule, confirm, or retake a test
- 4. You will be asked if you know your ID# (this is your social security number)
- 5. The system will find your record and confirm the first few letters of your last name
- 6. The system will confirm the test
- 7. You will be asked what you want to do: schedule or request a bulletin
- 8. The system will use your zip code to find the closest test center
- 9. You will be given the closest test center
- 10. You will be given the available dates and times when you could take the test
- 11. You will select the date and time and the system will schedule you
- 12. You will be emailed a confirmation including the date and time of your testing appointment; the email includes directions to the PSI Test Center

If you prefer to <u>speak</u> to a Customer Service Registrar, they are available Monday through Friday, between 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central Time.

- Call 800-733-9267, Select 5, then select * (star).
- A PSI staff member will answer to help you schedule your CTS exam.

Instructions for scheduling a test online at <u>www.psiexams.com</u>

1. Go to <u>www.psiexams.com</u>.



2. If you already have an account in the PSI system, check the box "Check here to attempt to locate existing records for you in the system".

	risk (*) are mandatory.	/	
tep 1			
Your Details			
Email Address:*	cathy@psignline.com		
First Name:*	Cathy	Last Name:*	Miller
Middle Name:		Generation(Jr.,Sr.,etc.)	
			paid for an examination, or you
Please check the box b	elow:	ency has provided PSI with elig	ibility information for you, stem.
Please check the box b Check here t ep 2	elow: o attempt to locate exi		
Please check the box b Check here t ep 2 Enter a password for your	elow: o attempt to locate exi	isting records for you in the sy	stem.
Please check the box b Check here t ep 2 Enter a password for your Create a password:*	elow: o attempt to locate exi	ecurity question and answer.	stem. ntain at least five nsitive and can contain y. Spaces are not
Please check the box b	elow: o attempt to locate exi r account and select your s	ecurity question and answer. (The password must co characters. It is case se letters and numbers on allowed.)	stem. ntain at least five nsitive and can contain y. Spaces are not

3. Complete the following steps as shown below.

Select Organization Government/State Licensing Agencies V Select Jurisdiction Illinois	Select Government/State Licensing Agencies under Select Organization. Select Illinois in Select Jurisdiction.
Select Account IL Cosmetology ♥ Enter your SSN 445 - 55 - 5555 ◀	Select IL Cosmetology in the box marked <i>Select Account</i> . ——— Enter your Social Security Number.
Submit Cancel	Click on Submit.

/

4. You are now ready to schedule. Click on Schedule for a test.

	not yet been	pre-approved		have not matched y ar exam or you have				
egistered reco	rds					\	\setminus	
Test Name		Portion Nan	ne(s)	Sponsor	Eligibi Expire		Tasks Due	
IL Cosmetolog Examination -		IL Cosmeto Examination		ILLINOIS COSMETOLOG	v 01/01	/2012	2 Schedule for	
heduled reco	ds							
Test Name	Sponsor	Portion N	lame(s)	Schedule Date /	Time	Confirm	ation No.	Status
			NO	ACTIVITIES FOUN	D			
st activity (last	10 records))						
Test Name Sponsor		Sponsor	Tested I	Date	te Portion (Result) S			Status
Test Name								

5. Enter your zip code or the city where you live. Click on the Search button.

Test	Center Selection							
	Country: U	ISA 💌	Zip or City: 62701, Springfield, IL (Search)					
	Distance	Testcenter Name	Address					
	4.3 miles	SPRINGFIELD, ILLINOIS	3223 South Meadowbrook Road, Suite B, Springfield, Illinois, 62711					
	178.5 miles	CHICAGO (ROOM A)	332 S. Michigan Avenue, Suite 410, Chicago, Illinois, 60604					
	88.5 miles	Galesburg - Carl Sandburg College*	2400 Tom L Wilson Blvd, Galesburg, Illinois, 61401					
	145.6 miles	Carbondale - Southern Illinois University*	900 S Normal Ave, Woody Hall, Rm B228, Carbondale, Illinois, 62901					
	163.5 miles	Westmont - College of DuPage*	650 Pasquinelli Drive, Westmont, Illinois, 60559					
1	1 2 Next 1 - 5 of 6 1 Go							
Con	tinue Cancel]						

You will see a list of the testing sites, starting with the one that is closest to you. Select the *Test center* you prefer from the list, then click on *Continue*.

6. You will now see a list of available test dates and times based on your eligibility expiration date. Click on the date and time of your choice and select *Schedule*.

Please choose the date and month (or date range) to check the available sessions. From: 10/14/201: To: 10/23/201: Find								
Test Center Available Date Available Session								
SPRINGFIELD, ILLINOIS, Illinois	10/15/2011	10:00 AM - 12:00 PM						
O SPRINGFIELD, ILLINOIS, Illinois	10/15/2011	12:30 PM - 2:30 PM						
SPRINGFIELD, ILLINOIS, Illinois	10/17/2011	10:00 AM - 12:00 PM						
SPRINGFIELD, ILLINOIS, Illinois	10/17/2011	12:30 PM - 2:30 PM						
Schedule Back		,						

7. A confirmation will appear that you can print by clicking on the *Print Details* button. This message also includes directions to the test center.

Your Schedule Details						
Exam:	IL Cosmetology Examination - English					
Sponsor:	ILLINOIS COSMETOLOGY					
Confirmation Number:	C4390499					
Test Center:	SPRINGFIELD, ILLINOIS					
Address:	3223 South Meadowbrook RoadSuite B,Springfield, Illinois					
Test Schedule Date:	10/15/2011					
Test Schedule Time:	10:00 AM					
You must arrive at the test center 30 minutes before the start of your schedule time or you forfeit your examination fees and will not be allowed to take your scheduled examination.						
Directions to Test Center:	Follow I-55 south to I-72 toward Jacksonville, exit at IL 4 (Veteran's Parkway) and go north to Wabash and turn Left on Wabash and then Left again on S. Meadowbrook Rd. Follow I-55 south to I-72 toward Jacksonville, and exit at Wabash exit, and turn right on Wabash then turn right again on to S. Meadowbrook Rd.					
Print Details						

- 8. You also will receive an email from PSI to confirm the test center, date and time you have selected to take your test.
- 9. A map to help you locate the test center also is available on the PSI website under Information Links.

PSI Exams Online	Home FAQs Contact Us PSI Boo
oformation	
elect 🔿 Details	
elect Jurisdiction	
elect Account	Information Links
Cosmetology	Click Here for directions to the
	PSI Test Center on Michigan
Classification	Avenue in Chicago.
IL Cosmetology Examination - Spanish	Click Here for directions to the
IL Cosmetology Examination - English	PSI Test Center in Springfield.
	Click Here for directions to the
	PSI Test Center at ASSU-Uptown in Chicago.
	Click Here for directions to the
	PSI Test Center at the College
	of DuPage Westmont Center.
	Click Here for directions to the
	PSI Test Center at the Carl
	Sandburg College, Galesburg.
	Click Here for directions to the
	PSI Test Center at SIU-Carbondale.

MAPS TO PSI TEST CENTERS

A larger version each map is available on the PSI website under Information Links

PSI Test Center 322 South Michigan Avenue, Suite 410, Chicago



Closest CTA Station: Red Line Wilson Avenue Metered parking available on Broadway

College of DuPage

Westmont Center



C.O.D. Westmont Center 650 Pasquinelli Drive Westmont, IL 60559 (630) 942-4800

C.O.D. Westmont Center is located on the west side of Pasquinelli Drive. Pasquinelli Drive is accessed by turning north from Ogden Avenue one block west of Route 83. The center entrance is immediately north of the bank.



Directions From Veterans Parkway, take Wabash (IL-4) west. Turn S onto Meadowbrook Road just beyond Green Toyota (3801 S. Wabash) Southern Illinois University—Carbondale

900 South Normal Avenue Woody Hall, Testing Services, B-228 or B-230



Carl Sandburg College, Galesburg



05-524(91/05)5

PSI CONFIRMS BY EMAIL	PSI sends each candidate an email to confirm the date and time of his/her testing appointment; the email includes directions to the PSI Test Center.
RESCHEDULING	A testing appointment may be rescheduled up to two business days before the scheduled test date. Candidates who fail this examination must reapply after complying with the requirements for retesting based on the number of their prior attempts.
MISSING AN APPOINTMENT	Candidates who miss a testing appointment forfeit all fees and must reapply before they are eligible to schedule a new test date.
TEST SCORES	Candidates will receive an unofficial score report before they leave the PSI Test Center. <i>All candidates will receive their official score reports from CTS one to two weeks after their test date.</i> Candidates who pass will receive an application to apply for licensure with their CTS score report. Candidates who fail will receive a diagnostic report in their CTS score report indicating content areas in which they need to improve their scores.

Part II Test Content and Recommended Study Materials

This examination is based on recommendations from licensed cosmetology teachers throughout Illinois. Content areas on the test are outlined below.

1. Salon Safety and Sanitation 32% of Test Infections Draping for Services Sanitation Procedures **Diseases & Disorders** Tools, Gloves & Chemicals Health & Safety Regulations Medical Emergencies & Blood Hygiene 2. Analyze & Treat Scalp, Hair, Skin & Nails 11% of Test 13% of Test 3. Cut & Style Hair **Advising Clients Styling Hair Cutting Hair** Thermal Styling & Drying Reducing Bulk Wigs & Extensions Waving & Relaxing 4. 13% of Test **Client Characteristics** Perming & Relaxing Safety & Sanitation **Product Effects** Selecting & Using Products 5. Hair Coloring & Lightening 13% of Test **Client Characteristics** Coloring & Lightening **Product Effects** Safety & Sanitation Selecting & Using Products Nail Services 6. 9% of Test Implements Artificial Nails Manicures & Pedicures Safety & Sanitation 9% of Test 7. Skin Services Makeup Selecting & Using Products Removing Unwanted Hair Safety & Sanitation

Recommended Study Materials

All questions in this examination are supported by the following references.

- Milady's Standard Cosmetology (English or Spanish editions, 2008 or 2012)Publisher: Milady Publishing CompanyWebsite: www.milady.com
- Salon Fundamentals, or Salon Fundamentals: Un recurso para tu carrera de cosmetología,
Second Edition (2010)Publisher: Pivot Point International, IncWebsite: www.pivot-point.com

Part III Testing Procedures

YOU WILL NOT BE ALLOWED TO TAKE THE EXAM IF YOU DO NOT HAVE ONE OF THESE FORMS OF ID. ALL CANDIDATE IDS ARE SUBJECT TO SECURITY SCREENING TO VERIFY THEIR AUTHENTICITY.

- A valid US Driver's License or State ID issued by one of the 50 states or US Territories.
- A valid US Passport or Military Active Duty ID.
- A valid consular ID

All candidates must agree to abide by PSI Test Center Rules:

- Video monitoring of each candidate occurs throughout the test.
- Video tapes may be reviewed if suspicious behavior occurs during a test.
- Name and address on the candidate ID must match the CTS application and PSI candidate registration records.
- ALL NAME OR ADDRESS CHANGES MUST BE SUBMITTED TO CTS IN WRITING AT LEAST 10 DAYS BEFORE THE TESTING APPOINTMENT.

No candidate may take this test if he/she:

- Does not present required photo ID when asked
- Refuses to sign the PSI Examinee Agreement
- Does not follow all PSI Test Center rules
- Tries to use prohibited items, including but not limited to books, notes, cell phones, cameras, pagers or other electronic devices during a test
- Gives or receives help during a test or test breaks
- Tries to record or copy any test questions
- Fails to follow PSI Test Center staff instructions
- Disrupts testing for other candidates

Test Center check-in procedures include:

- Cell phones, pagers or other electronic devices are *NOT PERMITTED* in the testing room.
- Personal items (purses, coats, etc.) MUST be secured outside the testing room.
- A digital photograph and a digital fingerprint will be taken during check-in.
- Candidates must sign in and out of the test center for all personal breaks during testing.
- The test timer continues during any candidate's personal breaks.

Before you start the test, you will be asked to enter your social security number. It must be identical to the social security number you submitted in your application to take this examination.

SSN	
Enter Erase	

You will be required to read and agree to the security agreement before the test will begin.

Test Center Location:	State:
SECURITY AGREEMENT:	
I HAVE READ THE FOLLOWING PSI SECURITY AGREEN CONDITIONS STATED HEREIN:	MENT AND CONSENT TO TAKE THE LICENSING EXAMINATION UNDER THE
	est, including the use of unauthorized study material or unauthorized thorized study material or unauthorized notes into the testing area.
* I will maintain the confidentiality of the test.	
* I will not have in my possession a cell phone, pager, o	or other unauthorized materials.
$_{\mbox{\scriptsize \#}}$ I will inform the proctor when needing to use the rest completing the exam is prohibited.	room, but I understand that leaving the building at any time before
* I understand that violating the confidential nature of of test scores, reports to the authorized agency.	the licensing test can result in severe civil or criminal penalties, invalidation
	ns of this PSI Security Agreement, the proctor will notify the candidate that PSI Headquarters will be so informed. This form is retained as a permanent

You will be asked to confirm your name, social security number and the examination for which you are registered before you can begin.

Welcome to the Test of Essential Academic Skills V (TEAS) C ! We have the following information about you: Name :PSI DEMO Candidate ID. :211524005 Test :Test of Essential Academic Skills V (TEAS) C If ANY of this information is not correct, please contact the Proctor immediately! If all the information is correct you may proceed by pressing the Enter key or Click on the Enter butto	To cancel	rress the Green 'Enter' key on the keyboard or click the 'Enter' button provided. the operation, press the Green 'Back' key on the keyboard or click the 'Back' button.				
Name :PSI DEMO Candidate ID. :211524005 Test :Test of Essential Academic Skills V (TEAS) C If ANY of this information is not correct, please contact the Proctor immediately!	Welcome	to the Test of Essential Academic Skills V (TEAS) C !				
Candidate ID. : 211524005 Test : Test of Essential Academic Skills V (TEAS) C If ANY of this information is not correct, please contact the Proctor immediately!	We have t	he following information about you:				
Test :Test of Essential Academic Skills V (TEAS) C If ANY of this information is not correct, please contact the Proctor immediately!	Name	:PSI DEMO				
If ANY of this information is not correct, please contact the Proctor immediately!	Candidate ID. :211524005					
	Test :Test of Essential Academic Skills V (TEAS) C					
If all the information is correct you may proceed by pressing the Enter key or Click on the Enter butto	If ANY of	his information is not correct, please contact the Proctor immediately!				
	If all the in	formation is correct you may proceed by pressing the Enter key or Click on the Enter button.				

Before you start your examination, an introductory tutorial to the computer and keyboard will be 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.

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Taking this examination by computer does not require any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.







The green ENTER (or NEXT) key enters your responses and moves you through the test.

You MUST press ENTER (or NEXT) to "record" your response.

IMPORTANT PRESS THE ENTER KEY OR THE NEXT KEY ONCE AND RELEASE IT IMMEDIATELY. HOLDING THE ENTER KEY OR NEXT KEY DOWN MAY CAUSE YOU TO SKIP PAST ONE OR MORE QUESTIONS. Page 13



The green BACK key moves you to the previous question. Each time you press BACK, you will move backwards by one screen.



The blue MARK Key allows you to mark questions for later review. Press the MARK key again to remove the MARK. Changing an answer does not remove the MARK on a question.



The blue COMMENT Key allows you to enter comments about a question.



The yellow ERASE Key clears (erases) any response you have entered for a question.



The red HELP Key provides a brief summary of each key's functions. You can press HELP at any time.



The green GOTO Key gives you four options for viewing your test.

GOTO Option 1: VIEW ALL

VIEW ALL allows you to see all of the items on the test, starting with Question 1, one at a time. This is the default setting for the test.

GOTO Option 2: VIEW MARKED

VIEW MARKED allows you to see only those questions you have marked for review starting with the first MARKED question. You MUST press the MARK key again to remove the MARK. Changing an answer to a question does not remote the MARK.

GOTO Option 3: VIEW UNANSWERED

VIEW UNANSWERED allows you to see only those questions you have left blank, starting with the first unanswered question.

GOTO Option 4: VIEW SPECIFIC

VIEW SPECIFIC allows you to see any question you want to see by entering the question number.

Question: 3 of 40 Answered: 2 Unanswered: 1 Marked: 0 View: All Time Left(Min): 35

Status Bar

The "status bar" at the top of the examination screen gives the status of the current test.

- "Question: 3 of 40" indicates you are on QUESTION number 3 out of a total of 40 items.
- "Answered" and "Unanswered" indicate you have ANSWERED 2 items, and there are 1 UNANSWERED items.
- "Marked" means you have MARKED 0 items that you may come back to review later.
- "View" indicates all items on the test are available to you for VIEWING. (see GOTO button.)
- "Time Left indicates how many minutes you have remaining to take this test.

PRACTICE QUESTIONS

Each candidate begins with a Test Tutorial to practice answering questions and review the computer testing process.

Test	SAMPLE TEST (Tota	al Portions : 1)				9989. 199			×
				m Mark	1 Comments	🕪 Goto	💡 Help	×E	nd
	Question: 3 of 40	Answered: 2	Unanswered: 1	Marked: O	View: All	Time Left(Mi	in): 359		
3.	What do the stars	s on the United St	ates of America's	flag represent?					
	(Choose from the fo	ollowing options)							
	1. Presidents	5							
	2. Colonies								
	3. States								
	🗌 4. Wars								
-			<< Back	Next >>					
			<< Back	Next >>					

FUNCTION BUTTONS

The "Function Bar" at the top of the screen provides mouse-click access to the features available on the current test. These also are available by using the labeled keys on the keyboard.

ENDING THE TEST

WHEN YOU ARE READY TO END THE TEST:

- Press the green END key when you are ready to end your test.
- The time you have left to take this test will be shown.
- You will be asked TWICE to confirm that you wish to end the exam.
- You CANNOT change any answers on this test after you confirm that you are ready to end this test.

END	1		-
	Green	END	Key

essage			×
You stil NOTE: test. Press th	l have 30 n You CANN ne "ENTER	you want to END the test? ninutes remaining for this test. OT return to review or answer any questions after you END this " key or click on the "ENTER" button to finish this test key or click on the "BACK" button to return to the current test	
	ir:		

Message		×
Are you sure you want to end the t	est?	
If you are ready to END this test; 1. Please type "YES" in the box below. 2. Press the "NEXT" key or click on the "NEXT" button to a IF YOU ARE NOT READY TO END THIS TEST, PRESS THE "BACK" BUTTON TO RETURN TO THE TEST.		
	Next	Back

SCORE REPORTS

Candidates who achieve a score of at least 75 will receive a preliminary report such as this at the test center. An official CTS letter will confirm their test results and provide further instructions on obtaining your license.



Candidates who achieve a score below 75 will receive a preliminary report such as this at the test center. An official CTS letter will confirm their test results and provide further instructions about scheduling future attempts.



Part IV Sample Questions

All questions on the Illinois Cosmetology Test are multiple-choice, with one correct answer. The answer key for this sample test appears after these questions. These are provided for information purposes only to illustrate the types of questions that will appear on each test.

Question 1 A general infection

- \Box 1. is found in most of the general population.
- \Box 2. attacks both clients and staff at the same time.
- \Box 3. spreads throughout the body in the bloodstream.
- \Box 4. combines virus, bacteria and fungus germs at once.
- **Question 2** The purpose of sanitizing implements and equipment is to
 - \Box 1. remove all offensive odors.
 - \Box 2. destroy or prevent the growth of terms.
 - \Box 3. eliminate scratches and blemishes.
 - \Box 4. resist staining and fading.
- **Question 3** When giving a client with dry hair a scalp treatment, you should select preparations that contain
 - \Box 1. mineral oil or sulfonated oil base.
 - \Box 2. a high alcohol content.
 - \Box 3. guar gum or carnuba wax.
 - \Box 4. moisturizing or emollient materials.
- **Question 4** When using a thermal iron, what should you do to protect the client's scalp from being burned?
 - \Box 1. Make sure the client's hair is very wet.
 - \Box 2. Place a comb between the scalp and the iron.
 - \Box 3. Apply a protective cream to the scalp.
 - \Box 4. Keep the thermal iron setting on low at all times.

Question 5 Which of these is the *LEAST* common cause of over-processing hair?

- \Box 1. Leaving lotion on too long
- \Box 2. Improperly analyzing the hair
- \Box 3. Wrapping the hair too loosely
- \Box 4. Testing curls too infrequently

Question 6 What are the three basic steps used in chemical hair relaxing?

- \Box 1. Processing, neutralizing and conditioning
- \Box 2. Shampooing, neutralizing and heating
- \Box 3. Processing, conditioning and wrapping
- \Box 4. Waving, conditioning and neutralizing

Question 7 The allergic reaction of some clients to depilatory waxes is due mainly to

- \Box 1. the temperature of the cold wax.
- \Box 2. the temperature of the hot wax.
- \Box 3. pulling out hairs.
- \Box 4. beeswax.

Question 8 The use of a mechanical vibrator during a massage

- \Box 1. is used mainly on a woman's face.
- \Box 2. can be applied for a long time in one spot.
- \Box 3. will produce muscular contractions.
- \Box 4. should never be used.

Question 9 Cleanup of the manicure table should be done

- \Box 1. after the completion of each client.
- \Box 2. as frequently as possible.
- \Box 3. once at the end of each day.
- \Box 4. once at midday and again at the end of the day.
- **Question 10** In a nail wrap, the wrapping material is applied with
 - \Box 1. 70% alcohol.
 - \Box 2. warm soapy water.
 - \Box 3. a disinfectant.
 - \Box 4. a mending adhesive.

Answers to Sample Questions

Question 1	3	Question 6	1
Question 2	2	Question 7	4
Question 3	4	Question 8	3
Question 4	2	Question 9	1
Question 5	3	Question 10	4