

NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

ESTHETICS PRACTICAL EXAMINATION INFORMATION

*NYS Department of State, Division of Licensing Services, One Commerce Plaza,
PO Box 22001, Albany, NY 12201-2001*

Practical Examination Scheduling

NOTE: You may schedule your practical examination either before or after the successful completion of the written examination.

Practical examinations **MUST** be scheduled online. After your application is approved, an email will be sent to the email address provided on your application. The email will contain a link where you may schedule your exam.

A \$15 non-refundable fee is due at the time you schedule your examination. If you need to reschedule your examination, you **MUST** do so at least six days before your scheduled examination date to avoid penalty (forfeiture of \$15 fee). Should you cancel your appointment, arrive late to your scheduled examination, or do not appear for a scheduled examination, you will forfeit the examination fee.

Note: If you have submitted the appropriate documentation to request special testing arrangements, a representative from the Division of Licensing Services will contact you with your exam schedule.

Admittance to the Practical

For admittance to this examination you **MUST** bring a form of government-issued signature identification which must be photo-bearing. Your identification **MUST BE CURRENT** (not expired) and from the following list:

- Driver's license
- State-issued Identification (ex. Non-driver ID)
- IDNYC Card (NYC Identification Card)
- Military ID
- United States Passport
- United States INS Issued ID
- Certificate of US Citizenship
- Foreign Passport
- Mexican and Ecuadorian Consular ID

All appointments **MUST** be made in **EXACTLY** the name which appears on your identification. This does not include middle names or middle initials. If your last name is hyphenated, please be sure to include your full name. If your name does not match your ID exactly, we reserve the right to deny you access to the examination.

Preparing for Your Practical

You should arrive for your examination with appropriate attire for providing esthetics services. Concerning appearance and professionalism, you will be expected to conform to the following regulations:

- 1) A clean, washable outer garment with at least one-quarter length sleeves is required.
- 2) Closed-toe and closed-heel shoes that cover top of foot (no canvas).
- 3) NO hand or arm jewelry is permitted (*Exception: Wedding rings and wrist watches*).
- 4) NO gum chewing or cell phone use is permitted.
- 5) Hands washed with soap and water prior to your arrival.
- 6) Must have clean, short nails; no polish.

You must bring a live model with you to this examination. The model can be either male or female and must be at least 16 years old, agree to submit to all required operations, and be able to receive all procedures included in the examination. Your model's skin must be clean, free of make-up and obvious disease or disorder. Additionally, your model must have a few stray eyebrows that can be removed during the tweezing portion of the exam.

You must also bring your own examination supplies and implements as outlined on the supply list. Failure to provide any of the necessary supplies and implements may preclude you from being allowed to perform some of the examination procedures.

Practical Examination Procedures

The esthetics practical examination consists of a series of tasks that you must perform within an allotted time frame for each procedure. You will be required to demonstrate the following procedures within the specified time:

Preparation of Work Area & Model/Mannequin Preparation (15 minutes)

Removal of Superfluous Hair (15 minutes)

Facial (60 minutes)

Make-Up Application and Clean-Up (30 minutes)

Examination procedure tasks are available on our website at www.dos.ny.gov. The esthetics practical will take approximately 2 hours to complete. Safety and infection control procedures must be adhered to during the entire examination. You must achieve a score of 70 percent to pass this examination.

Contact Information

You may contact the Department of State's Practical Examination Unit by calling (518) 473-2740 or, for general information, the Division of Licensing Services at (518) 453-8130. Please feel free to visit our website at www.dos.ny.gov for further licensing information. In the event of inclement weather, please check our website to determine if your exam will be given.

Required Supplies and Implements

You must bring a kit containing the items listed below. All implements must be pre-cleaned and disinfected. All products and supplies need not be new but **must** be in covered, labeled containers (must be labeled in English).

1. Pre-mixed **surface sanitizing agent**, appropriately labeled and in spray bottle
2. Water, labeled and in spray bottle
3. Two covered containers marked "clean" and "dirty": one for storing and transporting clean implements; one for transporting contaminated implements
4. Disposable gloves (two sets)
5. Massage cream or oil
6. Facial cleanser, skin toner or astringent, and day protection
7. Facial treatment mask
8. Tweezers
9. Make-up to include: Foundation, concealer, mascara, lip color, lip pencil, eyeshadow, eyeliner, eyebrow powder and/or pencil, cheek color, face powder
10. Roll of cotton or equivalent torn in appropriate sized pieces, pre-moistened and transported in a resealable plastic bag
11. Head drape or head draping material for model
12. Standard tissues (box)
13. Two large towels
14. Two small bowls – one will be used to hold cleansing pads; the second one is optional and may be used to hold cotton prior to discarding
15. Six muslin waxing strips and wood spatulas (four regular and two for upper lip)
16. Talcum powder/cornstarch or other appropriate powder for the waxing procedure
17. Small jar of honey (will be used to simulate a soft wax product)
18. Plastic bag large enough to hold discarded cotton pads, disposable applicators, etc. (bring tape to adhere to a work surface)
19. Salon gown (for model)
20. Mild antiseptic or soothing lotion/cream
21. Disposable brushes/applicators (mascara, lip, and eye) or set of new make-up brushes (cotton may be used for powder and blush application rather than disposable applicators)
22. Spatulas
23. Pencil sharpener(s) (for eyebrow, lip, and eyeliner)
24. Disposable cleansing pads/cotton or sponges
25. Q-Tips - *optional* (may be used for eyeshadow application)

Examination Results

You will be notified by email once the examination results are available. You must login to your NYS License Center account to view your results under the examination section. Applicants who have passed both the written and practical examinations, will be issued a New York State Esthetics License in the mail. If you fail the exam, you may login into your NYS License Center account and schedule another examination. Results will NOT be given at the examination or over the telephone. You may not appeal your examination results.

Requesting an Analysis

If you fail your examination, you may request an analysis of your practical examination. An analysis is a report or breakdown of your practical examination scores to assist you in identifying your strengths and weaknesses. You must request an analysis within 60 days of your examination date. We will not provide analyses to individuals who have achieved a passing mark on the practical examination.