

NEW YORK STATE DEPARTMENT OF STATE – DIVISION OF LICENSING SERVICES
ESTHETICS PRACTICAL EXAMINATION INFORMATION

Address: NYS Department of State, Division of Licensing Services, One Commerce Plaza, P.O. Box 22049, Albany, NY 12201-2049

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 through our online services. Applications are required to schedule their appearance enhancement examinations on the New York State e-Licensing system. In order to schedule your examination, you must have a NY.gov ID account. If you do not have an account, you should go to the NYS License Center (NYSLC) at <https://aca.licensecenter.ny.gov/aca/> and click on the "I need a NY.gov ID" link to create your account. If you already have a NY.gov account, you should go directly to <https://my.ny.gov/> to schedule your examination.

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 the following items:

Photo Identification

You must bring a current, valid government-issued form of identification such as a driver's license or US passport containing your photograph and signature.

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 out 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 should 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.

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 examination 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.

EXAMINATION RESULTS

You will be notified by email once the examination results become available for viewing. Examination results will be available online by utilizing MY NY.gov Online Services. If you pass the practical examination and have already passed your written examination, you will automatically receive your New York State Esthetics license in the mail. If you fail the exam you can schedule another examination by utilizing My NY.gov Online Services. 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 analysis to individuals who have achieved a passing mark on the practical 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) 474-4429. 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*). You will not be allowed to complete the examination if you do not provide the required implements and supplies.

- 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 stringent, 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, and face powder
- 10) Roll of cotton or equivalent torn in appropriate sized pieces, pre-moistened and transported in a re-sealable 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 used cotton prior to discarding
- 15) Six muslim waxing strips and wooden spatulas (*for 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)*

NOTE: You may use any other implements or products of choice provided they are suitable for the required procedures and appropriate for use on your chosen model.