



CANDIDATE INFORMATION BULLETIN

The time allowed for the NCEA Certification Exam test is 90 minutes and there are 100 questions.

TEST TAKER REQUIREMENTS:

1. Computer
2. Internet
3. Smartphone

INSTRUCTIONS DAY OF THE EXAM:

1. You will connect with the proctor via your smartphone. You must be able to show that the area surrounding your computer is cleared of your NCEA Training Manual and/or other study materials.
2. You will then be asked to show a valid non-expired government issued identification to the camera, and the proctor may also ask additional questions to verify your identity to ensure that you are the correct person scheduled to take the exam.
3. Once the proctor is satisfied with your identity, you will be asked to launch the examination homepage link. The proctor will provide the login/password to begin your exam.
4. You will be observed throughout your entire exam session to ensure that you follow NCEA Examination Policies as outlined in your Authorization-to-Test email
5. Upon completion of all the questions (or your allowed 90 minutes expires), you must click the "Submit" button in order to process your results. You will immediately be provided with a PASS/FAIL grade and further instructions, if necessary.

EXAMINATION POLICIES:

Cancellation Policy

If an NCEA applicant must cancel or reschedule, they must do so within 48-hours in advance of their appointment. Otherwise, they will forfeit their test fee. These applicants will be considered "no shows".

Lateness Policy

If an NCEA applicant is 15-minutes late for their scheduled testing time, they may be refused admission to the test and considered a "no show". The Candidate will have to pay \$375 to reschedule their exam.

Identification Policy

All NCEA Candidates will be required to present a valid non-expired government issued identification bearing their photo and signature, such as driver's license, or passport. Failure to present appropriate ID, as stated, will result in forfeiture of their exam fee.

Cheating and/or Misrepresentation

NCEA Candidates suspected of cheating or misrepresentation will have their exam session terminated. Any disciplinary action will be at the sole discretion of the NCEA.

Candidates with Disabilities

NCEA can provide special accommodations in accordance with the Americans with Disabilities Act of 1991. If a disability prevents you from taking the examination under normal conditions, you may request special accommodations. You must submit a written request along with your application form for special accommodations, which explains the nature of the disability, the type of accommodation you feel is appropriate, and attach supporting documentation of the diagnosis from a licensed health care professional.

Program Evaluation

NCEA Candidates will be offered an opportunity to provide feedback on the entire NCEA Certification Program upon passing of their examination. A Program Survey will be sent out with their credential packet or one may be requested from the NCEA executive offices.

CONTENT OUTLINE

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

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484 Spring Avenue • Ridgewood, NJ • 07450
201-670-4100 • Info@NCEACertified.org •
www.NCEACertified.org

SAMPLE QUESTIONS:

The following sample questions are similar to those on the National NCEA Certification Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the questions

1. The basal layer of the skin is also known as the stratum:
 - a) germinativum
 - b) lucidum
 - c) germination
 - d) ganglion
2. Which type of cell produces histamines to reduce inflammation?
 - a) leukocyte
 - b) mast
 - c) fibroblast
 - d) elastin
3. Abscesses are caused by:
 - a) bacteria
 - b) viruses
 - c) fungi
 - d) injuries
4. How often should you review a client's medical and lifestyle form?
 - a) before each treatment
 - b) once a month at the first visit
 - c) when the client asks you to
5. The purpose of exfoliation is to:
 - a) eliminate wrinkles
 - b) cleanse the skin
 - c) remove dead skin cells
 - d) hydrate the skin
6. Which branch of medicine deals with diseases and disorders of the hair?
 - a) dermatology
 - b) cosmetology
 - c) epidemiology
 - d) trichology
7. What source of collagen is used in Zyderm®?
 - a) cadaver
 - b) porcine
 - c) equine
 - d) bovine

8. A rhytidectomy is removal of:
 - a) skin tags
 - b) comedones and pustules
 - c) fat and skin
 - d) melanoma
9. Formulating a marketing strategy includes:
 - a) facility staffing and contracts
 - b) logistics and operations
 - c) risk management and insurance
 - d) communication and promotion
10. Representing your state licensure and knowing your scope of practice is an example of:
 - a) profitability
 - b) insurance
 - c) ethics
 - d) reciprocity

ANSWERS

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

REFERENCES

The references below were used to formulate the 100 questions that are found on the National NCEA Certification Exam. Thorough reviews of these texts are recommended.

NCEA Training Manual

Ed, 2007, 2014, 2017, 2020
National Coalition of Estheticians Association
484 Spring Avenue
Ridgewood, NJ 07450
www.NCEACertified.org

Additional References

Milady's Standard Comprehensive Training for Estheticians

Ed, 2013
Milady's Standard Esthetics Advanced
Ed, 2013
Milady, an imprint of Thomson Delmar Learning
5 Maxwell Drive
Clifton Park, NY 12065
<http://www.Milady.com>