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

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. **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 and are requesting special testing arrangements, a representative from the Division of Licensing Services will contact you with your exam schedule. Examinations which require special testing arrangements cannot be self-scheduled through the online system.

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
- Employment Authorization Card (issued by U.S. Citizenship and Immigration Services)
- United Stated INS Issued ID
- Certificate of US Citizenship
- Foreign Passport
- Brazilian, Mexican, Honduran, and Ecuadorian Consular ID

Your ID must match the exact first and last name used to schedule the exam. 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. You will be expected to conform to the following guidelines:

1) A clean uniform, lab coat, scrub top, or smock must be worn (3/4 sleeve or less; no long sleeves); hair is pulled back and secured if long enough to interfere with procedures.
2) Closed-toe shoes that cover top of foot.
3) No hand or arm jewelry is permitted (Exception: Wedding rings).
4) No gum chewing, cell phone use, or other technological devices are 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. Failure to do so will result in your disqualification. The model can be either male (with a cleanly shaven face; no facial hair) 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 eyebrow hairs that can be removed during the tweezing portion of the exam. (Note: You may bring a model who may interpret examination instructions to you should you require an interpreter. The interpreter/model will only be allowed to provide instructions. Once the procedure begins, no further talking will be allowed.)

You must also bring your own examination supplies and implements as outlined on the Esthetics Practical Examination Supply List. Failure to provide any of the necessary supplies and implements may prevent 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 (15 minutes)
- Removal of Superfluous Hair (15 minutes)
- Facial (60 minutes)
- Make-Up Application (20 minutes) and Clean-Up (10 minutes)

Examination procedure tasks are available on our website at www.dos.ny.gov. The esthetics practical will take approximately two hours to complete. Safety and infection control procedures must be adhered to during the entire examination.
Contact Information

You may contact the Department of State’s Practical Examination Unit by emailing dosexams@dos.ny.gov or calling (518) 473-2740. For general information, you may contact 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.

Examination Cancellations

Test sites and times are subject to change and exams may be canceled due to weather conditions or other emergencies. If hazardous weather conditions exist in your area, you may check the Department of State's Twitter (@NYSDOS) and/or Facebook (facebook.com/NewYorkDepartmentOfState/) or call 518-474-4429 to see if an exam has been canceled; please do not call the exam site (testing location). You should also monitor your email account for updates related to any cancellations. Please allow for extra travel time during inclement weather.

Examination Results

You will be notified by email once the examination results are available for viewing. 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 phone. You may not appeal your examination results.

Examination results are reported as either passed or failed; you will not receive a numerical score. Passed examination results are only valid for a period of five years. Examination results will be available online utilizing MY NY.gov Online Services. If you fail the exam, you can schedule another examination by utilizing MY NY.gov Online Services.

Requesting an Analysis

If you fail your examination, you may request an analysis of your practical examination by emailing dosexams@dos.ny.gov. 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.

Esthetics Practical Examination Information [Rev. 12/21/18]