



National Coalition of Estheticians,  
Manufacturers/Distributors & Associations



**NCEA Approved Training Facility  
& Testing Center Information  
With Letter Of Agreement**



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NCEA Certification Prep Class



The NCEA Certified credential is the National Certification for Estheticians, or other Licensed Professionals, who meet the advanced training standards as set-forth by the NCEA. It is equivalent to a 1200-hour licensing program. Becoming NCEA Certified represents the highest skin care credential available in the United States.

The training includes Medical Esthetics, Risk Management, Skin Science, Business and Professional Ethics. Certification and testing is key to increasing Esthetician licensing standards, increasing mobility of the professional state-to-state, and showing legislators and state regulatory boards on the need for higher licensing standards. Attaining the NCEA Certified credential encompasses NCEA's mission to raise standards with national credentialing and continuing education accreditation.

### **NATIONAL ESTHETICIAN CERTIFICATION OVERVIEW**

The path to becoming NCEA Certified begins with knowing if you meet the candidate requirements. Complete the application with supporting documents, and submit for verification. Prepare for and take the Certification Exam. This entire program can be completed in as little as 4-6 weeks.

**STEP 1** – Purchase of the Training Manual and completion of the Candidate Application requirements.

**STEP 2** – Once your Candidate Application is verified, you are then provided with the Authorization-to-Test (ATT)

**STEP 3** – You will call and schedule your exam within 15 days of receipt of your ATT and take your exam within 60 days.

As part of completing your application you will study with the Training Manual which helps you to review your knowledge in preparation for the exam. The Candidate Information Bulletin (CIB) outlines the exam content, and provides some sample questions. To further assist you, NCEA Approved Training Facilities and NCEA Trainers may offer the Certification Prep Class and Testing in your area.

### **MAINTAINING THE NCEA CERTIFIED CREDENTIAL**

The NCEA Certified credential and NCEA Membership certificate must be current in order for the NCEA Certified credential to be valid. Every 3 years the credential holder must resubmit the Recertification with professional liability insurance, CPR/AED/First Aid certifications, 12 units of COA-Approved continuing education, NCEA Membership, and a Recertification Section. Current sections available are: Alternative Therapies, Oncology Esthetics, Esthetic Technologies, Laser and Light Therapies.



## Candidate Information Bulletin

The NCEA Certification Candidate Information Bulletin includes the content outline covered by the NCEA Certification exam, sample questions and answers. The time allowed for the NCEA Certification Exam test is 90 minutes.

### **Skin Sciences**

30 Questions

- ◇ Anatomy & Physiology
- ◇ Skin Types
- ◇ Skin Conditions
- ◇ Classification Systems
- ◇ Health, Lifestyle & Nutrition
- ◇ Skin Diseases & Disorders
- ◇ Autoimmune Diseases

### **Skin Treatments**

#### **Face & Body**

25 Questions

- ◇ Client Consultation
- ◇ Client Medical & Lifestyle History
- ◇ Skin typing /classification
- ◇ Informed Consent Documentation
- ◇ Precautions/Contra-indications to Treatment

#### **Professional Treatments**

- ◇ Exfoliation Methods
  - ◇ Chemical
  - ◇ Mechanical
- ◇ Laser & Light Therapy
  - ◇ Resurfacing
  - ◇ Permanent Hair Reduction
  - ◇ Photodynamic Therapy
  - ◇ Radiofrequency Technologies
- ◇ Light Emitting Diodes
- ◇ Ultrasound
- ◇ Microcurrent
- ◇ Body Treatments
- ◇ Lymphatic Drainage
  - ◇ Manual
  - ◇ Mechanical
- ◇ Water Treatments

- ◇ Camouflage Make-up

### **Medical Professional Interaction**

25 Questions

- ◇ Dermatology
- ◇ Plastic Surgery
- ◇ Medical Spas
- ◇ Prescription Drugs/OTCs
- ◇ Medical Terminology
- ◇ Preoperative/Postoperative Care
- ◇ Wound Healing
- ◇ Cosmetic Procedures
- ◇ Injectables

### **Risk Management, Professionalism & Business**

20 Questions

#### **Risk Management**

- ◇ Legal Risk
- ◇ Client Health & Safety
- ◇ Personal Health & Safety
- ◇ First Aid
- ◇ CPR/AED

#### **Professionalism**

- ◇ Role Modeling/Ethics
- ◇ Professionalism
- ◇ Responsibilities

#### **Business**

- ◇ Business Plan
- ◇ Marketing
- ◇ Retailing
- ◇ Equipment
- ◇ Policies & Procedures
- ◇ Industry Relations

See complete Candidate Information Bulletin on [www.NCEACertified.org](http://www.NCEACertified.org) under Step 3



### **Advocacy Position – Esthetician Job Tasks/Hours**

***Rationale:***

It is NCEA's position that all states should raise their esthetician licensing requirements to meet NCEA's Esthetician Job Tasks for a total of 1200 hours. Standardizing national educational requirements for esthetician licensees ensures that an esthetician trained in Idaho, is receiving the same education as an esthetician being trained in California. Thereby, increasing the esthetician's employability; further demonstrating standardized knowledge and comprehension of what industry is requiring of estheticians entering the work force.

***Action:***

We ask that your state utilize these industry-driven esthetician job tasks so that graduating estheticians entering the workforce can meet the demands of today's employers by having obtained the highest equally accessible education.

### **Advocacy Position - Endorsement of the NCEA Certified Professional Credential**

***Action:***

If an applicant is applying for Advanced Esthetician licensure by reciprocity or endorsement in your state, "...a licensed esthetician who has attained the NCEA Certified credential shall be recognized."

***Rationale:***

NCEA Certified is the professional status awarded to a skin care professional that has met the competency standards as set-forth by NCEA's 1200 Hour Esthetician Job Task Analysis. It represents the highest skin care credential available in the United States and adherence to the code of ethics of the profession. NCEA Certified professionals must re-certify in three years and obtain 12 units of COA-Approved Continuing Education, maintain liability insurance, First Aid/CPR/AED certifications and be a NCEA member in good standing.

### **Advocacy Position - Continuing Education and the Commission on Accreditation**

It is the position of the NCEA that:

**It is NCEA's position that all states that regulate esthetician licensees should mandate a minimum of 12 hours of Continuing Education credits (CEUs)–before an esthetician can renew their license.**

***Action***

Promulgate rules or regulations that require a minimum of 12 continuing education units of COA or other agency-approved skin care education. In addition, recognize the NCEA Commission on Accreditation (COA) as a resource to facilitate and supervise compliance of continuing education activities for your licensees.

***Rationale***

The NCEA position above was voted and passed prior to the launching of the NCEA Certification program. In May of 2007 when the certification program became a reality, it was mandated that 12 continuing education units would be part of the recertification process. In the 5-year NCEA Certification plan, the Commission on Accreditation would be created to assist the recertifying of candidates as well as assist state boards with the process as well prior to relicensure.

To view all NCEA Advocacy Positions – go to <https://nceacertified.org/ncea-national-esthetician-association-positions/>



**NCEA Certification Training Manual** (Rev.1-14)  
**Table of Contents**

**Introduction**

Course Overview and Candidate Application Requirements  
Approved Training Facilities/Testing Centers and NCEA Trainers  
Recertification Requirements  
How to Use this Training Manual  
Knowledge Reviews  
How to Prepare for the Written Examination  
Succeeding in this Certification  
Commission on Accreditation (COA-Approved CEs)

**Section 1**

**The Role and Characteristics of the NCEA Certified Professional**

What is a NCEA Certified Professional?  
Role Modeling  
Professionalism  
Benefits and Responsibilities of the NCEA Certified Professional  
Five Reasons to be a NCEA Certified Professional  
Knowledge Review

**Section 2**

**Client Care and the Sciences of Skin**

Anatomy and Physiology  
Skin Types  
Skin Conditions  
Classification Systems  
Skin Disorders and Diseases  
Autoimmune Diseases  
Knowledge Review

**Section 3**

**Professional Treatments**

Client Consultation Form  
Client Medical and Lifestyle History Form  
Treatment Documentation Form  
Informed Consent and Signed Release Form  
Client Care and Recommended Home Care  
Precautions to Treatment  
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Exfoliation  
Lasers and Light Therapy  
Light Emitting Diodes  
Ultrasound  
Microcurrent  
Body Treatments  
Lymphatic Drainage  
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Spa & Wellness  
Camouflage Makeup  
Knowledge Review



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## **Section 4**

### **Medical Professional Interaction**

Disciplines & Definitions  
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## **Section 5**

### **Risk Management**

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Legal Risk Management  
Professional Liability Insurance  
NCEA Equipment Evaluation Form  
Managing & Identifying Risks  
Client Health & Safety  
Personal Health & Safety  
Legal Risk Management Steps in the Event of an Accident  
First Aid  
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## **Section 6**

### **The Business of Skin Care**

Business Plan  
Types of Corporations  
Marketing  
Retail  
Franchising  
Menu Development  
Business Software  
Record Keeping  
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Policies and Procedures  
Facility Layout  
Equipment & Product Purchasing  
Continuing Education  
Knowledge Review

## **Appendix A**

Report Errors and/or Corrections Form

## **Appendix B**

Candidate Information Bulletin

## **Appendix C**

Self Assessment Answers



## What is a Prep Class?

A Prep Class is an interactive study group that allows the candidate to further their knowledge development. Its an excellent way to "brush-up" on skills, develop a nurturing mentor relationship with their instructor, and provides more interaction than if the candidate only used the self-study method.

Utilizing the training manual format, the instructor will review study objectives and knowledge reviews, provide interactive verbal quizzes, and conclude the class with a sample written test. This sample test provides the candidate with an overview of how a test question will appear on the examination.

NCEA Approved Training Facilities purchase the NCEA *Instructors Manual* and *Instructors Prep Class* ppt. The NCEA Instructor Manual contains NCEA Training Manual *Study Objectives, Self Assessments Exercises, Knowledge Reviews* and other ancillary information necessary for conducting a NCEA *Prep Class*. Each question and answer is in the order they are presented in the Training Manual to allow for easy instruction and review. The Instructors Prep Class also follows the Study Objectives, Self Assessments and Knowledge Reviews for each Section.

Three sections of the Training Manual address "soft" skills. Specifically, Sections 1, 5 and 6 discuss professional characteristics, risk management and business aspects of professional skin care. These skills may not have been addressed in other classroom environments. NCEA has set soft skills for the national standard for the NCEA Certified Professional. This is an introduction into a fundamental knowledge base as professionals take their careers forward.





## NCEA CURRICULUM OUTLINES

NCEA currently distributes the following curriculum outlines:

- 7 Hour Light Emitting Diodes (LED) Curriculum
- 14 Hour Microdermabrasion Curriculum
- 21 Hour Chemical Exfoliation Curriculum
- 42 Hour Laser and Light Therapy Curriculum

As a NCEA Approved Training Facility, you will have the option of offering these NCEA courses at your facility. The hands-on portion of the curriculums have been purposely left open for your facility to use the device(s)/product(s) that you choose.

## NCEA RECERTIFICATION SECTIONS

ReCertification is required three (3) years from the date of expiration of NCEA Certified certificate. An NCEA Certified professional is responsible for completion of the ReCertification Application requirements, including completion of (1) ReCertification Section. These NCEA ReCertification Sections are an interactive section that will guide their learning and it will take a place in their professional library for future reference. Each section includes 30 Study Objectives, 3 Self Assessments and a Knowledge Review. The Instructor ppt. takes the learner through the section objectives, self assessments and knowledge reviews.

- Alternative Therapies
- Medical Esthetics
- Laser & Light Therapies
- Radio Frequency, Ultrasound and Microcurrent Technologies
- Oncology Esthetics

***NOTE: Any facility that advertises they use a NCEA Curriculum Outline or NCEA Recertification Section must be a NCEA Approved Training Facility***



**ATF Use Only - Membership Fee**

<http://www.1shoppingcart.com/SecureCart/SecureCart.aspx?mid=036BB365-9A42-4498-9CA2-BE17BB5D8277&pid=9454c530b26148629548ec72046474d0>

**ATF Use Only - Exam Fee**

<http://www.1shoppingcart.com/SecureCart/SecureCart.aspx?mid=036BB365-9A42-4498-9CA2-BE17BB5D8277&pid=de1756de2eab4cd7aa5a29661628cf8a>

**ATF Use Only - Wholesale Training Manual - Min. Order Qty. – Multiples of 6**

<http://www.1shoppingcart.com/SecureCart/SecureCart.aspx?mid=036BB365-9A42-4498-9CA2-BE17BB5D8277&pid=5a7831a693ae4001a2c670fbcf731060>

**ATF Annual Fee**

<http://www.1shoppingcart.com/SecureCart/SecureCart.aspx?mid=036BB365-9A42-4498-9CA2-BE17BB5D8277&pid=1ee0a59cc2f8477fb4d6042aa6f4447a>



## LETTER of AGREEMENT

This Agreement is made between \_\_\_\_\_("\_\_\_\_\_"), having a place of business at \_\_\_\_\_ and the National Coalition of Estheticians, Manufacturers/Distributors & Associations, ("NCEA") having offices at 484 Spring Avenue, Ridgewood, NJ 07450-4624 (NCEA) .

### RECITAL

Whereas: Upon the completion of this document and its appendices ("\_\_\_\_\_") will become a NCEA Approved Training Facility (ATF) and/or Testing Center (TC) to support the training and testing requirements of the NCEA Certification Program.

### AGREEMENT:

1. TERM: ("\_\_\_\_\_") and NCEA agree to an initial term of Agreement beginning upon date of agreement and ending one year later with automatic renewal at thirty (30) days prior to agreement expiration.

2. CONDITIONS: ("\_\_\_\_\_") agrees to the NCEA Approved Training Facility Requirements. **See NCEA Approved Training Facility Requirements as Appendix A.**

3. CONDITIONS: ("\_\_\_\_\_") agrees to the NCEA Testing Center Requirement. **See NCEA Testing Center Requirements as Appendix B.**

4. FEE STRUCTURE: ("\_\_\_\_\_") agrees to the NCEA Approved Training Facility Fee Structure. **See NCEA Approved Training Facility/Testing Facility Fee Structure as Appendix C.**

5. DEPOSIT: ("\_\_\_\_\_") places a non-refundable Training Facility deposit of \$425.00 on account with NCEA. Deposit is due and payable at time of signing the Letter of Agreement.

6. NOTIFICATION: ("\_\_\_\_\_") will notify NCEA of NCEA Certification Prep Class dates. **Complete Training Facility Certification Prep Class Dates as Appendix D.**

7. NOTIFICATION: ("\_\_\_\_\_") will notify NCEA of NCEA Curriculums, Records Verification and Recertification courses offered.

8. EXCLUSIVITY: During the term of this agreement and one year post agreement, ("\_\_\_\_\_") agrees not to offer any courses supporting any competing United States-based professional skin care certification programs.

### 9.GRIEVANCE PROCEEDURE:

a) Complaints alleging a violation of conduct, Code of Ethics, or Training Facility Requirements or Testing Center Requirements must be submitted in writing to the NCEA. Such written complaint shall be signed by the complainant and shall state fully in as precise a manner as possible the facts surrounding the acts considered to be violations, and the nature and extent of the alleged violations. Any NCEA member may initiate a grievance.



- b) All documents and findings of the proceedings involving disciplinary procedures shall be kept strictly confidential in order to protect the rights of the accused, unless ordered released by a court of law.
- c) A training facility or testing center against whom a grievance has been submitted shall be informed in writing of such grievance by certified mail, return receipt requested, sent within thirty (30) days of receipt of said complaint.
- d) NCEA may at any time communicate with a training facility or testing center against which a grievance/complaint has been filed, the person who filed said grievance/complaint, or both, in order to determine whether the matter can be resolved among the parties without further NCEA involvement. In the event the matter can be resolved between the parties pursuant to mediation by the NCEA or its designee, the grievance will be withdrawn and the matter will be closed.
- e) Decisions of the NCEA or its designee are considered final.

10. TERMINATION: ("\_\_\_\_\_") and NCEA agree to the following termination clause: Either party may terminate the Agreement at any time upon forty-five (45) days written notice to the other party. In the event of breach of any term or condition of the Agreement, then either party may terminate the Agreement with no further obligation to either party. Termination does not release ("\_\_\_\_\_") of NCEA Approved Training Facility Requirements or Testing Centers specific to STUDENT RECORDS VERIFICATION and STORAGE, and all fees must be refunded to registered students of any future NCEA Certification Prep classes due to the termination of this Agreement.

11. ASSIGNMENT: The Agreement will be exclusive to the parties and may not be assigned by either party prior to written consent of the other party. Any attempted assignment without such approval shall be void and shall constitute a breach of the Agreement

12. MISCELLANEOUS: NCEA shall have no legal obligation regarding the administration, and/or teaching of the NCEA Certification Prep Class. NCEA Approved Training facility shall defend against claims its students make in connection with the NCEA Certification Prep Class which do not involve a failure by NCEA to fulfill it's obligations under this agreement.

13. MODIFICATIONS and WAIVERS: Only the parties upon written mutual consent may modify the Agreement. No waiver of any breach of any provision of the Agreement shall constitute a waiver of any other breach.

14: NOTICES: All notices given under the terms of the Agreement shall be sent by United States certified mail, postage prepaid, to the respective party at the address set forth on the signature page of the Agreement, or to such other addresses as the parties shall designate in writing from time to time.

15: SEVERABILITY: Should any portion of the Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in force and effect.

16: LAW: The Agreement is made in and governed by the laws of the State of New Jersey.



**NAME OF TRAINING FACILITY and/or TESTING CENTER**

---

Federal Identification Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ +4 \_\_\_\_\_

Direct Telephone: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

Accepted and Agreed:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Accepted and Agreed:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: Susanne S. Warfield

Title: Executive Director





**APPENDIX B**

**NCEA TESTING CENTER REQUIREMENTS**

**BUSINESS ASPECTS**

1. Have a computer lab (quiet room) that holds no less than (2) candidates.
2. Have internet capabilities and Windows XP, Windows Vista, Windows 7, or Windows Server 2003. Each Testing facility will be required to download the secure software to ensure proper loading of the examination onto your testing computers.  
Download site: <http://questionmark.com/secure/index.aspx>
3. Each testing facility is responsible to provide a NCEA Certified Proctor to administer the test and provide appropriate supervision of test taker(s).

**Proctor Requirements:**

1. Approved testing facilities will proctor tests in accordance with this Agreement.
2. Each proctor must be NCEA Certified and in good standing with NCEA and who is NOT in any way related or friends with the testing candidate.
3. Testing Center will be responsible for maintaining security of NCEA Certification Exam Login, Secure Web Login, Payment Login information and Participant Login information.
4. Testing Centers will be responsible for ensuring Examination security by having testing Candidate follows instructions provided by NCEA Certified upon approval of this Agreement. Instructions will include, but not limited to, i) Candidate Identification Requirements, ii) Candidate Examination Policies, iii) Candidate appointment time/rescheduling/inclement weather, iv) No food or drink in examination room, v) Candidate instructions on oral and/or written communication during the examination.

Document completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Initials – “\_\_\_\_\_” : \_\_\_\_\_

Initials – NCEA: \_\_\_\_\_



**APPENDIX C**

**NCEA APPROVED TRAINING FACILITY/TESTING FACILITY  
FEE STRUCTURE**

NCEA School/Corporate Membership (annual)	\$ 425.00
NCEA Approved Training Facility/Testing Center Registration Note: Only (1) Registration required	\$ 425.00
NCEA Training Manual	\$ 62.40 ea
NCEA Certification Prep Class Instructors Manual (each)	\$ n/c
NCEA Certification Prep Class ppt	\$ n/c
7 Hour Light Emitting Diodes (LED) Curriculum eOutline	\$ n/c
14 Hour Microdermabrasion Curriculum eOutline	\$ n/c
21 Hour Chemical Exfoliation Curriculum eOutline	\$ n/c
Hour Laser and Light Therapy Curriculum eOutline	\$ n/c
Laser & Light Therapy eBook	\$ n/c
Laser & Light Therapy Class ppt	\$ n/c
Medical Esthetic eBook	\$ n/c
Medical Esthetic Class ppt	\$ n/c
Alternative Therapy eBook	\$ n/c
Alternative Therapy Class ppt	\$ n/c
Radio Frequency, Ultrasound and Microcurrent Technologies eBook	\$ n/c
RF, Ultrasound and Microcurrent Technologies Class ppt	\$ n/c
Oncology Esthetics eBook	\$ n/c
Oncology Esthetics ppt.	\$ n/c

Note: Price adjustments may be made by NCEA upon Agreement renewal periods.

Initials – “\_\_\_\_\_” : \_\_\_\_\_

Initials – NCEA: \_\_\_\_\_





**APPENDIX D**

**NCEA CERTIFICATION PREP CLASS DATES**

NCEA Approved Training Facilities will conduct at least six (6) \* NCEA Certification Prep Classes throughout each yearly Agreement term. The following dates will be scheduled to present the NCEA Certification Prep Class through the Agreement term.

\*Schools are exempt from this requirement. If additional COA-Approved post-graduate Prep Classes will be given, please complete the COA Application

Please indicate the scheduled dates below for publication on the NCEA Certified Website

List as Month/Day/Year (Example: November 23, 2018)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Document completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Initials – “\_\_\_\_\_” : \_\_\_\_\_

Initials – NCEA: \_\_\_\_\_