

**INTERNATIONAL BOARD
OF
ELECTROLOGIST CERTIFICATION
CPE TEST BULLETIN**

**INCLUDING TEST REGISTRATION FORM
REGISTRATION DEADLINE - 9/27/2011**



**BOARD CERTIFICATION
FOR ELECTROLOGISTS
2011**

Sponsored by the American Electrology Association - Founded in 1958
Series V (2007 - 2011) **Retain this Bulletin**

CERTIFIED PROFESSIONAL ELECTROLOGIST CREDENTIAL

Welcome to the fifth generation of the Certified Professional Electrologist (CPE) examination and to the IBEC *Study Guide*. An order form for the *Study Guide* can be found on page 15 of this Bulletin.

IMPORTANT: Please read this Bulletin carefully and retain it until after you have received your results. This Bulletin contains important information you will need concerning the test, when to expect test results, who to call, etcetera.

If you have any questions regarding the information contained in this Test Bulletin, the CPE exam, or the registration form on page 13, contact me via phone or email. Board certification shows a commitment to excellence; I want to assist in every way possible to help achieve that goal.

RECERTIFICATION NOTICE

The year 2011 marks the fifth administration of the fifth 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.

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

A "CPE's Guide to Recertification" will be sent to those who successfully pass the CPE examination. For additional information on recertification, contact Debbie Malacina, CPE, Director of the Office of Continuing Education (OCE), 8324 S. Newland Avenue, Burbank, IL 60459. Telephone: 708-599-9948; fax: 708-599-3172; email: cercaea@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

Leigh Henry, LE, CPE

Director, IBEC

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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

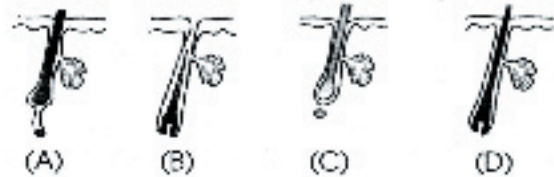
5. The two sublayers of the dermis are the

- (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

Important Points

1. Register as early as possible before the deadline of **September 27, 2011**.
2. Use only the registration form provided in this Test Bulletin; please print clearly.
3. Check to be sure your registration form is complete, including all required documentation.
4. Enclose the correct payment. **A certified bank check or money order in U.S. dollars**, made payable to PROMETRIC (IBEC/AEA), for the appropriate examination fee must accompany the registration form. **DO NOT SEND CASH, PERSONAL CHECK, OR BUSINESS CHECK.** Credit cards are not accepted. The fee is \$275. for AEA members taking the examination in English in the U.S.; \$325. for non-members.
5. Keep this Test Bulletin. It contains information you may need after registering. If you must correspond with PROMETRIC or IBEC please be sure to give your name and all identifying information exactly as you entered it on your registration form.
6. You will be notified by email that your registration has been received. If you do not have email, you will receive verification via telephone.

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 fifth generation of exams. Ancillary texts such as *Cosmetic and Medical Electrolysis & Temporary Hair Removal* by Richards & Meharg, *Electrolysis, Thermolysis And The Blend* by Hinkel & Lund, 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.

REQUIREMENTS FOR CERTIFICATION EXAMINATION

Certification examinations are open to all electrologists who meet the following criteria. In order to be processed, the registration form **MUST** be accompanied with the following documentation:

- A. If applicant resides in a licensed state
 1. a photocopy of state electrology license
- B. If applicant resides in an unlicensed state
 1. 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 registration. PROMETRIC must receive copies of certificates no later than the registration deadline.

OR 2. a NOTARIZED AFFIDAVIT from an instructor, who is a CPE, indicating number of hours completed (320 minimum 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 applicants must provide proof of residency such as a photocopy of driver's license.

An eligible electrologist is defined as one who has met all necessary requirements in the state in which legal residence is maintained.

*In 2008 the educational requirements increased. However, electrologists from unlicensed states who have been practicing for at least two years from the date of the exam, and have a minimum of 120 hours documented training, either at a school of electrology or by an instructor who is a CPE, will qualify to take the exam with proof of practice, such as a notarized statement from an employer, or advertising copy, etc., dated at least two years previous. The transition period will be effective for the current generation of exams, up to and including 2011.

WHERE TO TAKE THE EXAMINATION

IBEC offers the certification examination in the U.S. immediately prior to the AEA Annual Convention. Electrologists successful in passing the exam will receive CEUs awarded at the convention, provided they are paid attendees and attendance at the lectures is documented.

Testing Date: Thursday, October 27, 2011

Check-In: 1:30 PM - Test: 2:00-4:30 PM

Test Center Code: AEA-2008

Test Location: *Gaylord Opryland Resort & Convention Center, Nashville, Tennessee

If you have not received email or telephone verification within three weeks of mailing your application, email ibecaea@electrology.com or phone Leigh Henry, CPE at 281-733-2785.

***Be sure to mention the AEA Convention when making hotel reservations. Cutoff for special room rate is October 4, 2011**

If you need to contact PROMETRIC via email:

ibec.registrations@prometric.com

Individuals with Special Testing Needs

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 and/or mark the answer sheet, extended time, and/or a separate testing room.

When submitting your registration form, include a separate letter describing your disability or special need and the adaptations you are requesting. Documentation from a physician or appropriate authority is required to confirm your special needs.

After reviewing requests, PROMETRIC will send a letter confirming any special arrangements. There are no charges for these special arrangements. PROMETRIC can be contacted at:

PROMETRIC
IBEC/AEA Registration
1260 Energy Lane
St Paul, MN 55108

Refunds

If you cancel your registration before the examination date, you will receive:

- Full refund if a written request is postmarked two months or more before the examination date.
- 50 percent refund if your written request is postmarked two weeks to two months before the examination date.
- Less than two weeks notification will not receive a refund.
- NO REFUND will be made to those who do not appear to take the examination as scheduled.
- NO REFUND or credit is made to those who fail the examination. A new registration form and fee must be submitted to re-test.

Admission to the Test Center

Arrive at the Test Center at 1:30 PM. You will need some form of identification bearing your signature and a recent photograph, such as a driver's license or a passport. The supervisor will accept a driver's license or other identification with your signature and such descriptive information as height, weight, and eye color. Social Security and draft cards are not acceptable. You will be admitted to the Test Center only if your name is on the roster and you have a government-issued ID with your photo and signature. **The name on your ID must match the name on your registration form.**

At the Test Center

The following regulations and procedures are observed at every Test Center:

- The test will be administered only on the day and at the time scheduled. **Candidates may not be admitted to a testing room after the test session has begun.**
- Candidates should take three or four sharpened soft lead (No. 2) pencils and a good eraser to the Test Center. Pencils and erasers may not be furnished.
- The session will last 2 1/2 hours.
- Candidates may use a watch to pace their time. No candidate will be permitted to continue the test beyond the established time limit (2 1/2 hours).
- Only answers marked on the answer sheet will be scored. Answers marked in the test booklet will not be scored.
- No questions concerning the content of the examination may be asked during the testing period. Candidates should listen carefully to the instructions given by the supervisor and read the directions in the test booklet thoroughly.
- Books, calculators, rulers, and papers of any kind may not be taken into the examination room. Supervisors will not permit anyone found using such materials to continue the test.

- Dictionaries – Only English/Foreign Language dictionaries will be allowed in the exam room. The dictionary may consist of word translation only; it is not to have definitions. Request for use of dictionaries must be made at the time of registration so that PROMETRIC may notify the supervisor. The supervisor will inspect the dictionary before the candidate is admitted to the testing room and before the candidate has been excused from the testing room once the test has been completed.
- Scratch work may be done in the margins of the test booklets. Scratch paper is not permitted.
- Food or beverages are not allowed in the testing room.
- A candidate who wishes to leave the room during the test administration must obtain the supervisor's permission. The time lost will not be made up.
- A supervisor will dismiss a candidate from the test administration for any of the following reasons:
 - A candidate's admission to the Test Center is unauthorized.
 - An individual impersonates another.
 - An individual uses a name other than his/her own.
 - A candidate attempts to remove or reproduce test materials or notes from the examination room (see copyright notice).
 - A candidate engages in misconduct, including, but not limited to, disruptive behavior, giving or receiving help, not following the regulations of the Test Center, or other unacceptable behavior.

Individual Examination Misconduct

Examinations prepared by the International Board of Electrologist Certification (IBEC) and administered by PROMETRIC are competitive, and no misconduct will be permitted.

Any candidate who does not have positive identification, or who uses unauthorized aids, or who does not follow the testing procedures, will be dismissed from the Test Center. IBEC may choose to have the test scores of such candidates cancelled.

Completing Identification Information on the Answer Sheet

The supervisor will give you instructions for entering identification information on your answer sheet. All such information must be entered correctly or your scores may be delayed.

Taking the Test

The examination consists of multiple-choice questions. When you receive the test booklet, read the directions carefully and be certain you understand them before attempting to answer the questions that follow.

Your scores are determined by the number of questions you answer correctly; there is no penalty for incorrect answers. Therefore, it is to your advantage to answer every question. On difficult questions, mark the answer you think is correct and place a check mark in the booklet beside the question number so you can find it quickly if you have time later to check your work.

You will record your answers on a separate answer sheet; no credit will be given for an answer written or indicated in the test booklet. For each question, you should decide which one of the four suggested answers is best and then darken the appropriately lettered space on your answer sheet.

Multiple responses to a single question will be scored as incorrect. Therefore, if you change an answer, be certain that any previous mark for that question is erased completely.

Security

To protect the security of the examination and maintain the validity of the scores, you will be asked to sign a statement on the answer sheet

certifying that you are the person whose name appears on the answer sheet and that you will not copy or retain examination questions or transmit them in any form to anyone else.

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, please write to PROMETRIC at the following address:

PROMETRIC IBEC/AEA
1260 Energy Lane
St. Paul, MN 55108

In all correspondence be certain to give your name and address. If your questions or comments concern a test you have already taken, you should also include the name of the test, the date you took the test, the location of your Test Center and your registration number. PROMETRIC will investigate each complaint and reply to your questions or comments.

YOUR SCORES

Cancellation of Scores

If, after taking the examination, you decide for any reason that you do not want your scores reported, you may either tell the Test Center supervisor before you leave the testing room and complete a Request for Score Cancellation form, or write to PROMETRIC to request that your scores be cancelled. Be certain to sign your form or letter. Unsigned requests for score cancellation will not be honored.

Your request must reach PROMETRIC within seven days after the test date; requests received later than that cannot be honored.

No refund of any fees will be made, and a new registration form and fee must be submitted to retake the examination. Cancelled scores will not be reported to you or to IBEC and no record of the scores will be made by PROMETRIC.

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?

Approximately four to six weeks after the test date, PROMETRIC will mail test results to all candidates at the same time. To preserve confidentiality, test results will not be given over the telephone, either by IBEC or PROMETRIC. If you wish to obtain a duplicate copy of your test results, please write directly to PROMETRIC. Please DO NOT call IBEC for your results unless six weeks have elapsed.

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.

What Will Your Test Results Tell You?

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.

Verification of Scores and Personal Data

If you receive a failing score on the CPE test, you may request re-scoring of your answer sheet. This process ensures that no stray pencil marks, multiple responses or other conditions have interfered with computer scoring. Requests for hand scoring must be made in writing to PROMETRIC within three months after the examination is administered. The fee for this service is \$10.00. A check payable to PROMETRIC must be enclosed with your request. Requests for re-scoring sent without a signature or the exact fee will be returned to you. Requests received more than three months after the test date will not be honored.

REGISTRATION DEADLINE

SEPTEMBER 27, 2011

CONVENTION INFORMATION

Contact Lydia Justice, CPE for convention registration information - 925-875-1690 or email Bhairless@comcast.net (subject line: convention), or register online at:

electrology.com/electrologist/convention.html

MEMBERSHIP INFORMATION

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

Questions about new membership? Contact Leslie Cody, CPE - 802-879-1898 or email infoaea@electrology.com.

Questions about membership renewal? Contact Linda Sammel, CPE - 760-309-2220 or email databankaea@electrology.com.



INSTRUCTIONS FOR COMPLETING THE REGISTRATION FORM

In order to properly register and to avoid delay or cancellation of your registration, it is important that you complete the registration form carefully and correctly.

Biographical information is needed to assist in our Test Development and Research efforts. Any data you provide will remain confidential. Failure to respond to these items will not affect your scores.

The following instructions are numbered to correspond with the numbers on the registration form. Please read carefully and be sure to include the necessary documentation when mailing your registration form to PROMETRIC. **Registration forms may be returned for incompleteness or missing documentation.**

1. NAME – Print your last name, first name and middle initial. (If you are known primarily by your middle name, put your first initial, a space and your middle name in the first name field; then leave the middle initial field blank.) Your name on the registration form must match the government issued ID, containing your photo and signature, that you will be presenting at the Test Center.

2. ADDRESS – Print only one number or letter to a box and skip a box where a space would normally appear. Be sure to enter the United States zip postal code in the appropriate boxes.

3. DATE OF BIRTH – Enter date of birth.

4. HOME TELEPHONE NUMBER – Enter your area code and home telephone number and email address (if applicable).

5. TEST DATE – Already entered on the form.

6. TEST CENTER – Already entered on the form.

7. This item is self-explanatory.

8. UNLICENSED STATE – Residents of unlicensed states must include a photocopy of their 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 registration. PROMETRIC must receive copies of certificates no later than the registration deadline.

OR - A notarized affidavit from an instructor, who is a CPE, indicating number of hours completed (320 minimum 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, etcetera).

AND - Proof of residency such as photocopy of driver's license.

9. RECERTIFYING – If recertifying, without a lapse, enter your CPE number. No other certification credential will be accepted as a substitute.

10. LICENSED STATE – Enter electrology license number and include a photocopy of your current license.

AND - Proof of residency such as a photocopy of driver's license.

11. This item is self-explanatory.

12. SELF-DESCRIPTION – Completion is optional.

13. This item is self-explanatory.

14. AFFIRMATION – The affirmation must be signed; a registration form received with an unsigned affirmation will be returned to the applicant.

In order to maintain the integrity and security of the CPE examination, candidates will be admitted by prior registration ONLY. No walk-ins are allowed.

*See page 7 for explanation.

INTERNATIONAL BOARD OF ELECTROLOGIST
CERTIFICATION
Certified Professional Electrologist Exam

CPE REGISTRATION FORM
REGISTRATION DEADLINE
Form and fee must be received by September 27, 2011
 FEE: \$275 AEA MEMBER; \$325 NON-MEMBER.

1. NAME	LAST NAME										FIRST NAME										MI
2. HOME ADDRESS	NUMBER AND STREET																				
	ADDITIONAL INFORMATION IF NECESSARY FOR DELIVERY																				
	CITY										STATE	ZIP OR POSTAL CODE									
COUNTRY																					
3. BIRTH DATE (Optional)	MONTH	DAY	YEAR	4. TELEPHONE # () _____																	
				EMAIL ADDRESS _____																	
5 TEST DATE	MONTH	DAY	YEAR	6. TEST CENTER				CODE				NASHVILLE TN									
	1	0	2	7	1	1	AEA Convention				2	0	0	8	CITY STATE						

<p>7. Have you previously taken the CPE exam? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, have you ever failed? <input type="checkbox"/> YES <input type="checkbox"/> NO Date test taken: _____</p>	<p>8. Residents of unlicensed states must include a photocopy of certificate of completion from a school of electrology with date of graduation and number of hours completed (320 minimum*). You must have graduated from school prior to registration. PROMETRIC must receive copies of certificates no later than the registration deadline.</p> <p>OR a notarized affidavit from an instructor, who is a CPE, indicating the number of hours completed (320 minimum required*), and proof that trained electrologist has been in practice for one year following completion of hours (i.e., notarized statement from employer, photocopy of advertising dated one year previous to completing registration form, etc.)</p> <p>AND - proof of residency such as a photocopy of driver's license</p>
<p>9. If recertifying, record your CPE number and year certified: _____ Year _____</p>	
<p>10. If practicing in a licensed state, record your electrology license number and include a photocopy of this license. _____ AND - proof of residency such as a photocopy of driver's license</p>	
<p>11. Sex <input type="checkbox"/> Female <input type="checkbox"/> Male</p>	
<p>12. Self-description (optional) <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Other Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Black (not Hispanic) <input type="checkbox"/> White (not Hispanic) <input type="checkbox"/> Chicano/Mexican American <input type="checkbox"/> Other _____</p>	<p>14. Affirmation: By signing and submitting this registration form, I accept the conditions set forth in the Test Bulletin concerning the administration of the test, the reporting of the test scores and the certification process and policies. I certify that the information contained in this application is true, complete and correct to the best of my knowledge and is provided in good faith. I further understand that if any information is later determined to be false, IBEC reserves the right to revoke any certification that has been granted on the basis thereof and that no refund of fees will be made.</p>
<p>13. Total Fee Enclosed \$ _____ Do not send cash or personal/business check. No credit cards accepted. Certified bank check or money order in U.S. currency only.</p>	

- After you complete the registration form, check carefully for accuracy and completeness. **NO INCOMPLETE REGISTRATION FORMS WILL BE ACCEPTED.**
- Attach a certified bank check or money order for the correct fee in U.S. dollars made payable to PROMETRIC (IBEC/AEA). Do not send cash, personal check, or business check. Credit cards will not be accepted.
- If you are applying to take the examination for CPE recertification purposes, please complete Question 9 on the application. If you are certified by any program other than IBEC, do not complete Question 9.
- To ensure prompt delivery, if you are mailing shortly before the deadline, consider sending it overnight guaranteed delivery or via priority mail.

**MAIL THIS REGISTRATION FORM, THE APPROPRIATE FEE,
AND ALL DOCUMENTATION TO:**

Prometric
IBEC/AEA Registration
1260 Energy Lane
St. Paul, MN 55108

IBEC, a special and autonomous committee of the AEA, is pleased to present the fifth 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, please complete the form below, enclose a check in the amount of \$65.00 (\$60.00 + \$5.00 shipping) made payable to AEA and mail to Rita Souza, CPE, 46 Derry Road, #8, Hudson, NH 03051. Please allow up to three weeks for delivery.

As with prior generations, new test development was conducted for 2007-2011 because the shelf life of our legally-defensible certification test is five years and recertification requires a new test product. The 2007-2011 examination has been updated in the area of infection control as well as all other content areas.

If you have any questions regarding the registration form, *IBEC Study Guide*, or the CPE exam, contact Leigh Henry, CPE, Director, IBEC at 281-733-2785 or via email at ibecaea@electrology.com.

..... 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 \$65.00 made payable to AEA. Canadian orders \$70.00. Other countries \$80.00. Monies are not refundable or returnable. Please do not send cash.

____ MC, VISA, or Discover # _____ Exp. date _____

Signature _____

... Clip and mail to Rita Souza, CPE, 46 Derry Road, #8, Hudson, NH 03051 ...

American Electrology Association
Annual Convention & Exhibitors' Showcase

OCTOBER 28-30, 2011

1.5 CEUs pending

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RESORT & CONVENTION CENTER

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The Boot!



For Non-members ONLY!

Complete the form below to receive
the NASHVILLE Convention Brochure

Name _____
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Mail to: Lydia Justice, CPE
6906 Village Pkwy #A
Dublin CA 94568

Register on-line at: electrology.com/electrologist/convention.html