

**INTERNATIONAL BOARD
OF
ELECTROLOGIST CERTIFICATION (IBEC)
CPE TEST BULLETIN**



**BOARD CERTIFICATION
FOR ELECTROLOGISTS**

Sponsored by the American Electrology Association - Founded in 1958
Series VI (2012 - 2016)

Retain this Bulletin

CERTIFIED PROFESSIONAL ELECTROLOGIST CREDENTIAL

Welcome to the sixth generation of the Certified Professional Electrologist (CPE) examination and to the IBEC Study Guide. Information on how to order the IBEC Study Guide is on page 11 of this Bulletin.

RECERTIFICATION NOTICE

The year 2015 marks the fourth administration of the sixth generation of CPE exams. Certification is a credential issued for five years. During that time, the credentialed CPE may choose to accrue 7.5 CEUs (75 contact hours) through attendance at Continuing Education Review Committee (CERC)-approved lectures, seminars, courses, home study, etc. OR, retake the CPE examination at the end of the five-year certification period in order to renew the credential. Please take note of our advertising policy as outlined on page 10.

A new generation of exams is required every five years. No one who has the CPE credential may retake the test before the year of expiration.

A "CPE's Guide to Recertification" will be sent to those who successfully pass the CPE examination. For additional information on recertification go to www.electrology.com

COPYRIGHT NOTICE

Reproducing or copying any portion of the examination is a serious copyright violation as well as a breach of security. Any individual caught copying or attempting to copy examination materials, by any means, will not be allowed to continue the examination and will be reported to the proper authorities. The consequences for cheating or copying exam materials could include denial of your application for the certification you are pursuing and financial responsibility for any examination materials compromised by your actions.

International Board of Electrologist Certification (IBEC)

Patsy Kirby, CPE, Director, IBEC

Telephone: 707.777.5315

Email: ibecaea@electrology.com

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GENERAL INFORMATION

Introduction

The American Electrology Association (AEA), founded in 1958, is a nonprofit organization whose membership consists of practicing electrologists and electrology educators.

The International Board of Electrologist Certification (IBEC), sponsored by the AEA, is an independent body vested with the responsibility of developing and implementing certification examinations.

PROMETRIC™

PROMETRIC, engaged in test development, test administration, and educational research, is under contract to the AEA/IBEC to develop, maintain, administer, score, protect, and monitor the CPE examination.

Description of the Examination

The examination is comprised of 100 questions in a multiple-choice format and covers six subject areas. The examination is administered in a single two-and-a-half-hour session. The subject areas are described below and the percentage of the test devoted to each subject is noted.

Content Outline for CPE Examination

I. Anatomy and Physiology of Skin and Hair 20%

- A. Skin
 - 1. Structure
 - 2. Function
 - 3. Disorders of the skin
 - 4. Topical substances and oral medications that affect skin/treatment
- B. Anatomy of hair and the pilosebaceous unit
- C. Types of hair (lanugo, vellus, terminal)
- D. Hair growth cycle (anagen, catagen, telogen)
- E. Reasons for excessive hair growth
 - 1. Heredity/congenital
 - 2. Changes in endocrine system
 - 3. Skin metabolism
 - 4. Drugs/medications
 - 5. Stress

II. Infection Control 25%

- A. AEA Infection Control Standards for the Practice of Electrology
 - 1. Handwashing and use of gloves

- 2. Cleaning and sterilization of instruments, cleaning and disinfection of items, and other safety precautions
- 3. Environmental control and housekeeping
- 4. Client considerations
- 5. Hepatitis B (HBV) vaccination
- 6. Follow-up procedures for potential exposures to HBV, HIV, and other blood-borne pathogens
- B. Transmittable diseases

III. Clinical Observations 30-35%

- A. Pre-treatment consultation
 - 1. Health history
 - 2. Evaluation and assessment
 - 3. Explanation of infection control and electrology procedures
 - 4. Treatment plan/referral
 - 5. Informed consent
- B. Contraindications
- C. Treatment
 - 1. Client concerns/anxieties
 - 2. Sensitivity/tolerance level
 - 3. Positioning, draping, lighting/magnification
 - 4. Skin preparation
 - 5. Selection of modality, instruments, needle, forceps
 - 6. Techniques
 - a. Insertions
 - b. Balancing time and intensity
 - 7. Response to treatment
- D. Post-treatment
 - 1. Antisepsis of treated area
 - 2. Home-care instruction
 - 3. Documentation

IV. Electrical Operations 10-15%

- A. Electrolysis (galvanic, direct current/DC)
- B. Thermolysis (shortwave, high frequency, alternating current/AC)
- C. Blend (combination of DC/AC)
- D. Basic principles of electricity

V. Equipment and Supplies 5%

- A. Proper use and maintenance of equipment

VI. Professional, Ethical, & Legal Considerations 5%

- A. AEA Standards of Practice for Electrologists

SAMPLE QUESTIONS

1. Mitotic cells in the hair begin their growing activity in the

- (A) keratin
- (B) matrix
- (C) epithelial sac
- (D) upper part of the bulb

2. True statements concerning the maintenance of a proper hygienic environment for electrologists include which of the following?

- I. *A sink with hot and cold running water should be located in each treatment room.*
- II. *The needle holder and cord should be wiped with a disinfectant detergent after each treatment.*
- III. *Disposable paper drapes should be discarded in waste containers lined with plastic bags.*

- (A) I only
- (B) I and II only
- (C) II and III only
- (D) I, II, and III

3. Which of the following is NOT part of the pilosebaceous unit?

- (A) dermal papilla
- (B) arrector pili muscle
- (C) sudoriferous gland
- (D) sebaceous gland

4. In women, terminal hair on the face alone suggests

- (A) an endocrine disorder
- (B) an excess of androgen
- (C) Cushing's syndrome
- (D) cystic ovaries

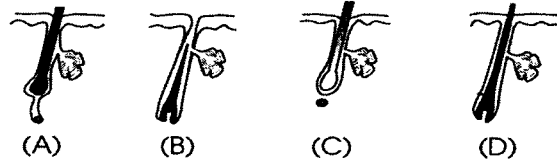
5. The two sublayers of the dermis are the

- (A) papillary and basal
- (B) papillary and reticular
- (C) reticular and subcutis
- (D) corneum and lucidum

6. At which of the following times is hand washing indicated?

- (A) Before treatment only
- (B) After treatment only
- (C) Before and after treatment
- (D) Only when gloves are not worn

7. Which of the following diagrams shows the early anagen stage of hair growth?



8. Bacteria can enter the body through the skin only if the skin is

- (A) dry
- (B) moist
- (C) oily
- (D) broken

9. Which of the following methods of sterilizing unpackaged instruments is recommended for use in an electrologist's office?

- (A) Autoclaving at 250° F with a pressure of 15-17 PSI for 15 minutes
- (B) Using a glass bead sterilizer at 480°-500°F for 2 minutes
- (C) Immersing in boiling water (212° F) for 10 minutes
- (D) Immersing in a glutaraldehyde solution for 10 minutes

10. The hair and the follicle are part of the

- (A) androgen system only
- (B) epidermis only
- (C) epidermis and pilosebaceous unit
- (D) arrectores pilorum

11. Personal Service Workers (PSWs) are defined by the Centers for Disease Control and Prevention (CDC) as persons whose occupations involve

- (A) cosmetological services only
- (B) micro-surgical services only
- (C) the use of sharp instruments
- (D) close personal contact with clients

12. The flow of electrons along a wire cannot occur unless there is

- (A) water
- (B) direct current
- (C) pressure (voltage)
- (D) volume (amperage)

13. Male and female sexual hair patterns differ primarily because of differences in
(A) androgen production
(B) inborn androgen desensitivity
(C) the concentration of circulating androgens
(D) testosterone protein-binding capacity

14. Causes of hirsutism include which of the following?

- I. Pituitary hypersecretion
- II. Adrenal tumors
- III. Ovarian tumors

- (A) I only
- (B) II only
- (C) I and III only
- (D) I, II, and III

15. Which of the following types of currents is used to achieve electrocoagulation?

- (A) Low frequency
- (B) High frequency
- (C) Direct frequency
- (D) Galvanic

16. The galvanic modality effects permanent hair removal by

- (A) electrodesiccation
- (B) electrocoagulation
- (C) chemical decomposition
- (D) chemical desiccation

17. The blend or dual method effects permanent hair removal by

- (A) high frequency and alternating current
- (B) low frequency and alternating current
- (C) high frequency and galvanic current
- (D) low frequency and galvanic current

18. Which of the following defines desiccation?

- (A) adding moisture
- (B) removing moisture
- (C) increasing fluidity
- (D) decreasing fluidity

19. True statements about a client's health history assessment record include which of the following?

- I. It provides an accurate record of the body areas treated.
- II. It contains the client's signature and verification of the health history.
- III. It enables the electrologist to plan the client's treatment and to evaluate progress and outcomes.

- (A) I only
- (B) II only
- (C) II and III only
- (D) I, II, and III

20. Causes of blanching include which of the following?

- I. Overtreatment of the skin
- II. Shallow insertions
- III. Overly deep insertions

- (A) I only
- (B) II only
- (C) III only
- (D) I and II only

An Important Note:

The *AEA Infection Control Standards for the Practice of Electrology* were used in the development of the CPE examination and are part of the *IBEC Study Guide*. Members of the AEA will also find them in their *Membership Roster*. They are the definitive resource for the exams.

Answers for Sample Test Questions

12(C); 13(C); 14(D); 15(B); 16(C); 17(C); 18(B); 19(D); 20(D).
1(B); 2(D); 3(C); 4(B); 5(B); 6(C); 7(B); 8(D); 9(A); 10(C); 11(D);

REGISTERING FOR THE EXAMINATION

The AEA CPE exam is administered by Computer Base Testing. The examination must be taken in a secure testing environment. Prometric, AEA's testing agency, offers more than 300 testing centers around the world. The presence of an authorized proctor is necessary to launch the examination and monitor the examination process. The examination cannot be taken from home. You can take the examination at hundreds of locations throughout the world through the Prometric network of testing centers. Find your nearest location here: www.prometric.com/AEA. At the time of registration payment will be accepted by credit card only.

You must make an appointment for your exam with Prometric. Appointments are made online. Once you have successfully scheduled your examination online, a confirmation will be emailed directly to you from Prometric. It is important to note that the earlier you make your appointment with Prometric the better the chances you have of selecting the preferred time and date to take the examination. To schedule an appointment go to www.prometric.com.

CPE Examination

The CPE exam will be offered on a continual basis by Prometric, Inc. The exam is in a format that is very easy to use. At the test center you will be given an interactive tutorial prior to starting the test. To familiarize yourself with Prometric's testing site, go to: www.Prometric.com, "What to Expect on Test Day" video located on the Prometric hosted AEA landing page.

Exam Time

The CPE examination candidates are given two and a half hours to complete the exam. You will have 10 minutes to complete the tutorial. The timer begins once you complete the tutorial. There will be an overall timer on the screen once the exam begins. There is a brief survey at the end of the exam.

Breaks

You are allowed as many unscheduled breaks as you like, however, your exam time will continue to count down. You will not be permitted to access

any electronic devices, study materials or leave the testing facility during your examination.

During the Exam

Questions can be marked and you can return to them at a later point in the exam. Marked questions that have been answered will be scored. Be sure to answer all questions, as only answered questions are scored. In addition you are also able to strike-out answers that are incorrect, highlight text in an exam question. Questions can be marked for review and an answer can be changed, with time permitting.

A dry erase board and markers will be issued at the testing center for taking notes during the exam. All notes will be collected prior to leaving the test center. Please note: You cannot take notes prior to launching the exam.

Exam Fee

FEE: \$403.00 AEA Member \$495.00 for non-member. When you register online payment will be accepted by credit card only. There will be a \$50 rescheduling fee.

STUDY MATERIALS

A *Study Guide* has been published by IBEC from which many of the test questions were formulated. The *Study Guide* was developed to aid in preparation for the Certified Professional Electrologist (CPE) board certification exam. It should be noted however, that it is not meant to be the sole resource for the sixth generation of exams. Ancillary texts such as *Cosmetic and Medical Electrolysis & Temporary Hair Removal* by Richards & Meharg, *Electrolysis, Thermolysis And The Blend* by Hinkel & Lind, and *Milady's Hair Removal Techniques* by Bickmore are also suggested study materials. In addition, the AEA *Infection Control Standards for the Practice of Electrology* and the *Standards of Practice for Electrologists* are included in their entirety for review and study. The *Infection Control Standards* contained therein were updated in 2005 and are the definitive resource for the exams for all matters related to sterilization, disinfection, asepsis, hygiene, and safety as it relates to instruments, supplies, an office (or work place), the client, and the electrologist. The above-referenced resources are the only recommended study materials for the CPE exams.

ADMISSION TO THE TEST CENTER

AEA CPE CANDIDATES-You will not be permitted to take the CPE examination and WILL FORFIET ALL FEES if you do not provide the proper documentation as listed. All candidates shall be at least 18 years of age, and provide proof of a high school diploma or the equivalent. If applicant resides in a licensed state

~A valid non expired government issued photo ID such as a Driver's License, State ID or passport

~A photocopy of your state electrology license dated no less than 2 days prior to your examination

If applicant resides in an unlicensed state

~A valid non expired government issued photo ID such as a Driver's License, State ID or passport

~A photocopy of certificate of completion from a SCHOOL OF ELECTROLOGY with date of graduation and number of hours completed (320 minimum required).

~You must have graduated from school prior to sitting for the examination.

OR

A NOTARIZED AFFIDAVIT from an instructor, who is a CPE, indicating number of hours completed (320 minimum hours required), date completed, and proof that trained electrologist has been in practice for at least one (1) year following completion of hours (i.e. notarized statement from employer, photocopy of advertising dated one year previous to completing registration form, supply receipts, etc.)

All other personal items must be locked in a locker for test security purposes, so please limit what you bring to the testing center.

Testing Accommodations:

The Prometric testing Accommodations Team will be available to assist candidates with scheduling appointments requiring accommodations.

Candidates needing additional time only will not need to speak with a Testing Accommodations Advocate to schedule an appointment.

At the Test Center

Candidates are required to be professional, civil and respectful at all times while on the premises of the test center. All exams are continuously monitored by video and audio recording, physical walk-throughs, and through the observation window. The Test Center Administrator (TCA) is authorized to dismiss you from the test session for a violation of any of the Test Center Regulations, including exhibiting abusive behavior towards the TCAs or other candidates. If you are found to have violated any of the regulations during your exam, the TCA is required to notify Prometric and your test sponsor. Prometric, alone or in conjunction with your test sponsor, shall then take any further action necessary to sanction your conduct, up to and including invalidation of your test score and/or pursuit of civil or criminal charges.

- The computer-based test delivery system, tutorial, exam content, and survey are the unpublished, confidential, and proprietary materials of Prometric and/or your test sponsor.
- Communicating, publishing, reproducing, or transmitting any part of an exam, in any form or by any means (e.g. verbal, electronic, written, etc.) for any purpose is strictly prohibited.
- ANY reproduction or disclosure will result in the immediate filing of civil and/or criminal charges against you and anyone directing or conspiring with you.
- Original, valid (unexpired), government issued photo & signature bearing identification is required in order to take an exam. Validity and the number of acceptable IDs are predetermined by your test sponsor.
- You will be scanned with a metal detector wand prior to every entry into the test room.
- You will be required to raise your pants legs above your ankles, empty and turn all pockets inside-out and raise shirt sleeves above your wrists prior to every entry into the test room.

- Exams may have scheduled or unscheduled breaks, as determined by your test sponsor. Each time you leave the test room you must sign-out.
- The TCA will inform you what is permitted during exam breaks, specifically regarding whether access to your locker, and access to cell phones and notes within it, is permitted or not. All candidates must inform the TCA before accessing a stored item during a break, including medicine. Repeated or lengthy departures from the test room will be reported to the test sponsor.
- Upon return from a break, without exception, you must go through all security checks, present valid ID, sign-in and, if required by the test sponsor, provide a fingerprint to be re-admitted to the test room.
- You must return to your assigned, original seat after any break.
- Unauthorized personal items may not be brought into the test room. Such items include, but are not limited to: outerwear, hats, food, drinks, purses, briefcases, notebooks, pagers, watches, cell phones, recording devices and photographic equipment.
- Written notes, published materials and other testing aids are strictly prohibited, except where allowed by your test sponsor. Test center staff will refer to the applicable Client Practices for allowances.
- Only soft ear plugs (with no wires/cords attached) and center-supplied tissues are permitted in the test room.
- Clothing or jewelry items allowed to be worn in the test room must continue to be worn at all times. Removed clothing or jewelry items must be stored in the locker provided during check-in.
- All materials issued by the TCA must be returned at the conclusion of testing. Used scratch paper must be returned before new scratch paper will be issued by the TCA during your exam.
- Talking to other candidates in the test room, referring to their screens, testing materials or written notes is strictly prohibited.

Note: Client/test sponsor practice policies shall supersede these regulations if a conflict exists.

Individuals with Special Testing Needs

All Prometric testing centers in the US are fully accessible, and compliant with the Americans with Disabilities Act (ADA). You must submit your request for any special accommodation, along with documentation, prior to exam registration for consideration. Contact Patsy Kirby, CPE, Director International Board of Electrologist Certification: ibecaea@electrology.com or call 707-777-5315.

Any individual who has a physical or cognitive impairment or limitation that prevents him/her from taking the test under standard conditions may request special testing arrangements. The types of accommodations that may be provided include large print, a person to read, extended time, translator, interpreter and/or a separate testing room.

Send all your documents to:
 Patsy Kirby, CPE
 PO Box 1124
 Bodega Bay, CA 94923
ibecaea@electrology.com
 P: 707-777-5315; F: 707-875-3340

Please include a separate letter describing your disability or special needs and the adaptations you are requesting. Documentation from a physician or appropriate authority is required to confirm your special needs.

If You Have a Complaint

If you have a complaint or wish to make a comment about Test Center facilities and/or supervision, examination content, or anything else related to the testing program go to:

www.Prometric.com; select "Contact Us" to register a complaint or call the candidate care line at 800-853-6769.

YOUR SCORES

Scoring:

Candidates will receive immediate scoring at the test site.

Scores:

No refund of any fees will be made, and a new online registration form and fee must be submitted to retake the examination.

As both IBEC and PROMETRIC are concerned that only valid scores are reported, doubts raised about the validity of individuals' scores will be thoroughly investigated.

For example, some scores may be rendered invalid because of circumstances beyond control, such as faulty test materials, etc. When such circumstances are discovered, IBEC will be notified that there are no reportable scores for reasons beyond control. In such instances, IBEC and PROMETRIC will arrange a free makeup administration at the earliest convenience of the candidates concerned. PROMETRIC reserves the right to cancel the score of any candidate found to be engaging in any type of misconduct and such incidents will be reported to IBEC.

PROMETRIC senior professional staff will review each investigation, determine whether scores should be reported and advise IBEC of its decision. IBEC will make the final decision on whether or not a score is to be cancelled.

When Will You Receive Your Test Results?

IBEC states its disapproval of the use of test results for any purpose other than for certification and the conveyance of the CPE designation; this includes disapproval of using the test results for employment selection. The CPE examination is not to be used for personnel decisions (i.e., hiring or promotion) in any manner whatsoever. Also, the CPE test results are not to be used to compare different educational or training programs. Any use of IBEC's CPE test results for any purpose other than certification is strictly prohibited.

Test results and all personal information collected are kept confidential by IBEC and PROMETRIC. Information will not be released without written authorization from the candidate.

Your Test Results

If you pass the examination, your test results will not include a numeric raw or scale score. It will only contain a statement that you passed. The exam is designed as a mastery test for certification purposes and is not intended to distinguish between passing scores. This policy is established as a safeguard against misuse of the test scores of passing candidates.

If you fail the examination, your test results will include your total failing scale score ranging from 5 to 69 (70 is needed to pass). Your failing score report will also contain performance levels in each of four subscore categories based on the six content areas outlined in this Test Bulletin. The four subscore areas are as follows:

1. Anatomy and physiology of skin and hair
2. Infection control
3. Clinical observation and applications
4. Modalities, equipment operation and safety

Subscore results are reported as three performance levels: Competent, Marginal, or Deficient. Results are reported as words, not as numbers. To avoid confusion with total test scores, the percentage of questions you answered correctly in each subscore area is not reported. Pass/fail decisions are not to be made using subscores because subscores alone do not provide sufficient information for pass/fail decisions.

When you receive your score report you will note that your score is reported as a scale score. A scale score is provided so that regardless of the specific form taken, the passing score will continue to be a scale score of 70 and your test score will continue to be on a scale that ranges from 5 to 99, with scores of 70 and above reported as pass. Raw scores will not be reported.

If raw scores were used, candidates who took an easier form of the CPE examination would have an unfair advantage over candidates who took a more difficult form. Equating is a procedure that takes into account the difficulty of the particular edition of the test you take as compared to other forms of the CPE examination. The equating procedure is used because some CPE test forms may be more difficult than other CPE test forms. To adjust

for these possible differences in test difficulty, an equating procedure is employed. The form of the examination you take will be statistically equated so that the passing score remains consistent with the standard used for passing candidates on any other form of the CPE examination.

CPE ADVERTISING POLICY

The CPE credential is not a lifetime credential. Maintaining the credential requires sufficient continuing education, or retesting in the year of expiration. **Expired CPEs must discontinue all use of the credential.**

If granted the CPE credential, one agrees at all times to use and display it, and to cease its use and display, in accordance with the terms, conditions and rules of the IBEC and AEA as they may be from time to time amended or revised.

One further agrees to indemnify and hold harmless the IBEC and the AEA, from all costs and expenses, including but not limited to attorney's fees and costs of litigation incurred both before and after commencement of suit or of any legal proceeding in law or in equity, either organization may incur to enforce its rights against any former CPE to cease and desist from improper use of the CPE credential.

CONVENTION INFORMATION

Register online:

electrology.com/convention

Questions? Contact Marta Torres Cuminotto, CPE, for registration information - 203-913-1189 or email: conregchair@electrology.com (subject line: convention).

MEMBERSHIP INFORMATION

For membership information, visit the AEA's website: electrology.com/join - click on "Join the AEA." Membership has its benefits!

Questions about membership?

Contact Randa Thurman, CPE - 831-643-2215 or email: databankaea@electrology.com

IBEC, a special and autonomous committee of the AEA, is pleased to present the sixth generation of board certification exams for the profession.

The test has been refined and updated to reflect current standards in our profession. The *IBEC Study Guide* (SG) is a tool to assist you, but should not be used as a sole source of reference in preparation for the exam.

To order a SG, go to: electrology.com/ibec or complete the form below, enclose a check in the amount of \$80.00 US, Canada \$95 and International \$105 (all pricing includes shipping and handling) made payable to AEA and mail to Rita Souza, CPE, 46 Derry Street, #3, Hudson, NH 03051. Please allow up to three weeks for delivery.

As with prior generations, new test development was conducted for 2012-2016; the shelf life of our legally-defensible certification test is five years and recertification requires a new test product. The 2012-2016 examination has been updated in the area of infection control, as well as all other content areas.

If you have any questions regarding registration IBEC Study Guide, or the CPE exam, contact: Patsy Kirby, CPE, Director, IBEC at: 707-777-5315 or via email at: ibecaea@electrology.com.

Order the Study Guide Online at: ELECTROLOGY.COM/IBEC

..... IBEC Study Guide Order Form

Please send me a copy of the IBEC Study Guide.

Name _____

Address _____

Phone (home) _____ (business) _____

Enclosed is my check in the amount of \$80.00 made payable to AEA. Canadian orders \$95.00. Other countries \$105.00. Monies are not refundable or returnable. Do not send cash.

•• Clip and mail to Rita Souza, CPE, 46 Derry Street, #3, Hudson, NH 03051 ••

PLEASE – Do not send via Federal Express, or any carrier requiring a signature.

This will delay the shipment of your order!

**International Board of
Electrologist Certification**

Rita Souza, CPE

46 Derry Street, #3

Hudson, NH 03051