CANDIDATE INFORMATION BULLETIN
# Table of Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>About</td>
</tr>
<tr>
<td>4</td>
<td>Requirements</td>
</tr>
<tr>
<td>5</td>
<td>Code of Ethics</td>
</tr>
<tr>
<td>6</td>
<td>Exam Domains</td>
</tr>
<tr>
<td>7</td>
<td>Resource List</td>
</tr>
<tr>
<td>8</td>
<td>BBP Classes</td>
</tr>
<tr>
<td>9</td>
<td>Practice Questions</td>
</tr>
<tr>
<td>10-11</td>
<td>Day of the Exam</td>
</tr>
<tr>
<td>12-13</td>
<td>Questions &amp; Answers</td>
</tr>
<tr>
<td>14-15</td>
<td>Exam Application</td>
</tr>
</tbody>
</table>

The CPCP exam and packet contents are the property of the SPCP © 2004-2020
All rights reserved.
ABOUT THE SOCIETY OF PERMANENT COSMETIC PROFESSIONALS

The Society of Permanent Cosmetic Professionals (SPCP) represents those in the industry who are dedicated to promoting the ideals and standards of the SPCP, offering permanent cosmetics that are conducted in accordance with safety standards specific to the permanent cosmetic process, and those who stay abreast of and participate in industry activities.

Our Mission: The Society of Permanent Cosmetic Professionals is dedicated to promoting permanent cosmetic safety, excellence, and professional standards by providing education, certification, and industry guidelines.

THE CERTIFIED PERMANENT COSMETIC PROFESSIONAL EXAM

The CPCP examination was developed to support the growing need of the permanent cosmetic industry in 2004. Having achieved CPCP status, and proudly displaying the acronym after one’s name demonstrates a distinct level of knowledge and dedication to the industry. CPCP certificants are held in the highest regard by industry peers and clientele in this very competitive industry.
CANDIDATE REQUIREMENTS FOR EXAMINATION

Technician members of the SPCP are not required to take the CPCP examination in order to maintain membership; nonmembers may take the examination without being members even though member eligibility is required. This means a candidate must accept and abide by the SPCP Code of Ethics.

OTHER REQUIREMENTS

- A course of study in the field of permanent cosmetics of not less than 100 hours at the fundamental level. If less than 100 hours, continuing education specific to the industry must be accumulated to achieve 100 hours total. Proof of hours are required. If they are not listed on a certificate, a short note from the trainer specifying hours is acceptable.

- A certificate from a current Bloodborne Pathogens (BBP) class. Classes must be industry specific. OSHA Standard is required if the candidate works in the USA.

- The candidate must be currently active in the permanent cosmetics industry or has recently completed a training program or apprenticeship.

- A completed application is required with a copy of a photo ID, documentation of classes and/or continuing education, proof of the Bloodborne Pathogens Class, and the required fees. The application must be in the SPCP office 14 days before the exam. An incomplete submission will not be processed.

- Do not send membership certificates or copies of certificates from other programs or industries such as cosmetology, esthetics, nursing, etc.
1. Members are to maintain high ethical professional standards consistent with sound practices, regulatory requirements, and SPCP guidelines.

2. Members will strive to promote the mission of the Society and encourage a cohesive relationship throughout the cosmetic tattoo industry.

3. Members agree to only offer procedures they have been trained to perform with hands-on oversight.

4. Members recognize the importance of continuing education to upgrade and improve their knowledge and skills.

5. a. Members will only use products that are professionally manufactured and follow all regulations for their use.
   b. Members who are manufacturers and/or distributors of equipment or supplies, including pigments and anesthetics, agree not to provide false or misleading statements and will fully disclose all ingredients.

6. Members will utilize safe practices of disinfection and sterilization of all machine, device, or other components that can potentially be contaminated by bloodborne pathogens. Disposable parts, including needles, will not be reused, nor will manual device handles be detached from needle groupings prior to disposal.

7. Members agree that permanent cosmetics/makeup/microblading procedures, among other names for depositing pigment into the skin with a needle is tattooing and is not to be considered a semi-permanent nor a fully painless process.

8. Members will make no false or misleading statements to the public through material; including but not limited to: websites, social media, brochures, or forms regarding the process of tattooing.

9. Members agree that technicians who are not a licensed medical professional shall not participate in any behavior that could be construed as diagnosing and that the client’s health and privacy of records in accordance with regulatory requirements are protected at all times.

10. Members who conduct fundamental training agree that programs at the fundamental level shall be a minimum of 100 hours (Not less than a minimum of 65 classroom hours) in duration and shall include practical components under direct instructor supervision. Only trainer members may use SPCP logos in association with training.

11. Members agree that Society or fellow member materials, including items such as articles, videos, handouts, images, and membership lists may not be used without written authorization from the SPCP, or the member owning the materials.

12. Members agree that in the event of a lapse in SPCP membership or CPCP certification, they will remove all associated logos and references within fourteen days of expiration.

Amended 3/20/2018
EXAM DOMAINS

**Infection Control** consists of: prevention cross contamination, hand washing, specific infection control terminology/definitions (such as sepsis, asepsis, sanitation, sterilization, etc.), methods of transmission of infections, knowledge of herpes virus, hepatitis virus, and other bloodborne pathogens and other potentially infectious materials, etc.

**Pigments/Inks** consist of: color theory (traditional color theory, permanent cosmetics color theory, and differences), undertones, color correction, pigment ingredients (powders, organic, inorganic, carrier/hydrating solutions, etc.), pigment/ink allergic reaction correlation, potential interactions with medical testing equipment, etc.

**Technical Application** consists of: application of theory to practical application (tattoo technique best practices, skin stretching, practical application of color theory, the healing process, color retention, etc.)

**Anatomy & Physiology (A&P)** consists of: terms used to describe the study of related anatomical and physiological characteristics, their purpose and function, healing processes, etc.

**Diseases & Disorders (D&D)** consists of: definitions and characteristics of commonly encountered disorders, methods of transmission, vaccinations, etc.

**Regulations** consists of: health regulations as they may concern permanent cosmetics, regular vs. regulated waste, disposal requirements, and oversight agencies, etc.

**Legal** consists of: legal protection/waivers, scope of practice, insurance/lawyers, documentation/photos, etc.

**Client Management/Documentation** consists of: client comfort, client history and procedure documentation, best practices when working with clients, etc.
The SPCP has developed the Certification Examination at the fundamental level so those professionals, having successfully completed training that meets the CPCP Candidate requirement, and have attended a bloodborne pathogens class, should be able to pass the exam studying training materials.

The following resources have been used as reference materials for the SPCP Certification Examination and can be very helpful for those professionals who would like to review prior taking the exam.

These publications are available through the Society of Permanent Cosmetic Professionals: https://spcp.americommerce.com/

**Primary Resources**

- Principles of Infection Control for the Tattoo Industry

**Also Included**

- Medical Issues for Permanent Cosmetics Technicians
- Esthetics for Permanent Cosmetics
- Client Management Handbook

**SPCP Glossary of Terms**

The purpose of this glossary was originally to assist those who are non-English speaking as their primary language to better understand some common terms used in the US that may not have clear translations into other languages. The glossary has since been expanded and can also serve as a study aid for candidates preparing for the CPCP examination who wish to review terminology. It is available for download from the SPCP website:

https://www.spcp.org/information-for-technicians/glossary-of-industry-terms/

**Bloodborne Pathogens Standard**

BBP classes must be industry-specific for tattooing/permanent cosmetics and a minimum of two hours. If you are taking the CPCP exam at an SPCP event, it is highly recommended you take the live bloodborne class being offered prior to the exam as a good resource for review. Note: If you have any questions regarding the acceptance of a bloodborne class you have taken or plan to take, please contact the SPCP administration office at: admin@spcp.org.

BBP CLASS RESOURCES

Your Training Place
http://yourtrainingplace.com

Cathy Montie
www.cathymontie.com

Eduwhere
http://www.eduwhere.com/team/index.php?groupId=165

Laurna Marika
Lexington, South Carolina
803-315-8017

Sean Brown
Austin, Texas
512-994-4465

Hector Guisa
Mexico City - Spanish Classes
55-52-64-69-13
1. Which of the following is the most effective way to destroy both bacteria and spores?
   a) Antiseptics
   b) Germicides
   c) Sterilization
   d) Soap and hot water

2. Autoimmune disorders open a client to a higher risk of infection because
   a) the client will be tired all the time and not follow aftercare procedures
   b) the client does not have a healthy or dependable immune system
   c) the client may not be able to return for their follow-up appointment.
   d) the client may require prescription-level aftercare products.

3. After a technician and client have agreed on a pigment/ink, the technician notices that the pigment/ink is somewhat dehydrated or thicker than desired. The technician would most appropriately re-hydrate the pigment/ink with
   a) bottled drinking water or water filtered to remove impurities
   b) a hydrator recommended by the pigment manufacturer
   c) a solution of 70% alcohol, distilled water, and glycerin
   d) a witch hazel solution bottled for professional use

4. When a permanent cosmetic technician neutralizes a color, this means that the color has been
   a) enhanced or made more prominent
   b) mixed with two primary colors
   c) combined with the appropriate complementary color on the color wheel
   d) made to appear softer and lighter by diluting the pigment with a hydrator

5. The hepatitis B virus (HBV) and human immunodeficiency virus (HIV) are both efficiently transmitted by
   a) blood
   b) airborne particles
   c) skin contact
   d) contaminated food

Answers: 1-c, 2-b, 3-b, 4-c, 5-a
Please arrive at the testing facility at least 15 minutes in advance. The time permitted for the completion of the 100-question CPCP Exam test is 90 minutes.

Once the identification process is completed you will not be permitted to leave the testing area for any reason until your exam is completed.

Physical Onsite Requirements:
- You will need to present your ID that was sent with your application at the testing facility.
- Phones must be turned off or put in airplane mode.
- You will be provided an exam booklet, answer sheet, and a pencil with an eraser.
- You will not be permitted to have anything else on the desk other than water and tissues.

Taking the Exam
- Ensure that you complete the personal information section of the answer sheet legibly.
- Your email address must be accurate as this is how you will receive your test results.
- Be sure to fully fill in the selected item response circle A, B, C, or D.
- Erase changed responses very well to avoid confusion as to the selected answer.

EXAMINATION POLICIES:

Cancellation
- If a CPCP candidate must cancel or reschedule, they must do so within 48-hours in advance of their appointment to avoid forfeiture of the exam fee. Exam fees are nonrefundable.

Tardiness
- The candidate must check in 15 minutes before the exam time. After 15 minutes have lapsed, they will be refused examination, may risk their fee, and must reapply for the exam.
The time permitted for the completion of the 100-question CPCP Exam test is 90 minutes. Once the identification process begins you will not be permitted to leave the testing area for any reason until the exam is completed.

Physical Onsite Requirements:
- Computer
- Webcam with the ability of moving it for 360 degree viewing by the proctor, who will also have access to your screen
- Quality internet connection

You will be provided with a link to connect to the exam via email; fifteen minutes before the pre-arranged exam time you will be provided with information to get into a chat with your proctor.
- The proctor will be able to view your desktop, nothing else can be running.
- You will provide your ID that was submitted with the application and the proctor may ask general questions to further verify your identity.
- You will be asked to show your desk area and a 360-degree visual of your surroundings to ensure nothing is present on the desk and no one is in the room with you.
- You will have an opportunity to ask questions before the exam starts.
- Be sure to enter your information exactly as it appeared on the application.
- Your email address must be accurate as this is how you will receive your test results.

During the Exam:
- You will control the pace of the exam and only move to the next question when you desire to; keep in mind that 90 minutes are allotted for 100 questions.
- You will be observed through your webcam by the proctor while you are taking the exam.
- The exam is also recorded.
- If any attempts are made to stray from the exam while in session, a red warning screen comes up and the exam can be stopped.
- The system monitors for unusual test-taking behaviors such as eyes straying from exam.

EXAMINATION POLICIES:

Cancellation
- If a CPCP candidate must cancel or reschedule, they must do so within 48 hours in advance of their appointment to avoid forfeiture of the exam fee. Exam fees are nonrefundable.

Tardiness
- The candidate must check in 15 minutes before the exam time. After 15 minutes have lapsed, they will be refused examination, risk their fee, and must reapply for the exam.
Do I need to be a member to take the CPCP exam?

No, membership is not required; however, members are awarded a generous discount.

Is the CPCP Examination required for membership?

The CPCP exam is not mandatory; it is a voluntary credentialing exam. If you choose not to take the exam, that decision does not prevent you from being a member, nor will it replace the membership provisions if the exam is taken. Note: The CPCP credential is required for trainer members.

Why has the SPCP elected to offer a certification examination?

The exam was originally planned as an examination to be used by SPCP trainer members to demonstrate core knowledge. Technician members asked us to provide a professionally developed and objective exam as a non-biased credential available to all who qualify. They wanted the credibility of a valid certification rather than only having a certificate of completion from training.

What does this mean?

This type of examination tests the candidate’s knowledge or competencies against that of their peers. Certification is a formal recognition of comprehension of a specific body of knowledge demonstrated at the examination time and becomes a long-term investment in a professional’s career.

How was the examination developed?

After three years of writing questions or items based on current reference materials in our industry and obtaining feedback, the SPCP contracted the services of Reasoning, Inc., a professional test development company, well known in the testing community. Through experience with statistical feedback on many thousands of test items, they have developed an unparalleled understanding of the psychometric consequences of particular wordings and turns of phrase. These understandings are incorporated into the CPCP exam to provide us with the highest possible degree of security. The final step was the development of a pass or fail standard through the cut-score method. The exam is kept up to date in our ever-changing industry through on-going item writing by subject matter experts and cut-score meetings.
Why has the SPCP chosen not to employ elements of hands-on testing, including chart review or photos of procedural work as part of the certification process?

Research has revealed there are no consistent ways for the SPCP to conduct hands-on testing or to review photos of cosmetic tattooing and remain completely objective. Results of testing in this fashion make it extremely difficult to monitor the effectiveness of the candidate or test administrator.

What advantage is there if I am an SPCP member?

Upon passing the CPCP Exam, all candidates will receive a certificate and will be able to use the acronym CPCP after their name and display the CPCP logo. They will be able to state they are a Certified Permanent Cosmetic Professional if they remain in good standing.

Only SPCP members can take the exam and renew certification at a greatly reduced fee. Only SPCP members may additionally display the SPCP logo.

How will I know if I passed?

The exam results will be sent to the email address listed on the application. If you did not pass, you will be informed of the areas of weakness and be eligible to apply for re-testing within one year without showing further proof of education. If you do not successfully pass the exam upon the second attempt, you will need to wait a full calendar year and begin the process over again. The re-test fee is greatly reduced. The current pass rate is 75%. From the 100-question multiple-choice exam, the minimum passing score is 81.

Certification renewal is every two years. Do I need to retake the examination?

If the Certified Permanent Cosmetic Professional (CPCP) complies with the guidelines of accumulating at least 12 hours of continuing education in permanent cosmetics every two years, and remains current with their bloodborne pathogens classes generally annually), the exam does not have to be taken again. A renewal notice will be sent at least six weeks before your certification’s two-year anniversary date. The SPCP must always have a current address since we cannot be responsible for undelivered mail. Failure to renew on time forfeits the right to use the CPCP logo and advertise certification. If the CPCP does not renew on time, re-testing is mandatory, so it is essential to know when your certification expires – listed on the certificate.

How soon will I receive the results of the exam?

The results will be emailed to you within two weeks of taking the exam. If you fail, you will be provided with areas of weakness in the event you wish to study for a repeat exam.
## Section A: Identification

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Date &amp; location where paper exam will be taken</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>SPCP Member</th>
<th>Date &amp; time requested for online exam</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ YES   ☐ NO</td>
<td>Date/Time: Time Zone:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driver’s License Number*</th>
<th>State</th>
<th>OR</th>
<th>Passport Number*</th>
<th>Country</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Primary Language</th>
<th>Exam Language (unindicated will default to English)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ English ☐ Spanish ☐ Korean ☐ Thai</td>
</tr>
</tbody>
</table>

*PHOTOCOPY OF ID MUST BE PROVIDED, DISPLAYING SIGNATURE*

## Section B: Home Address

<table>
<thead>
<tr>
<th>Number</th>
<th>Street</th>
<th>Apt/Suite</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

Email

## Section C: Business Address

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Number</th>
<th>Street</th>
<th>Suite</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

Email (Must be legible)

Website

## Section D: Fundamental Permanent Cosmetic Education

Attach copies of supporting document(s) specifying number of hours.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
</table>

## Section E: Advanced/Continuing Perm. Cosmetic Education

Attach copies of supporting document(s) specifying number of hours.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
</table>
Section G: Verify Certification Requirements

I have recently completed my fundamental training or am active in the permanent cosmetic industry.

I have read and understand the Candidate Information Bulletin (CIB).

I have read the SPCP Code of Ethics and agree to abide by its terms, even if not an SPCP member.

I understand certification through the SPCP is voluntary and to maintain my certification, I must maintain SPCP membership or member eligibility by abiding by the SPCP Code of Ethics.

I have not been denied SPCP membership in the past, have not been asked to resign, nor had my SPCP membership revoked.

I have not withdrawn my SPCP membership rather than comply with the SPCP Code of Ethics.

I have provided proof of 100 hours of Permanent Cosmetic education with at least 65 classroom hours. If my certificates do not reflect hours, I have provided additional documentation from my instructor specifying the number of hours taken.

I understand Permanent Cosmetic Professional Certification must be renewed every two years through the following requirements:
- I must take a Bloodborne Pathogens Standard Class every two years, unless required annually for my business, and proof of this education must be provided.
- I must acquire a minimum of 12 hours of continuing education in the field of permanent cosmetics every two years and provide proof of this education.
- Payment of renewal fees

Section H: Sign Here

By my signature, I hereby certify the information I have provided is true and accurate on this day.

__________________________  __________________________
Signature                  Date

Section I: Fees (FEES ARE NON-REFUNDABLE)

The CPCP Exam is a 100-question multiple-choice exam and the candidate has 90 minutes to complete it. No items such as phones, tablets, smart watches, recording devices, books, etc., are permitted when taking the exam. If you are more than 15 minutes late, you risk your exam fee and must re-register.

<table>
<thead>
<tr>
<th>Certification Fee</th>
<th>SPCP Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ $250</td>
<td>☐ $350</td>
</tr>
<tr>
<td>OR Repeat exam</td>
<td>☐ $150</td>
<td>☐ $250</td>
</tr>
<tr>
<td>OR Renewal Fees</td>
<td>☐ $150</td>
<td>☐ $250</td>
</tr>
</tbody>
</table>

Online exams require an additional fee.

Added Online Exam Fee ☐ $50 ☐ $50

Section J: Payment Type

Your registration is not complete until you receive a confirmation email.

Please bring a printed copy with you to the exam along with your photo ID.

☐ By Check ☐ Credit Card (Visa/MasterCard/AmEx) All fees are in US dollars.

__________________________  __________________________
Credit Card Number          Printed Name on Card

Expires                      Signature
    CVC

Send completed forms, related documentation and payment to:

Society of Permanent Cosmetic Professionals
69 N. Broadway St
Des Plaines, IL 60016
USA

Mail: Society of Permanent Cosmetic Professionals
Fax (renewals only): +1-847-635-1326
Email: admin@spcp.org

This form is not valid after December 31, 2020.

© 2004-2020 Society of Permanent Cosmetic Professionals. All Rights Reserved