



NATIONAL INSTRUCTOR  
WRITTEN EXAMINATION

CANDIDATE INFORMATION BULLETIN

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The National Instructor Examination is the national licensure examination for Instructors, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Information Bulletin includes the content outline covered by the NIC National Instructor examination, sample questions, and answers. The time allowed for the Instructor written examination is 90 minutes.

**THE PROFESSIONAL  
INSTRUCTOR  
53%**

**Effective Teaching  
Methods**

- ◇ Classroom preparation
  - Preliminary analysis of measurable student learning objectives
  - Preparing time frame for lesson plan
  - Preparing course outline
- ◇ Teaching methods
  - Lecture (incl. presentations by outside sources)
  - Demonstration (incl. presentations by outside sources)
  - Discussion (e.g., question and answer, reflective, summarization)
  - Project (e.g., portfolios, reports, resumes)
  - Visual aids
  - Field trips (e.g., salons, trade shows, day spas, dermatologists' offices)
  - Homework/ Independent study
  - Internship programs (e.g., pre-planning, follow-up, supervision/ assessment)
- ◇ Communication Skills
  - Language skills (e.g., pronunciation, grammar, vocabulary)
  - Voice (modulation, projection, tone)
  - Non-verbal (e.g., body mechanics, facial expression)

**Methods of Assessment for  
Student Learning**

- ◇ Type of Assessment
  - Written
  - Performance/Practical
  - Oral
  - Project/Portfolio
- ◇ Selection of appropriate methods of assessment (e.g., demonstration/practical, lecture/theory)
- ◇ Validity/Reliability of assessments (e.g., assessment consistent with instruction)
- ◇ Evaluation/Self-evaluation
- ◇ Consistency in grading (e.g., scoring rubrics)

**CLASSROOM  
MANAGEMENT  
47%**

**Learning Environment**

- ◇ Classroom organization and setup (e.g., atmosphere, decontamination, lighting, temperature)
- ◇ Record keeping (e.g., attendance, progress report, assessments)
- ◇ Motivation (e.g., enthusiasm, instructor's presentation, activities)
- ◇ Assessing students' needs (e.g., language, learning ability, learning styles, physical disability)
- ◇ Safety procedures (e.g., emergency exits, first aid, blood spill procedures)

**Instructor Qualities**

- ◇ Professional conduct
  - Professional image
  - Professional ethics
- ◇ Classroom supervision
  - Manage situations
  - Discipline
  - Professional leadership

**SAMPLE QUESTIONS**

The sample questions are similar to those on the NIC Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers are listed following the sample questions.

1. A demonstration should be immediately followed by
  - a. student practice.
  - b. a change of subject.
  - c. a student rest period.
  - d. a complete lecture period.
2. The most important part of the instructor's responsibility is to create and develop student
  - a. organizations.
  - b. course of study.
  - c. extracurricular programs.
  - d. willingness and desire to learn.
3. If instruction methods are to be properly employed, they must be
  - a. flexible.
  - b. impersonal.
  - c. strictly enforced.
  - d. followed without deviation.
4. To be most effective, videos should be selected on the basis of
  - a. availability.
  - b. running time.
  - c. subject matter.
  - d. abilities of the students.
5. A properly organized workbook should be coordinated with the
  - a. curriculum.
  - b. lesson plan.
  - c. text material.
  - d. course of study.
6. The discussion method is useful because it develops
  - a. spirited review lessons.
  - b. student interpersonal relations.
  - c. ideas and expressions from students.
  - d. manipulative techniques and skills of students.
7. An instruction sheet is important because it gives pertinent facts about
  - a. clinic patrons.
  - b. tools and materials.
  - c. rules and regulations.
  - d. student attendance rules.
8. In planning a lesson, careful consideration must be given to the
  - a. objectives of the lesson.
  - b. student to instructor relations.
  - c. extracurricular activities.
  - d. various student organizations.

**Answers**

- |      |      |      |      |
|------|------|------|------|
| 1. a | 3. a | 5. a | 7. b |
| 2. d | 4. c | 6. c | 8. a |

**INSTRUCTOR  
REFERENCES**

*Milady's Master Educator Student Course Book, 2001*

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

*Pivot Point's Mindful Teaching Program, 2002-2005*  
Salon Fundamentals

Evanston, IL 60201  
(800) 886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

*NIC Health and Safety Standards*  
NIC, Inc., October 2002  
[www.nictesting.org](http://www.nictesting.org)