

This is an amendment to 16.34.13 NMAC, Section 10, effective July 16, 2004.

16.34.13.10 EXAMINATION PROCEDURES

- A. To be eligible for examination, the applicant must meet all of the following requirements:
- (1) be at least seventeen years of age;
 - (2) have at least two years of high school or its equivalent;
 - (3) complete the required hours or equivalent credits of training in the specific course of study in a licensed school ~~[of cosmetology, barbering or electrology]~~ within the preceding twenty-four months;
 - (4) submit an exam application to the board office; and
 - (5) submit a money order or cashier's check in the appropriate amount to the board office with the application; do not send personal checks or cash.
- B. What to bring to the cosmetology examination:
- (1) the bulletin of information;
 - (2) kit containing required supplies listed in the bulletin of information;
 - (3) photo identification (e.g. driver's license); and
 - (4) one live model or mannequin head; a mannequin maybe used for the hair-shaping portion only of the exam, when a live model is used;
 - (5) if mannequin is used, must bring one mannequin hand with sculptured nails already applied.
- C. What to bring to the barbering examination:
- (1) the bulletin of information;
 - (2) kit containing required supplies listed in the bulletin of information;
 - (3) photo identification (e.g. driver's license); and
 - (4) two live models or mannequin heads; a mannequin maybe used for the hair-shaping portion only of the exam, when live models are used.
- D. What to bring to the manicuring/pedicuring examination:
- (1) the bulletin of information;
 - (2) kit containing required supplies listed in the bulletin of information;
 - (3) photo identification (e.g. driver's license); and
 - (4) one live model or two mannequin hands, one with sculptured nails already applied and one without sculptured nails; the applicant cannot bring a live model and a mannequin hand, its either or.
- E. What to bring to the esthetician examination:
- (1) the bulletin of information;
 - (2) kit containing required supplies listed in the bulletin of information;
 - (3) photo identification (e.g. driver's license); and
 - (4) one live model.
- F. What to bring to the manicuring/esthetician examination:
- (1) the bulletin of information;
 - (2) kit containing required supplies listed in the bulletin of information;
 - (3) photo identification (e.g. driver's license);
 - (4) one live model for the esthetician practical; and
 - (5) one live model or two mannequin hands, one with sculptured nails already applied and one without sculptured nails, for the manicuring practical.
- G. Instructor eligibility requirements:
- (1) be at least seventeen years of age;
 - (2) have at least a four-year high school course or its equivalent;
 - (3) complete the required hours or equivalent credits of training in a licensed school within the preceding twenty-four months or two years work experience in the field that you seek licensure; work experience is to be verified in a notarized statement by an employer, including specific work dates;
 - (4) submit an exam application to the board office;
 - (5) be licensed in the state of New Mexico as a practitioner in the field that you seek licensure as an instructor;
 - (6) meet all requirements established by the board; and
 - (7) submit a money order or cashier's check in the appropriate amount with the application; personal checks or cash are not accepted.
- H. What to bring to the instructor examination:
- (1) the bulletin of information;

(2) photo identification (e.g., driver's license).

I. Special needs: If an applicant has a physical disability or a special need that prevents him/her from taking the examination under the regular conditions, he/she may request special accommodations. Written documentation of the disability must be submitted to the board office to determine what special accommodations are necessary. If special accommodations are needed to take the exam, the board office must be notified with the examination application.

J. Policy on cheating: The exchange of information related to exam performance between examinees during the exam is prohibited. Examinees are not allowed to have any written or taped material in the testing area other than the supplies listed and approved for the exam.

[16.34.13.10 NMAC - Rp 16 NMAC 34.13.10, 06-16-01; A, 07-16-04]