

Fully Qualified Esthetics Exam Instructions

203-8047 199 St. Langley, BC V4E 0E2
Phone: 604-871-0222/Fax: 604-871-0299
www.beautycouncil.ca

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ELIGIBILITY REQUIREMENTS

All Candidates **MUST** provide proof of **800 school hours** to BeautyCouncil prior to applying for the exam.

Acceptable forms of proof are:

IF YOU ATTENDED A DESIGNATED (PTIB*) COSMETOLOGY SCHOOL IN BC:

- Diploma (no need to show hours).
- Letter stating when you will be finishing your course of study.
- Exam application with school section filled out by school administrator.

IF YOU DID NOT ATTEND A DESIGNATED (PTIB*) COSMETOLOGY SCHOOL IN BC OR IF YOU WERE TRAINED OUTSIDE OF BC:

- School diploma (in English) with number of **hours** completed.
 - Sorry we cannot accept diplomas with months, weeks, etc.
 - Sorry we cannot accept diplomas that are not in English unless translated by a licensed translator or notary.
- Letter from school (in English) on school letterhead, with the signature of the administrator or trainer detailing the number of hours completed.
 - Sorry we cannot accept letters that are not in English unless translated by a licensed translator or notary.

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

NO EXCEPTIONS.

*PTIB – formerly know as PCTIA

WRITTEN EXAM INFORMATION

Every candidate is required to complete a written theory on the same day as the practical examination.

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 ESTHETICS:

- **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 GOVERNMENT PHOTO ID AS WELL AS YOUR MODEL'S GOVERNMENT PHOTO ID AT REGISTRATION.**
- 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). THIS MEANS PRODUCT'S THAT CAN ONLY BE PURCHASED AT PROFESSIONAL WHOLESSELLERS OR BEAUTY SUPPLY STORES THAT THE GENERAL PUBLIC CANNOT PURCHASE.

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 models must:
 - Be free from infections, inflammations or other medical conditions.
 - Be free from permanent makeup and all jewellery.
 - Be free from artificial nail products.
 - Possess fingernails with a length not less than ¼" over the free edge.
 - Possess cuticles whose condition is such as to permit demonstrations of proper cuticle care.
 - Have hair ¼" or longer for waxing purposes (under-arm & leg).
 - Have polish on nails of one (1) hand or foot.
 - Have full makeup on.
 - 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 Esthetics Examination consists of two (2) examinations:

1. **Theory Examination** – Time allotted 1 hour and 30 mins
 - 120 Questions in Multiple Choice Format
 - Please be sure to bring a pen or pencil to complete exam
2. **Practical Examination** – Time allotted 3 ¼ hours
 - Please ensure you have everything on the equipment checklist required to complete the examination.

EXAMINATION SURVEY INFORMATION

Examination surveys are available for candidates to complete after the exam has concluded. We encourage all candidates to complete a survey regarding their testing experience.

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.

ESTHETICS 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 FACIAL (including skin analysis & complete massage) – 75 minutes

- Sanitary station setup
- Proper draping procedures
- Hygienic application procedures
- Eye & lip makeup removal
- Cleansing
- Rinsing
- Toning
- Skin analysis with completion of a consultation sheet
- Eye brow shaping (measuring/tweezing)
- Application & removal of exfoliant
- Application of hot towels
- Demonstration of one (1) manual extraction
- Facial massage
- Application & removal of massage cream
- Four (4) basic massage movements
 - On the face/neck/decollete/shoulders
- Application & removal of facial mask
 - Forehead to collar bone
 - NO gel or clear masks
- Application of moisturizer

3. EVENING MAKEUP – 30 minutes

- Sanitary station setup
 - Hygienic application procedures
 - Demonstrate application & colour match of foundation
 - Powder & blush
 - Including contouring for evening
 - Designing of lips
 - Application & colour match of lipliner & lipstick
 - Designing of eyes
 - Eyebrows
 - Eyeshadow
 - Minimum three (3) colours
 - Eyeliner
 - Mascara
 - Sharpening of pencils
 - Brow, shadow, liner, lip
 - End result is complimentary to model
-

4. **WAXING (under arm, one leg – knee down, including knee) – 20 minutes**

- Sanitary station setup
- Hygienic application procedures
- Preparation of skin before waxing
- Testing of wax temperature
- Correct application of wax
- Correct wax removal techniques
- Removal of wax residue
- Application of post-wax soothing lotion
- Final results

Model's hair should be visible – at least ¼"

5. **NAIL CARE (French manicure – 1 hand, Pedicure with red polish - 1 foot) – 60 minutes**

- Sanitary station setup
- Hygienic application procedures
- Removal of polish
 - Hand or foot
- **French manicure on one (1) hand:**
- Demonstrate proper filing techniques
- Demonstrate proper shaping techniques
- Cuticle care:
 - Cuticle remover
 - Soaking
 - Loosening
 - Trimming
- Massage
 - Fingertip to elbow
 - Two (2) or more massage movements
- Proper polish techniques
 - Base coat
 - French style polish
 - Top coat
- **Pedicure with red polish on one (1) foot:**
- Demonstrate soaking
- Demonstrate application & removal of scrub
- Callous removal
- Proper filing & shaping techniques
- Cuticle care:
 - Cuticle remover
 - Loosening
 - Trimming
- Massage
 - Toes to knee
 - Two (2) or more massage movements
- Proper polish techniques
 - Base coat
 - Red polish
 - Top coat

Models must come with polish on one (1) hand or foot (to demonstrate polish removal)

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/SUPPIES CHECKLIST

- GOVERNMENT PHOTO ID CANDIDATE'S MODEL'S GOVERNMENT PHOTO ID
- CLIENT CONSULTATION FORM

FACIAL:

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Cleanser | <input type="checkbox"/> Mask brush | <input type="checkbox"/> Gloves for extraction (latex/vinyl) |
| <input type="checkbox"/> Cotton pads | <input type="checkbox"/> Hand sanitizer | <input type="checkbox"/> 10 – 15 hand towels |
| <input type="checkbox"/> Visible face mask | <input type="checkbox"/> Exfoliant (scrub) | <input type="checkbox"/> Massage cream/oil |
| <input type="checkbox"/> Facial tissue | <input type="checkbox"/> Eyebrow brush | <input type="checkbox"/> Tweezers |
| <input type="checkbox"/> Toner | <input type="checkbox"/> Moisturizer | <input type="checkbox"/> Blanket for model |
| <input type="checkbox"/> Alcohol/antiseptic lotion | | |
| <input type="checkbox"/> An appropriate strapless gown for model | | |
| <input type="checkbox"/> Clean headband and/or towel to cover model's head | | |
| <input type="checkbox"/> Two (2) single-sized bed sheets (white only) of sufficient length to cover a facial bed/chair and drape model | | |

MAKE-UP:

- | | | |
|------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Powder | <input type="checkbox"/> Eyeliner |
| <input type="checkbox"/> Mascara | <input type="checkbox"/> Lip brush | <input type="checkbox"/> Clean Makeup brushes |
| <input type="checkbox"/> Lip liner | <input type="checkbox"/> Lip colour | <input type="checkbox"/> Clean brushes |
| <input type="checkbox"/> Disposable mascara wands | <input type="checkbox"/> Blush | <input type="checkbox"/> 99.9% Alcohol |
| <input type="checkbox"/> Contouring powder/cream | <input type="checkbox"/> Empty makeup tray/pallet to apply makeup | |
| <input type="checkbox"/> Eyebrow colour (pencil/powder) | <input type="checkbox"/> Disposable lip wands | |
| <input type="checkbox"/> Eyeshadow (minimum three (3) colours) | | |
| <input type="checkbox"/> Disposable makeup sponges or foundation brush | | |
-

WAXING:

- | | |
|--------------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Cleansing pads, gauze, and/or cotton pads | <input type="checkbox"/> Pre-wax skin sanitizer |
| <input type="checkbox"/> Wood spatulas (multiple) | <input type="checkbox"/> Post-wax skin soother |
| <input type="checkbox"/> Soft liquid wax | <input type="checkbox"/> Scissors |
| <input type="checkbox"/> Tweezers | <input type="checkbox"/> Gloves (latex/vinyl) |
| <input type="checkbox"/> Paper bed roll (just enough to cover bed) | <input type="checkbox"/> Cotton/muslin wax strips |
| <input type="checkbox"/> Wax pot & extension cord (MUST) | <input type="checkbox"/> Wax cleaner |

NAIL CARE:

- | | | |
|-----------------------------------------------|----------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Gloves for pedicure | <input type="checkbox"/> White sanitized towels | <input type="checkbox"/> Foot soaking tub |
| <input type="checkbox"/> Orangewood sticks | <input type="checkbox"/> Tissue for toe separators | <input type="checkbox"/> Small garbage bag |
| <input type="checkbox"/> Nail polish remover | <input type="checkbox"/> Hand & foot sanitizer | <input type="checkbox"/> Liquid soap for manicure |
| <input type="checkbox"/> Cotton balls | <input type="checkbox"/> Cuticle nippers | <input type="checkbox"/> Liquid soap for pedicure |
| <input type="checkbox"/> Foot scrub | <input type="checkbox"/> Foot paddle | <input type="checkbox"/> Container for used implements |
| <input type="checkbox"/> Nail files | <input type="checkbox"/> Finger bowl | <input type="checkbox"/> Container for disinfected implements |
| <input type="checkbox"/> Massage cream/oil | <input type="checkbox"/> Cuticle remover | |
| <input type="checkbox"/> Nail polish: | | |
| <input type="checkbox"/> Base coat | | <input type="checkbox"/> Top coat |
| <input type="checkbox"/> Flat dark red | | <input type="checkbox"/> French white/pink duo |

***** NO METAL FILES OR METAL CUTICLE PUSHERS ARE PERMITTED *****

REFERENCE TEXT & EXAM REVIEW BOOKS

1. **Standard Text of Esthetics Essentials & Exam Review** – published by: Milady
 - Can be purchased at: www.npgroup.ca
2. **Salon Fundamentals & Exam Review** – published by: Pivot Point
 - Can be purchased at: <http://store.pivotpointcanada.ca/>

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:

- 120 multiple choice questions.
- To be completed in one (1 hour and 30 minutes).
- Please bring a pen or pencil to complete the examination.
- Results will be included with practical examination results.
 - Please do not call BeautyCouncil for results, as results will not be released over the phone.
- 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 following the practical examination at the same location.