



Association of Beauty Therapy & Cosmetology (India) Certification

Rules for ABTC Exam

Number of Students

Minimum 6 and maximum 10 students are required for forming a batch. In each city groups can be formed by individual teachers.

Fees for Exam

Each candidate must issue a demand draft of Rs 6000/- one month prior to the examination, in the name of Association of beauty therapy & cosmetology (India). Any other form eg. cash or part payment will not be accepted.

Syllabus and MCQ Bank

Syllabus & new MCQ bank is available with ABTC office. The fees of which is Rs 500/-
Candidates can appear independently, after taking the syllabus etc from association office.

Life Membership

All successful candidates who pass the exam will get life membership.

Exam Day Expenses and Venue

- However on the day of the exam, all expenses of the day have to be shared by all candidates.
- Light lunch, tea & coffee must be given to all candidates, models & the examiner.
- If any hotel accommodation is required, it will be borne by the school or the group. The information of which must be sent to the examiner & the office 7 days before the exam.
- The address of the examination venue must be informed to the office. The office will inform the examiner. Keeping mobile numbers of schools or their representatives is very essential. The phone numbers of education in charge must be kept for any queries.
- No expenses will be paid to the examiner by school. All expenses of examiner will be borne by examiner.
- Strictly no teachers will be allowed in the exam hall.
- Students can appear in English, Marathi, Gujarati and Hindi for the theory paper. All teachers must give the office the number of question papers required in different languages.
- All teachers must ensure that the students get receipts, batches and certificates on completion and passing of examination.
- All teachers must ensure that the syllabus in both theory & practical is covered, before letting the students appear for the examination. Examiners has right to see record keeping in accordance with ABTC syllabus of each candidate appearing for examination.

Machines / Products / Models

- All candidates must bring their own models, machines & products etc.
- Models will be changed during exams.
- Age group of models must be between 20 to 35 years.
- Models must not wear any metal (jewelry)
- All models must permit the students to practice all treatments.
- All models must wear makeup & nail varnish.
- All models must be willing to do eyebrow and waxing
- No food will be provided to the model during the practical exam.

Theory Exams

- MCQ of 100 questions will be given.
- Theory paper will be of 1 hour.
- 60 % is passing in both theory & practical. However If the student gets 58% in theory, that will also be considered as passing, if the candidate does well in the practical exam.
- Students getting marks below 58% will be failed.
- School teachers are allowed to see the question paper on request after exam is over. No question paper will be left behind at the center. All paper work, which is question sheets, answer papers marking sheets must be returned to the office and be kept in the office in Mumbai for record purposes.
- Any grievances must be written and sent to the Association office.
- Schools Report and examiner's report has to be submitted to the office.
- Examiners decision is final.

Practical Exams

Practical exam will be of 3 hours.
Two machines treatments will be shown.
Examiners must note down timings when exam begins & ends.
Examiners can change models.
Examiners must be strict that students maintain hygiene at all times.

Examiners must ask questions to the students:

1. Choice of cleanser	1 question
2. Choice of toner	1 question
3. Choice of deep cleanser	1 question
4. Threading	2 questions
5. 2 machines	
5a. Indication	1 question
5b. Contraindications	1 question
5c. Product	1 question
5d. Machine knowledge	1 question
5e. Type of current	1 question
5f. Benefits	1 question
5g. Precautions	1 question
5h. Dangers	1 question
5i. Sterilization	1 question
6. Benefits of massage	1 question
7. Choice of mask	1 question
8. Sterilization of manicure implements	1 question
9. Waxing	3 questions
10. Make up	2 questions

The exam flow will be as follows :

1. Cleansing	8 mins
2. Toning	2 mins
3. Skin analysis	15 mins
4. Deep cleansing	10 mins
5. Threading	10 mins
6. 1st machine	20 mins
7. 2nd machine	20 mins
8. Face massage	20 mins
9. Face mask	10 mins
10. Manicure	15 mins
11. Waxing	30 mins
12. Make up	20 mins
Total minutes	180 mins (3 Hrs)

Examiners Rules

- Examiners will be selected after they pass the written test for a period of 1 year.
- Every year new examiners will be selected after they successfully pass the exam.
- All examiners and teachers must attend an induction program as well as the educative refresher program. If they do not then they cannot be examiners nor take students.
- All examiners will be sent in rotation only. They must be willing to travel at short notice. Those examiners who fail to come at the last minute will not be considered again. This causes a lot of chaos at the office and to arrange a list minute examiner is very difficult.
- Examiners represent the Association hence they must be very professional in their approach. (Examiners must follow code of conduct of ABTC)
- No examiner will promote herself or her school.
- Examiners will get Rs 3000/- for conducting a one day exam, this will include all travel expenses.
- All complaints must come in writing no verbal complaints will be entertained.
- A group photograph of candidates, instructors and examiner must be taken for keeping as a record at the association office. (Photograph of each exam must be submitted to ABTC office by every teacher and every school.)
- If a student fails, if in doubt consult the teacher. Each examiner must submit in writing the reason why the student failed.
- If the teacher is not upto the mark as her students have performed poorly, a letter of warning will be issued. To avoid such a situation all teachers must attend the induction & educative seminar conducted by the association.
- All examiners will be issued laminated identity badges with photographs, which they must wear when they go to examine.
- Examiners must ensure that there are adequate number of machines & products available during the exam.

Examiners must check the following documents:

1. Students original I.D.
2. Student examination form
3. Manual of syllabus covered.
4. Proof of at least 350 hours of practical training.
5. 20 filled analysis forms—checked & signed by teachers or individual.
6. Individual students must also show 20 filled analysis forms and make a manual.
7. Individual students must also have attended an induction course, after paying Rs 6,000/-
8. Exam must be conducted in 1 single room.
9. Panels of invigilators are selected who can visit the premises when exams are going on to ensure that both teachers & examiners are following ABTC rules.

Rules for Teachers who take exams of ABTC Students & Individuals

- If new teachers want their candidates to appear for exams they will undergo training after a group has been collected. But they will have to pay Rs 6,000/- as a deposit, which will be adjusted later when their students appear for exams. This is a precautionary measure to prevent malpractice.
- All individual candidates can approach the ABTC office for guidance.
- If teachers have any doubts about syllabus or any other matter please write down the complaint and send to the office. No verbal complaints will be entertained.
- Each teacher must attend the induction & refresher course.
- Examination request form must reach office 1 month prior to exam.
- All ABTC exam forms must reach the office 1 month prior to exam.
- Individual Demand drafts of Rs 6,000/- in the name of the student only will be accepted by ABTC office.
- All teachers must pay Rs 1000/- per student in a single draft to ABTC by Demand Draft.
- The exam must be conducted in 1 room only.
- Models will be changed.
- All models must wear make-up and nail varnish prior to the exam.
- Models must be willing to let any candidate work on her.
- Models must not have a neither very sensitive skin nor active acne or sever pigmentation.
- All students must present a manual covering the syllabus to the examiner.
- At least 350 hours of training is necessary, a proof of which must be submitted and duly signed by the teachers and students.
- However if individuals apply, they are responsible also for producing a manual and proof of practical's by submitting at least 25 facial analysis forms to support their claim. Facial analysis submission is essential for all candidates.
- Hygiene is of utmost importance. Students will fail if they cannot perform machine treatments properly or do not have sufficient practical or theoretical knowledge of the same.

Rules for Candidates who appear for ABTC Examinations.

1. All candidates must fill ABTC examination form and write full address and telephone number + email id if any.
2. Please submit 3 colored photographs.
3. Xerox of ID while submitting the form.
4. All candidates must wear lab coats.
5. All candidates must wear batches with their photographs on it.
6. Original ID must be shown to examiner.
7. Candidates must be professionally turned out, with light make-up on.
8. Personal hygiene is very important, especially oral & underarm hygiene.
9. No jewelry or watches should be worn.
10. Candidates should have short nails and should not wear nail polish.
11. Hair should be neatly tied in a bun.
12. Candidates must bring their own models (preferably between the age of 25 years to 40 years)
13. All students must make a manual of the syllabus covered. This document must be signed and assessed by the teacher.
14. Individual candidates must submit a manual to be shown to the examiner.
15. Candidates must not argue with examiner.
16. All candidates must have the copy and book of ABTC syllabus to be obtained from the Mumbai office.
17. Rs. 6,000/- must be paid to ABTC office by demand draft. A life membership certificate will be issued to the student after she successfully passes both her theory & practical exams. It will be withheld by association office in case she or he fails.
18. No verbal complaints will be entertained by the office. Please submit the same in writing.

ASSOCIATION OF BEAUTY THERAPY & COSMETOLOGY (INDIA)

Keeping in mind International trends & techniques the Association has decided to conduct only one module for ABTC certification:

Aims

To give qualified skin therapists who have already done the basic & advance beauty course an opportunity to gain recognition by appearing for the ABTC certificate examination. All schools can give an additional certificate by making their students appear for the ABTC exam. Individual candidates can appear independently for this exam.

Exam Fees : RS 6000/- (Life Membership will be Free)

To give qualified skin therapists who have already done the basic & advance beauty course an opportunity to gain recognition by appearing for the ABTC certificate examination. All schools can give an additional certificate by making their students appear for the ABTC exam. Individual candidates can appear independently for this exam.

Examinations will be conducted only specific times of the year in the following cities:

January / March / May / July / September / November

- 1st week in Mumbai
- 2nd week in Pune
- 3rd week in Solapur, Kolhapur, Satara, Sangli., Nasik, etc
- 4th week in other cities as per requirement

Practical Exam: 3 Hours

Timing :	10 pm to 01 pm	Facial Module / Day Makeup
Lunch :	01 pm to 02 pm	

Theory Paper - 1 Hour (100 Questions)

Timing:	02 pm to 04 pm
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Results: 4 pm

ABTC Beauty Therapy Exam Report

Date : _____ / _____ / _____
 City : _____
 Name of Examiner : _____
 Address where exam was held : _____

 Names of Teachers : _____
 : _____
 : _____

Examination Results

Examination	Practicals Exam	Retakers	Written exams MCQ	Retakers
Total number on candidates				
Number of candidates passed				
Number of candidates failed				

Exam Timetable

Examination	Time Commenced	Time Completed	Comments
Written MCQ			
Practicals - Facial			

ABTC Documents

Items	Satisfactory	Non Satisfactory	Comments
Attendance Record			
Student ID Checked			
Attendance Record			
Written Tests 4			
Proof of Practical			
Student Admission Forms			
Analysis Forms 25			
MCQ Bank			

Examiners Report

Examination	Excellent	Good	Satisfactory	Poor	Comments
Candidates Hygiene					
Presentation of Trolley					
Analysis Form					
Cleansing					
Deep Cleansing					
1st Electrical Treatment					
2nd Electrical Treatment					
Face Massage					
Mask Application					
Makeup					
Manicure					
Home Care					
Organisation of Practical Exam					

Place & Date _____ **Examiner's Signature** _____

Student Application Form for ABTC Exam (Please type or write in block letters)

Date : _____ / _____ / _____
 Name: Mr. / Ms. / Mrs. : _____
 Date OF Birth : _____
 Residence / Parlour address where we can communicate
 Name of Society : _____
 Name of Building : _____
 Flat No. : _____
 Floor : _____
 Road Name or No. : _____
 City : _____
 Pin code No. : _____
 State : _____
 Mobile No. : _____
 Residence No. : _____
 Office No. : _____
 Email ID : _____
 Signature of Student _____

ABTC Facial Exam Analysis Form

Candidate No : _____
 Date : _____ / _____ / _____
 Name: Mr. / Ms. / Mrs. : _____
 Date OF Birth : _____
 Address : _____

 Telephone No. : _____
 Medical History : _____
 Medication : _____
 Contra-Indications : _____
 Skin Type : Normal / Oily / Dry / Mature / Sensitive / Combination
 Indicate Sebum Areas : Forehead / Nose / Cheeks / Neck
 Moisture Levels : Low / Average / High
 Sebum Levels : Low / Average / High
 Sensitivity : Normal / Sensitive / Hyper Sensitive
 Facial Hair : _____
Products & Machines Used :
 Cleanser / Toner : _____
 Deep Cleanser Product / Method : _____
 Main Machine 1 / Product : _____
 Purpose : _____
 Main machine 2 / Product : _____
 Purpose : _____
 Facial Massage Product : _____
 Benefits : _____
 Mask/ Ingredients : _____
 Benefits : _____
 Home Care: (Skin Care) : _____
 Diet : _____

Top most importance shall be given to Safety and Hygiene throughout the Examination. Overall students ability to analyze (understanding of products, correct use of tools, machines and understanding contra-indications) shall be checked.