



~ *Expect the Best* ~

Certified Permanent Cosmetic Professional

Candidate Packet

PCASA Edition

Dear Permanent Cosmetic Professional,

Enclosed are test packet materials that are required elements of the SPCP Certified Permanent Cosmetic Professional (CPCP) examination.

The CPCP examination was developed to support the growing need of the permanent cosmetic industry. Legislators, clients, landlords, physicians, the media, and others who have an interest in our industry are demanding credentials that are creditable and have substance beyond a training certificate. Unfortunately many have expressed concerns that training certificates don't always indicate that there is a basic fundamental knowledge of permanent cosmetics. Certificates are being reported as being too easily developed at home through the Internet, and many are given in classes without the provisions of a pass or no pass examination or are provided simply because a student paid for training.

The consumer, regulators, and industry professionals, specifically SPCP members, have asked for a proficiently developed, non-biased competency examination that will be identifiable with the SPCP, the largest professional organization for the permanent cosmetic industry. We have met the demand.

In many locations, requirements to tattoo are currently being developed, or present legislation is being reviewed or expanded to include additional requirements. The SPCP often presents CPCP information as requested to regulators as a key element for each permanent cosmetic professional's credentialing portfolio. Insurance companies have accepted the CPCP credential for those who wish to be recognized as a provider for par-medical procedures.

Presently not only does the public seek the SPCP or PCASA logo or use by the technician they choose for services reflecting membership activity, but they also know to look for proof of certification. Don't be passed over by a potential client because you cannot display this important CPCP credential.

Please review the enclosed material and provide the required documentation to the SPCP as outlined. You may contact the administration office with any questions. On behalf of the Board of Directors, I hope you share our excitement and enthusiasm as we continue to move in a positive direction, once again bringing our industry to a higher level of professional standards.

Sincerely yours,

*SPCP Board of Directors*

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## Certified Permanent Cosmetic Professional

### Candidate Requirements for Examination

#### IMPORTANT INFORMATION

Technician members of the SPCP or PCASA are *not* required to take the CPCP examination in order to maintain membership; non-members 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 on a certificate, a short note from the trainer specifying hours is acceptable.
- A Bloodborne Pathogens Standard class must be taken within the past two years. Classes should be industry-specific and a minimum of three hours in length. OSHA standard is required if the candidate works in the US.
- 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 the photo ID, documentation of classes and/or continuing education, proof of the Bloodborne Pathogens Class and the required fees. **Do not send incomplete affidavits.**
- There is no need to send copies of certificates from other programs or industries such as cosmetology, esthetics, nursing, etc. Membership certificates are also not needed.

Completed application with required fees should be mailed to the SPCP Administration Office at:

69 N. Broadway St.  
Des Plaines, IL, 60016, USA

or alternately they can be scanned (not photographed in frames) and emailed to:  
admin@spcp.org

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# SOCIETY OF PERMANENT COSMETIC PROFESSIONALS

## SPCP CODE OF ETHICS

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, 3/20/18

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## **FAQs** ... (*Frequently Asked Questions*)

### ***Is the CPCP Examination required for membership?***

This is not a mandatory, but a voluntary certification exam. If you choose not to take the test, that decision does not prevent you from renewing your membership, nor will it replace the provisions of membership if the test 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 a test to be used by SPCP trainer members as a demonstration of core knowledge. Technician members asked us to provide a fair and objective exam as a nonbiased credential that would be available to all who qualify. They wanted the credibility of a true certification rather than only having a certificate of completion from training.

### ***What does this mean?***

This type of examination tests the candidate in a manner where their knowledge or “competencies” are tested against those of their peers. Certification is a formal recognition of comprehension of a specific body of knowledge demonstrated at the time of the examination. It is a mark of excellence and demonstrates that a certified individual has the knowledge to provide a particular level of quality service. Certification is an investment in a professional’s career.

### ***How was the examination developed?***

After close to 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. They are well known in the “testing community” and have developed, through experience with statistical feedback on many thousands of test items, an unparalleled understanding of the psychometric consequences of particular wordings and turns of phrase. These understandings are incorporated into our exam in a way that provides us with the highest possible degree of security. The final step was the development of a pass/fail standard through the cut-score method whereby several subject matter experts participated with Reasoning, Inc. staff. The final product was delivered directly from Reasoning to SPCP Administration. Through on-going item writing by subject matter experts and cut-score meetings, the exam is kept up-to-date in our ever-changing industry.

### ***I wish to study for the examination. What topics are covered?***

The following areas are covered in the 100-question, multiple choice exam: infection control, diseases and disorders, anatomy and physiology, pigmentology (understanding pigment), technical applications, regulations, client management, and documentation. (See the resource list.) The candidate has one and a half hours to complete the exam.

### ***Will I become “board certified?”***

Candidates passing the exam will become a *Certified Permanent Cosmetic Professional*. This term best describes the credential and is not confusing to the general public. The term and the logo are registered trademarks of the Society of Permanent Cosmetic Professionals. While the SPCP has a Certification Board, the term “Board Certified” is not the appropriate credentialing term.

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***Why has the SPCP chosen not to employ elements of hands-on testing as part of the certification process?***

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

The exam provided by SPCP is designed to evaluate competency at a fundamental level since the SPCP believes no permanent cosmetic professional should be performing procedures on clients unless they are able to successfully pass the exam.

***What advantage is there if I am an SPCP or PCASA 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.

Only SPCP or PCASA members are able to take the exam and renew certification at a greatly reduced fee. Only SPCP members may additionally display the SPCP logo. Only PCASA members may additionally display the PCASA logo.

***Certification is another industry related expense. What measures are being taken by the SPCP to ensure the exam is cost-effective?***

Since this is an entry-level exam, the SPCP does not believe the candidate should have to obtain expensive study materials or attend certification workshops. Included is a list of helpful resources; some of them are at no cost to the candidate as well as sample questions to allow the candidate to observe the style of testing. *The SPCP offers the exam at Fall Conference and Spring Convention, among other opportunities in the USA and internationally.*

***How will I know if I passed?***

The exam results will be sent to the email address listed on the exam answer-sheet. If you did not pass, you will be informed of the areas of weakness and will be eligible to apply for a retest within one year without having to show 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 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 take the examination again?***

If the Certified Permanent Cosmetic Professional (CPCP) complies with the guidelines of accumulating at least 12 hours of continuing education in the field of permanent cosmetics and takes an acceptable bloodborne pathogens class within the next two-year time frame, the exam does not have to be taken again. A renewal notice will be sent at least 6 weeks prior to the two-year anniversary date of your certification. It is important the SPCP always has a current address since we cannot be responsible for undeliverable 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 important to know when your certification expires.

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## BLOODBORNE PATHOGENS STANDARD CLASS

Contact PCASA administration office for a list of bloodborne pathogens standard trainers.

**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. Classes required by your licensing program are also acceptable. If you are taking the CPCP exam at an SPCP event, it is highly recommended you take the live bloodborne class being offered the Friday before the exam.

Online bloodborne pathogens training meeting the requirements for the CPCP is limited the following providers:

**Your Training Place.** Use the following link:

<http://yourtrainingplace.com/>

**Eduwhere.** Use the following link to enroll for online BBP class.

<http://www.eduwhere.com/team/index.php?groupID=165>

These links are also available from the [www.spcp.org](http://www.spcp.org) website in the “Education” section.

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## RESOURCE LIST

The SPCP has developed the Certification Examination at the fundamental level so those professionals, having successfully completed a training program that meets or exceeds the SPCP Trainer Guidelines and have attended a bloodborne pathogens standard class, should be able to pass the exam without further study.

The following materials have been used as reference materials for the SPCP Certification Examination and may 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 website: [www.spcp.org](http://www.spcp.org)

Permanent Cosmetics—The Foundation of Fundamental Applications, 2nd Edition  
Medical Issues for Permanent Cosmetics Technicians  
Esthetics For Permanent Cosmetics  
Client Management Handbook  
Understanding Permanent Cosmetic Color

### **SPCP Glossary of Terms**

The purpose of this glossary was originally to assist those who have English language difficulties 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 examinations who wish to review terminology. It is available for download from the SPCP website on the Info for Technicians page.

For those without internet access, the glossary is available from the administration office for a small printing and mailing fee.

### **Other important resources:**

***OSHA Regulations*** (Standards-29 CFR) Bloodborne Pathogens-1910.1030. Occupational Safety & Health Administration, 200 Constitution Avenue, NW, Washington, DC 20210, 800-321-OSHA <http://www.osha.gov>

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## EXAMINATION PRACTICE QUESTIONS

1. Which of the following is the most effective way to destroy bacteria and spores?
  - a) Antiseptics
  - b) Germicides
  - c) Sterilization
  - d) Soap and hot water
  
2. Processed heat indicators indicate that which of the following has occurred?
  - a) That an object has been exposed to steam or heat process
  - b) That time, temperature, pressure and steam solution are adequate
  - c) That any microorganisms or endospores on or in an object have been destroyed
  - d) That the indicated highest degree of temperature has been sustained for at least two minutes
  
3. After a technician and client have agreed on a pigment, the technician notices that the pigment is somewhat dehydrated or thicker than desired. The technician would most appropriately re-hydrate the pigment 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 opposing 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-a, 3-b, 4-c, 5-a



Society of Permanent Cosmetic Professionals  
69 North Broadway  
Des Plaines, IL 60016



# CERTIFIED PERMANENT COSMETIC PROFESSIONAL

## South Africa Examination Registration Form

<b>Section A: Identification</b>			For Office Use only	
Last	First	Middle		
Date of Birth		SPCP Member <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Date and Location where exam will be taken</b>	
Driver's Licence Number*	State	<b>OR</b>	Passport Number*	Country

\* PHOTOCOPY OF ID MUST BE PROVIDED, DISPLAYING SIGNATURE

<b>Section B: Home Address</b>				
Number	Street	Apt/Suite		
City	State	Zip	Phone Number	
Email				

<b>Section C: Business Address</b>				
Business Name				
Number	Street	Suite		
City	State	Zip	Phone Number	
Email (Must be legible)			Website	

<b>Section D: Fundamental Permanent Cosmetic Education</b>			Attach copies of supporting document(s) specifying number of hours.
Date	Location	Hours	
Date	Location	Hours	
Date	Location	Hours	

<b>Section E: Advanced/Continuing Perm. Cosmetic Education</b>			Attach copies of supporting document(s) specifying number of hours.
Date	Location	Hours	

## Section F: Bloodborne Pathogens Standard Class

Attach copies of supporting document(s)

Date (most recent, within two years of exam date)	Location	Instructor
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## Section G: Verify Certification Requirements

	Date of most recent procedure performed	Initial
I have recently completed my fundamental training or am active in the permanent cosmetic industry.		
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 or PCASA membership or member eligibility by abiding by the SPCP Code of Ethics.		
I have not been denied SPCP/PCASA membership in the past, have not been asked to resign, nor had my membership revoked.		
I have not withdrawn my SPCP/PCASA membership rather than comply with the SPCP Code of Ethics.		
I have provided proof of 100 hours of Permanent Cosmetic education. 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: <ul style="list-style-type: none"><li>I must attend a Bloodborne Pathogens Standard Class every two years, unless required annually for my business, and proof of this education must be provided.</li><li>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.</li><li>Payment of renewal fees</li></ul>		

## 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)

Pricing on this form is for South African applicants only.	PCASA or SPCP Member		Non-Member	
	Certification Fee	<input type="checkbox"/> \$190	<input type="checkbox"/> \$250	
The CPCP Exam is a 100-question multiple-choice exam and the candidate has 90 minutes to complete it. No items (phones, tablets, smart watches, etc.) are permitted on the exam table when taking the exam.	OR			
	Repeat exam	<input type="checkbox"/> \$100	<input type="checkbox"/> \$175	
	OR			
Renewal Fees	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150		

## 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

\_\_\_\_\_  
CVC

\_\_\_\_\_  
Signature

**Send completed forms, related documentation and payment to:**

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

**Fax (renewals only):** +1-847-635-1326

**Email:** admin@spcp.org

*This form is not valid after December 31, 2018.*