

Fully Qualified Microblading Exam Instructions

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OVERVIEW

The **Certificate of Qualification Examination in Microblading** was developed to support the growing need of the Permanent Cosmetics Industry. Municipalities, Health Inspectors, Consumers, Insurance Companies, the Media, and others who have an interest in our Industry are demanding credentials that are creditable and have substance beyond a training certificate.

Unfortunately, many have expressed concerns that training certificates don't always indicate that there is a basic fundamental knowledge of the Microblading procedure. Certificates are being reported as being too easily developed at home through the Internet, and many are given in classes without the provisions of a pass or no pass examination or are provided simply because a student paid for training. The Microblading Certificate of Qualification is a **proficiently developed, non-biased competency examination** that will be identifiable with the BeautyCouncil Western Canada, the largest professional registry in Western Canada that is recognized throughout North America and Internationally. BeautyCouncil is the only searchable database of **Certified Cosmetology Professionals**. It lists all active, trained individuals qualified to hold a professional role within the Beauty, Barber and Spa industry.

Obtaining the Certificate of Qualification in Microblading is recognized as a key element for each Permanent Cosmetic Professional's credentialing portfolio. Show your commitment to raising standards across the beauty industry. Other benefits are:

- Enhance your employability with proof you have met industry training standards.
- Stand out from the untrained workforce operating in the industry.

Nothing demonstrates your professionalism more than carrying a certification card and wall-mountable Certificate of Qualification. Do not get passed over by a potential client, Employers or Municipalities because you cannot provide proof of certification.

We have met the demand, become a CCP in Microblading today.

ELIGIBILITY REQUIREMENTS

PLEASE NOTE: *Technician members of BeautyCouncil are not required to take the Certificate of Qualification examination in order to maintain membership; non-members may take the examination without being members even though member eligibility is required. This means a candidate must accept and abide by BeautyCouncil's Code of Ethics.*

- A course of study in the field of Microblading/Permanent Cosmetics of **no less than 80 hours at the fundamental level** with proof of training diploma; if less than 80 hours, continuing education specific to the industry must be accumulated to achieve 80 hours total. Proof of hours is required. If hours are not on a certificate, a short note from the trainer specifying hours as well as apprenticing and practise hours will be acceptable.
- BeautySafe Certification Level I & II must be taken within the past two years or Bloodborne Pathogens Standard Class must be taken within the past two years. It is mandatory to have taken and **passed one** of the two certifications and proof of passing is required.
- The candidate must be currently active in the Permanent Cosmetics Industry, or have recently completed a training program or apprenticeship.
- A completed application is required with documentation of classes and/or continuing education, proof of the BeautySafe Certification or Bloodborne Pathogens Standard Class and the required fees. Do not send incomplete affidavits.

If any candidate cannot show acceptable proof of training, he/she will not be eligible to take the exam.

NO EXCEPTIONS.

EXAM LANGUAGES

All communication in the practical exam is in English. The written (theory) exam can be completed in other languages, with the help of an interpreter (based on availability of an interpreter). Please contact our office (604-871-0222) or email exams@beautycouncil.ca at least two (2) weeks prior to taking the theory exam to arrange for an interpreter. All costs associated with the interpreter are to be paid by the candidate prior to taking the exam.

HOW TO APPLY TO TAKE THE EXAM

1. Go to our event calendar at www.beautycouncil.ca to find the exam date.
2. Download, print, and fill out Exam Application from our website, www.beautycouncil.ca.
 - Please fill out Exam Application clearly with your legal name.
 - Please include email address on Exam Application as this is how you will receive instructions for the exam.
3. Attach proof of training and fax (604-871-0299), email (exams@beautycouncil.ca), or mail (#203-8047 199 St. Langley, BC V2Y 0E2) application to BeautyCouncil.

OR

1. Go to our event calendar at www.beautycouncil.ca to find the exam date.
2. Submit proof of training to BeautyCouncil by fax (604-871-0299), or email (exams@beautycouncil.ca).
3. Apply online (after proof of training has been approved) at www.beautycouncil.ca.

Please note: payment must be received with the Exam Application as it will not be processed until payment is received.

EXAM FEES

FULLY QUALIFIED MICROBLADING EXAMINATION:

- **MEMBER PRICE:** \$150.00 + GST = \$157.50
- **NON-MEMBER PRICE:** \$250.00 + GST = \$262.50

MEMBERSHIPS:

- **STUDENT MEMBERSHIP:** \$30.00 + GST = \$31.50
*** MUST PROVIDE PROOF OF CURRENT ENROLLMENT IN SCHOOL ***
- **INDIVIDUAL MEMBERSHIP:** \$65.00 + GST = \$68.25

EXAMINATION FEE POLICY

- Examination fees are **not refundable** or **transferable** and will be applied to the scheduled examination.
- If you do not attend your scheduled examination, cannot be admitted, or arrive late, your examination fee will be forfeited. To reschedule, please contact BeautyCouncil at 604-871-0222 or exams@beautycouncil.ca.
 - No refunds or extensions of temporary permits will be provided for those failing to attend their scheduled examination. Exclusions apply for emergency situations, see below.
- If you are unable to attend your scheduled examination due to an emergency situation, you must provide written documentation. The following situations may be considered for rescheduling:
 - You are in a car accident within the week prior to your examination
 - Documentation from a law enforcement officer may be required
 - You or an immediate family member has a medical emergency
 - Documentation from a medical professional is required
 - A death in your family

*Documentation must be faxed (604-871-0299) or emailed (exams@beautycouncil.ca) within 24 hours of missed examination. If approved, you will be notified and permitted to reschedule your examination. Examinations may be rescheduled **one (1) time only** due to a documented and approved emergency situation.*

ADMISSION TO THE EXAMINATION

- Report to the practical examination site on the date and time indicated on your confirmation email.
- Registration begins thirty (30) minutes prior to the scheduled examination time.
- Exams begin promptly at the scheduled time (Please allow for unexpected delays on route to the testing location, it is your responsibility to report to the examination location on time).
- Late candidates will be required to re-apply and pay the reschedule fee.
- **YOU MUST PRESENT A CLEAR PHOTOCOPY OF YOUR IDENTIFICATION AS WELL AS YOUR MODEL'S IDENTIFICATION AT REGISTRATION.**
 - No photocopying will be done at registration, so please make sure it is done prior to arriving at the examination location.
- Model waiver form must be completed prior to and presented at registration.

IDENTIFICATION INFORMATION

The following are accepted as identification:

- Canada or Foreign Driver's License – valid
- Canada or Foreign Passport – valid
- Provincial ID Card – valid, shows your signature and photo
- Provincial Health Care Card – valid
- Any other valid Government issued photo ID

The following are **NOT** accepted as identification:

- Credit Card
- Costco Card
- School ID
- Bus Pass
- Bank Card

Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the application will be indicated on the registration form and must match your identification. Please verify that your name, address, email, and phone number are correct at registration. Please make any necessary corrections on the registration form. *Any Certificates printed with incorrect information will be subject to a \$20 reprint fee if corrections are not made at the time of registration.*

PROFESSIONAL ATTIRE & CONDUCT

ATTIRE:

- Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name).
 - Black or white shirt
 - Black pants or skirt
 - Closed toed shoes (no athletic shoes)
- Good grooming, with proper attention to personal hygiene particularly regarding the face and hands is mandatory.
 - Shoulder length or longer hair must be fixed off the face.
 - Jewellery which might interfere with any aspect of the examination must be removed.
 - Candidates must have short nails (no free edge) with no coloured polish.
 - No artificial nails.

CONDUCT:

- Candidates will be required to refrain from:
 - Talking to other examinees during the examination unless specifically directed or permitted to do so by examiner.
 - Attempting to communicate or record any information by any means.
 - Holding in their possession any unauthorized materials during any portion of the examination.
 - Removing test materials and/or notes from the testing room
 - Disruptive behaviour as determined by the examiner.

Applicants who participate in any of these activities will be required to leave the examination site. Their opportunity to sit for the examination will be forfeited. Their answer sheet will be voided and not scored.

Any applicant who was removed from the testing site for any of the reasons listed above will be denied re-testing for three (3) months.

TESTING SITE VISITOR POLICY

NO VISITORS WILL BE ALLOWED AT THE TESTING SITE.

- Candidates are not allowed visitors or to receive messages during the exam.
- People that are not scheduled for an examination, either as the candidate or the model, are not permitted inside of the premises where the exams are administered.
- If another person (parent, spouse, teacher, friend, etc.) is bringing you to your exam, you must be dropped off and they can return to pick you up.
- The approximate amount of time for each exam is indicated in the instructions in the section titled “Examination Sections”.
- Your driver should wait in their vehicle until you are done and have exited the building.

SUPPLY INFORMATION

Candidates are responsible for bringing all needed supplies for their examination and cannot borrow or use anything that they did not bring with them. A supply list is included in the instructions.

ONLY PROFESSIONAL PRODUCTS MAY BE USED DURING THE COURSE OF THE EXAMINATION OR THE CANDIDATE WILL FACE DISQUALIFICATION. (NO DRUG STORE SUPPLIES ARE PERMITTED).

PROHIBITED ITEMS:

Due to security reasons, the following items are **NOT** permitted in the examination rooms:

- Textbooks
- Study materials
- Cell phones and other electronics must be turned off

If it is discovered that you have these items and/or your cell phone or other electronic device has been turned on (for any reason other than approved by examiner) candidate will be immediately dismissed from the exam and actions will be reported to the exam department of BeautyCouncil.

MODEL INFORMATION

- **Models must NOT be or ever have been a service provider or student in the cosmetology industry (hair, esthetics, or nails) in any country.**
 - *If it is discovered (even after the exam is completed) that the model has been in the cosmetology industry, the candidate will be disqualified from the exam and receive a failing mark on the practical exam.*
- Candidates must bring one (1) female model.
- The model must:
 - Be free from infections, inflammations or other medical conditions.
 - Not have had previous microblading or eyebrow tattoo procedures done.
 - Be free from all jewellery.
 - Be 19 years of age or older.
 - If model is between the ages of 16 and 18 the model must have the written consent of a parent or guardian.
 - Models younger than 16 are not accepted.

EXAMINATIONS REQUIRED

The Fully Qualified Microblading Examination consists of two (2) examinations:

1. **Theory Examination** – Time allotted 60 mins
 - 72 Questions in Multiple Choice Format
 - This examination will be done ONLINE prior to your practical examination.
2. **Practical Examination** – Time allotted 3 hours
 - This includes sterilization preparation; procedure and area clean up after the procedure.
 - Please ensure you have everything on the equipment checklist required to complete the examination.

SCORING INFORMATION

Candidates must achieve a passing grade of 70% on each examination in order to be assigned a PASS status on the examination.

Candidates must also achieve a passing grade of 70% in the Infection, Prevention and Control section in order to pass the practical examination. If this is not achieved, the candidate must re-take the entire practical exam.

RESULTS INFORMATION

All results will be sent in the mail to the address provided within 2-4 weeks from the date of the practical exam. **Please do not contact the office for exam results within this time frame.** No results will be given over the phone.

Examiners present at the exam are not permitted to answer any questions regarding the results of the exam.

Please make sure you verify your information at your practical exam registration, as there will be a reprint fee for any Certificates of Qualifications with incorrect information.

If you have failed your examination, you will receive a results letter with your transcript. You will be eligible to retake the exam up to 3 times. The retake fee is \$100 + GST = \$105.00. All retakes must be done within two (2) years of the original exam or the entire exam (practical & theory) must be retaken.

PRACTICAL EXAM

- Be certain to download and/or print and review all documents that are needed to complete the examination.
- **PLEASE REVIEW ALL INFORMATION CAREFULLY**

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission.
- Candidates are required to bring all of their own supplies.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that the implements are in good working order.
 - All supplies must be **professional** supplies (no drug store supplies) and properly labelled.
 - There will be absolutely **NO** borrowing of supplies.
 - **All supplies must be labelled in English.** Original manufacturer's labels must have English and may also include other languages.
- Candidates must register with their live model(s) and completed model waiver form prior to commencement of the examination.
 - **MODELS MUST NOT BE OR EVER HAVE BEEN A SERVICE PROVIDER OR STUDENT IN THE COSMETOLOGY INDUSTRY (HAIR, ESTHETICS, OR NAILS). IF IT IS DETERMINED (EVEN AFTER THE EXAM IS COMPLETED) THAT THEY ARE, THE CANDIDATE WILL BE DISQUALIFIED AND RECEIVE A FAILING GRADE ON THE PRACTICAL EXAM.**
- Upon commencement of the examination, candidates must not communicate with their models (except to give direction) or other candidates.
- Upon completion of each demonstrated skill, it must be evaluated before moving on to the next competency.
- Candidates must be prepared to answer oral questions in each section.
- During all sections of the examination, candidates must follow appropriate sanitation and infection control procedures and maintain a safe work area. **Failure to do so will result in a failing score on the examination.**
- All electronics must be turned off for the duration of the exam.
- The following provides examples of materials that are **prohibited** during the administration of the examination:
 - Cell phones
 - Computers
 - Textbooks
 - Tablets
 - Cameras
 - Study notes

*This is not an exhaustive list. Failure to comply with this list or exhibiting **ANY** behaviour that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate's actions reported to BeautyCouncil.*

- Candidates are to perform all tasks, utilizing products and supplies, and as they were taught.
- Smoking is prohibited on the premises where the examination is conducted.
- Absolutely **NO** gum chewing throughout the entire exam.

Any interpretation of these rules and regulations is at the sole discretion of the examiner and/or BeautyCouncil staff. The examiner may, at their discretion require additional demonstration by the candidate in order to prove competence.

FULLY QUALIFIED MICROBLADING EXAMINATION CONTENT

1. INFECTION PREVENTION AND CONTROL – evaluated concurrently

- Professional Grooming (hair, makeup, etc.)
- Proper hygienic & sanitation procedures
- Communication
- Demonstrates sanitation practices
- Professionalism

****If candidate receives less than 70% in this category it will result in an automatic fail for the entire practical exam****

2. FULL MICROBLADING PROCEDURE – 3 hours

- Sanitary station setup
 - Proper procedure setup
 - Model waiver & release form completion
 - Bring all forms with you that you use for your clients
 - Full brow design application on model
 - Pre-numbing of brows
 - Proper colour selection
 - Demonstration of “**Full Microblading Procedure**” (no touch up)
 - Proper station clean-up
 - Proper disposal of needles
 - Proper model after care procedure
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THEORY EXAMINATION

BeautyCouncil’s theory examination is designed to evaluate and ensure candidates have the broad spectrum of knowledge required to serve the public.

Theory exam information:

- 72 multiple choice questions.
- To be completed in one (1) hour (60 minutes).
- To be completed ONLINE at home prior to the practical examination
 - Results will be given upon completion
- Passing grade is 70%.
 - If passing grade is not achieved, a candidate may apply to retake the examination up to three (3) times.
 - Retake fee is \$100 + GST = \$105.00
 - Retakes must be completed within a two (2) year period.

Theory examination is to be completed ONLINE prior to the practical examination at home.

**BEAUTYCOUNCIL WESTERN CANADA
PERMANENT COSMETIC PROFESSIONALS
CODE OF ETHICS**

1. Members are to maintain high professional standards consistent with sound practices.
2. Members are to conduct business relationships in a manner that is fair to all.
3. Members will promote professionalism in the cosmetic tattoo/permanent makeup industry without discrimination against any fellow member's background.
4. Members will further the interests of the BCWC Association and encourage cooperation throughout the cosmetic tattoo industry.
5. Members will refrain from any immoral or unethical behaviour in their business dealings.
6. Members will strive to participate in continuing education to upgrade and improve their knowledge and skills.
7. Members will follow all BCWC, City, Provincial guidelines set forth for the Cosmetic Tattoo Industry.
10. Members will utilize safe practices of sterilization of all machine or device components that can potentially be contaminated by blood-borne pathogens. Disposable parts, including needles, will not be reused.
11. Members agree the application of permanent makeup is in fact tattooing. Members will not deceive their clients regarding this aspect of permanent cosmetics by stating "this is not tattooing."
12. Members understand the process of tattooing is not temporary or completely painless. Members will make no false or misleading statements to the public through materials including but not limited to: websites, social media, brochures, or forms regarding the process of tattooing.
13. Members agree that any training program at the *fundamental* level shall be no less than 80 hours in duration and shall include practical components under direct instructor supervision.

PRACTICAL EXAMINATION SUPPLIES

- Borrowing is strictly prohibited and will result in an automatic fail.
- BeautyCouncil will not provide any equipment or supplies.
- Points will be deducted from candidates who fail to provide themselves with the following equipment and supplies.
- You are obliged to bring other **professional** products and supplies to complete all services of the exam.
- **PROFESSIONAL PRODUCTS (NO DRUG STORE PRODUCTS) MUST BE USED OR CANDIDATE WILL FACE DISQUALIFICATION FROM THE PRACTICAL EXAM**

PRODUCT/SUPPLIES CHECKLIST

- CLEAR PHOTOCOPY OF CANDIDATE'S AND MODEL'S ID
 - COMPLETED MODEL WAIVER FORM
 - CLIENT CONSULTATION FORM
-
- | | |
|--|--|
| <input type="checkbox"/> Face Masks (Disposable) | <input type="checkbox"/> Sterilized Q-Tips |
| <input type="checkbox"/> Disposable Hair Caps (ensure to bring hair cap for model) | <input type="checkbox"/> Alcohol Prep Pads |
| <input type="checkbox"/> Gloves (box) | <input type="checkbox"/> Toothpicks |
| <input type="checkbox"/> Bibs (Dental bibs or Gibson's) | <input type="checkbox"/> Sharps Container |
| <input type="checkbox"/> Tray Covers (Dental bibs or Gibson's) | <input type="checkbox"/> Design Tools for Eyebrows <ul style="list-style-type: none"><input type="radio"/> Brow Ruler<input type="radio"/> Semi-permanent pen<input type="radio"/> Wax pencil<input type="radio"/> Brow razor<input type="radio"/> Tweezers<input type="radio"/> Any other items you use for design |
| <input type="checkbox"/> Two (2) Disposable Patient Gowns | <input type="checkbox"/> Fully Disposable Feather Pen(s) & Blades |
| <input type="checkbox"/> Blue Barrier Tape | <input type="checkbox"/> Pigment Containers with Ring |
| <input type="checkbox"/> Small Garbage Bag | <input type="checkbox"/> Pigment Holder & Cups (optional) |
| <input type="checkbox"/> Mirror | <input type="checkbox"/> Pigments |
| <input type="checkbox"/> Clean Head Band (for model) | <input type="checkbox"/> Colour Wheel (optional) |
| <input type="checkbox"/> Fresh exam table paper or disposable bed sheet | <input type="checkbox"/> Aftercare Materials |
| <input type="checkbox"/> Blanket for Model | <input type="checkbox"/> Aftercare Products (take home for model with instructions) |
| <input type="checkbox"/> 70% Isopropyl Alcohol | |
| <input type="checkbox"/> Disinfectant Wipes | |
| <input type="checkbox"/> Tissue | |
| <input type="checkbox"/> Makeup Wipes | |
| <input type="checkbox"/> 2x2 Sterilized Gauze | |
| <input type="checkbox"/> 4x4 Sterilized Gauze | |