

P R O F E S S I O N A L
CRE  **ENTIAL**
S E R V I C E S , I N C .



New Mexico
BOARD OF BODY ART PRACTITIONERS
Tattooer
Candidate Handbook

Examination Content/CIBs Developed and Owned© by:
National-Interstate Council of State Boards of Cosmetology ("NIC")

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Quick Reference

STEP ONE: READ CANDIDATE HANDBOOK

- Apply with New Mexico Board for Examination Approval
- Register online with PCS

STEP TWO: TAKE EXAMINATIONS

- Upon approval, schedule Theory Examination with PSI

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: New Mexico Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Customer Service: (888)822-3272

Email: cosandbar@pcshq.com

Website: <http://www.pcshq.com>

PSI Exams

Scheduling: (855) 746-8173

Fax: (702) 932-2666

Website: candidate.psiexams.com

New Mexico Regulation and Licensing Board of Body Art Practitioners

Regular Mailing address-

NM Board of Body Art Practitioners
P.O. Box 25101
Santa Fe, NM 87504

Courier Physical address-

NM Board of Body Art Practitioners
2550 Cerrillos Road, 2nd Floor
Santa Fe, NM 87505
(Do NOT send mail to the physical address.)

Telephone: (505) 476-4622

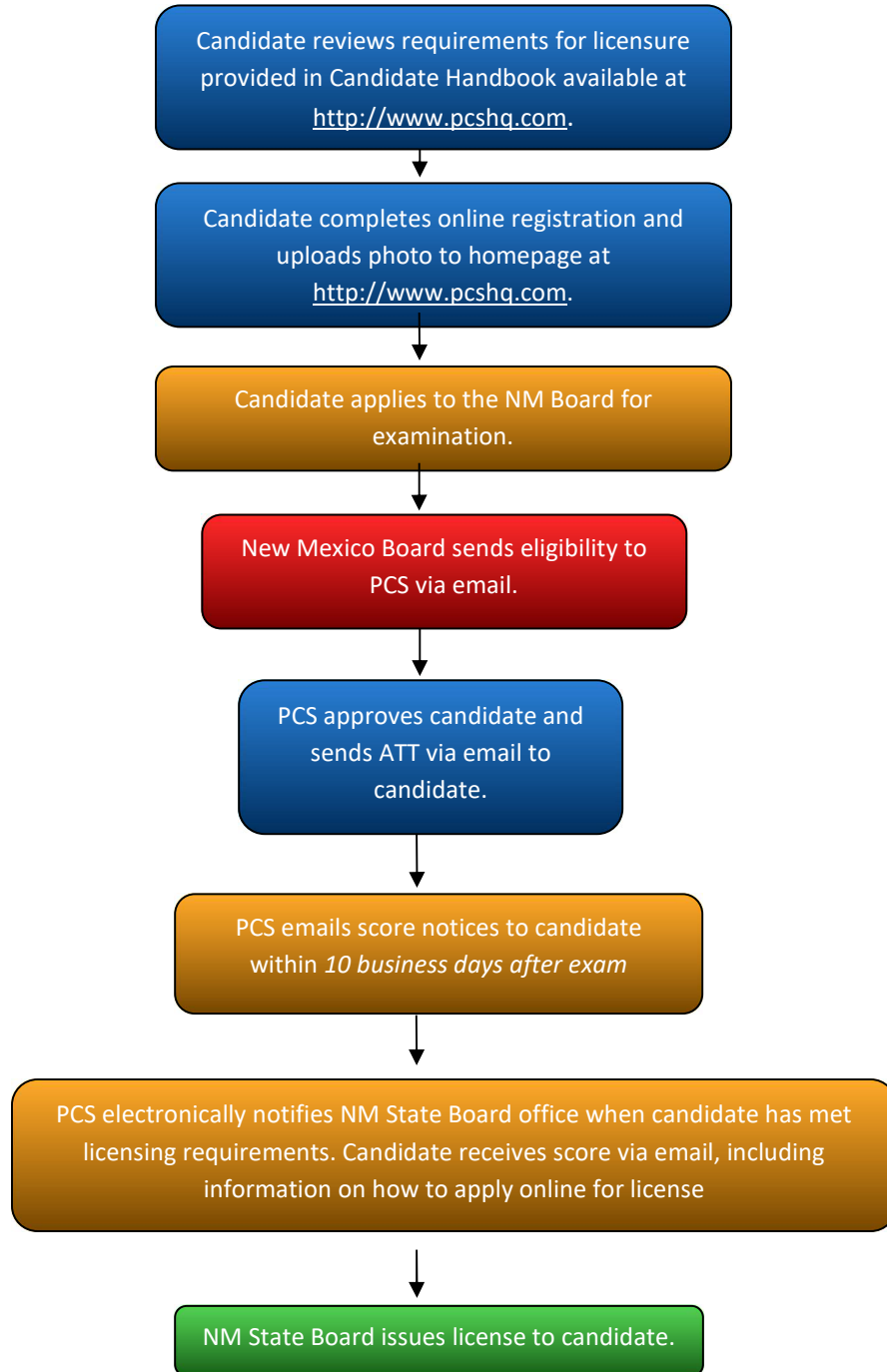
Fax: (505) 476-4645

Email: nmbody.art@state.nm.us

Website:

<http://www.rld.state.nm.us/boards/body-art-practitioners.aspx>

Application Process



Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for scheduling your examination(s). The Board is responsible for licensing and regulating the professions of Body Art (Tattoo, Permanent Cosmetic Tattoo and Body Piercing) in the State of New Mexico. The Board has contracted with Professional Credential Services (“PCS”) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. Candidates are required to apply directly to the Board. Any questions regarding your application or eligibility should be directed to the Board office. The Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

In order to receive a Body Art license in the State of New Mexico, you must meet the following requirements:

- > Receive Board Approval
- > Pass the NIC Theory (Written) and State Law examinations.

Training Expiration Limit

Pursuant to New Mexico Regulation 16.34.2.8A(2)©, all required examinations must be taken and passed within 12 months of the date training was completed.

After 12 months have passed from the date training was completed you will be required to reapply with the Board.

3 x Exam Fail Limit

Pursuant to New Mexico Regulation 16.36.2.14(G) Any candidate who does not meet the minimum passing score after three attempts shall be required to enroll or re-enroll in an apprentice program.

Examination Fees

Examination Type	First Time Fees	Re-Exam Fees
Theory only	\$ 130.00	\$ 130.00

Fees may be paid online with a credit card (Master Card, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be reviewed or processed until payment has been received. Incomplete applications will be processed once all required information has been received by PCS.

Refund Policy

Please carefully review this handbook and your state laws, rules and regulations prior to making payment.

All fees are non-refundable. Candidates are especially encouraged to carefully review licensing requirements for testing PRIOR to completing an online application with PCS. If testing is not required, fees are non-refundable.

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. You may download a copy of this form by going to the Forms section of the New Mexico Body Art (Tattoo, PCT or Body Piercing) page at <http://www.pcshq.com>.

First Time Candidates

Application Requirements

Once an online application has been completed with PCS, the following must be submitted to PCS via mail, fax, email, or uploaded to your PCS Homepage.

1. A current 2" x 2" passport type color photo (selfies are not accepted).

Reinstatement

How to Reinstate an Expired License

1. If you hold a license that has been expired for less than one year, please contact the Board at (505) 476 4622 or visit <http://www.rld.state.nm.us/boards/body-art-practitioners.aspx> for further information.
2. If you hold a license that has been expired for more than one year, you must reapply with the Board.

Reciprocity

How to Reciprocate an Out of State License

1. If you hold a license in another state and would like to obtain a NM license, contact the Board at (505) 476 4622 or visit <http://www.rld.state.nm.us/boards/body-art-practitioners.aspx> for further information.

PCS Account Set-Up

Before you are able to complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to <http://www.pcshq.com>
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **New Mexico**
5. Click **Tattoo**
6. Click **Create an Account** (if this is your first time)
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter REcaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click the link in the e-mail to verify account information and create PCS password.
11. Click **Enable Account**

! A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

New Professional Credential Services Account

By signing up for a free account, you can access your application and licensing information.

To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.

E-Mail Address

First Name



Last Name

Birth Date (m/d/yyyy)

If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.

Social Security Number

Please enter the REcaptcha information below


Type the text 
Privacy & Terms

PCS Application

Once you have created your PCS account, you are then ready to complete the online registration page.

1. Complete steps 1-6 listed above.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online registration; select appropriate license type (i.e. Tattoo).
4. Continue with online registration until all required fields have been completed.
5. Choose the examinations you wish to take.
6. Select Payment Option.
7. You may up-load your 2x2 photo and required documents that can be a "copy." Original required documents must be mailed.

* You can provide a credit card in order to pay your fees online or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until all required documents, payment, and final approval is received. Incomplete applications will be processed for the next available practical exam date once all required information and final approval is received by PCS.

! **You must complete the online registration using your legal name** – the name which appears on your current government issued photo identification (i.e. Driver's License).

! **A unique e-mail address must be provided to create a PCS Account** (i.e. more than one user cannot provide the same e-mail address).

Your Profile Name Mr. John Douglas Doe Address 150 Fourth Avenue North Suite 800 NASHVILLE TN 37214 Phone 8888223272 SSN 222595252 Alt ID 123456789 Birthdate 05/05/1955 EMail zopkey@pcshq.com Username zopkey@pcshq.com EDIT PROFILE	Active Applications New Mexico Cosmetology & Barbering, Barber ADD STATE APP# ADD LICENSE NUMBER ADD LIC EXP DATE App Expires: 09/01/2014 EDIT Print New App Label Applied 01/15/2014 Most recent application: 01/15/2014 Status: Paid, Waiting for review. Application Approval Requirements ADD <input type="checkbox"/> Coordinator Review <input type="checkbox"/> APPLICATION <input type="checkbox"/> 2X2 PHOTO <input type="checkbox"/> FORM 1 GOVT ISSUED ID <input type="checkbox"/> TRAINING AFFIDAVIT <input type="checkbox"/> Final Review DOCUMENTS
Documents ADD NEW DOCUMENT	
Education A BETTER U ACADEMY ALBUQUERQUE NM From 05/01/2011 Graduated: 09/01/2012 CHANGE SCHOOL	

PCS Candidate Homepage

Logging into your Homepage

1. Go to <http://www.pcsdq.com>
2. Click **Client Portal**
3. Enter e-mail address and password
4. Click **Log In**



PROFESSIONAL
CREDENTIAL
SERVICES, INC.

Log into your account

E-Mail Address

Password

*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here](#).

If you have not previously created a PCS account please go to your [profession and state home page](#).

Application Status

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green check boxes will appear under the Application Approval Requirements section of the Active Applications box.



Active Applications.

New Mexico
Cosmetology & Barbering, Barber
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 09/01/2014 [EDIT](#)
[Print New App Label](#)
Applied 01/15/2014
Most recent application: 01/15/2014
Status: Paid. Waiting for review.

Application Approval Requirements ADD	
<input type="checkbox"/>	Coordinator Review
<input type="checkbox"/>	APPLICATION
<input type="checkbox"/>	2X2 PHOTO
<input type="checkbox"/>	FORM 1 GOVT ISSUED ID
<input type="checkbox"/>	TRAINING AFFIDAVIT
<input type="checkbox"/>	Final Review

How do I know if my application is approved?

If an application has been approved, a green check will appear in the Final Review Box under Active Applications.

Active Applications
New Mexico
Cosmetology & Barbering, Barber
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 09/01/2014 [EDIT](#)
[Print New App Label](#)
Applied 01/15/2014
Most recent application: 01/15/2014
Status: Approved.

Application Approval Requirements ADD	
<input checked="" type="checkbox"/>	Coordinator Review
<input checked="" type="checkbox"/>	APPLICATION
<input checked="" type="checkbox"/>	2X2 PHOTO
<input checked="" type="checkbox"/>	FORM 1 GOVT ISSUED ID
<input checked="" type="checkbox"/>	TRAINING AFFIDAVIT
<input checked="" type="checkbox"/>	Final Review

Reprinting Documents

You may reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage.

- Click **Print Score Notice** option next to item you wish to reprint.

Exam Results
New Mexico Esthetician Practical
Score Loaded 10/21/2013
Test Date: 10/14/2013
Score: 52.00% FAIL
Exam Date: 10/14/2013
Tested at: Albuquerque Area

[PRINT SCORE NOTICE](#)

New Mexico Esthetician Theory
Score Loaded 10/09/2013
Test Date: 10/05/2013
Score: 81.00% PASS

[PRINT SCORE NOTICE](#)

- Click **Reprint** option next to item you wish to print.

Receipts
New Mexico Barber and Cosmetology
12/26/2013 Credit Card \$175.00
Paid 12/26/2013

[REPRINT](#)

Examination Rescheduling

If you have missed or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

- To reschedule theory examination, click **Reschedule Theory** under the Active Applications box.



Approval Process

Once the online registration page has been completed (payment has been made), the coordinator will receive notification. PCS will review the Eligibility List to see if your name has been received from the NM Board as eligible to sit for the examination you have applied for. If your name appears on the Eligibility List and all eligibility requirements have been met, you will be approved to take the examination.

Examination Notification

Once your application has been approved, PCS will forward the following notifications via e-mail.

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day of your final review.

! If you do not receive any emails within the time frame listed above, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

Examination Scheduling

Theory Examination Scheduling

Once you have received your ATT letter, you must contact PSI to schedule your theory appointment.

- Schedule online – <http://www.psiexams.com>
- Schedule with PSI representative at (855) 746-8173 (Monday – Friday 7:30 AM to 8:00 PM EST, Saturday 11:00 AM to 5:00 PM EST)
- Schedule with PSI's Interactive Voice Response System at (855) 746-8173.

Examination Day Requirements

What do I need to take with me to the examination?

- ATT Letter (theory)
- Two (2) forms of identification – one form must be a government issued photo ID (see below)

! If you fail to bring these items, you will not be permitted to test, and a rescheduling fee will be required. **NO EXCEPTIONS.**

Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

Primary ID (current, non-expired Governments Issued ID) Photocopies will not be accepted

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

Secondary ID (signature, non-expired) Photocopies will not be accepted

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

! Student ID and employment ID are NOT acceptable forms of Identification.

! If you fail to bring proper identification or your names do not match, you will not be permitted to test, and a rescheduling fee will be required. **NO EXCEPTIONS.**

Arrival

! You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test, and a rescheduling fee will be required.

General Examination Policies

Security Policy

Suspected security breaches during either the theory test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

Tobacco, food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, cell phones, calculator watches, reproduction equipment **are strictly prohibited in the examination room.** Failure to comply with any of these conditions may result in your immediate dismissal, and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

An official score notice will be e-mailed to you at least 10 business days after your examination date. *An unofficial pass or fail notice will be provided to you by PSI after you take the theory examination.* If you do not receive an e-mail within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements

The minimum score required to pass both the theory examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online.

Once you pass the theory examination, you will receive a *Notice of Completion which will include information regarding how to apply online for your license.* It is not necessary to notify the Board Office once you pass an examination; they are provided score information daily.

Theory Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 2 to 3 business days prior to your scheduled date. You may call (855) 746-8173 or fax (702)932-2666. You may also use the automated system using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

If you fail your theory exam and wish to reschedule, please wait until you have received your Official Score Notice by email before paying the rescheduling fee. Please allow at least 10 business days.

If you have paid to reschedule your exam and have not received an email notification from PCS within 5 business days of submission, please contact PCS immediately at cosandbar@pcshq.com.

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or PSI. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited.

Change of Information

Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and update your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Please upload this document and any other documentation to your account or you can mail to PCS at the address on page 2.

Print your name as it appears on your Application below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print your updated name or address below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Reason for Name Change: Divorced Married Other

Print Social Security Number: _____

Sign and Date your Request:

Signature: _____ Date: _____

Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 48 hours of incident. Written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Send Complaint to:

Professional Credential Services, Inc.
cosandbar@pcshq.com.com

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you within 5-7 business days.



NATIONAL TATTOOING
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Tattooing Theory Examination is the licensure examination for Tattooing practitioners, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the examination, including content outline covered by the theory examination, sample questions and answers. The time allowed for the Tattooing Theory Examination is **90 minutes**.

For each NIC National Theory Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Examination Content and Important Instructions** – This document provides information about the scope of content covered in the Theory examination and information and guidelines related to administration of the Theory examination.
- **References** – This document provides a list of references used to develop and support the content covered in the examination.

BE CERTAIN TO DOWNLOAD AND/OR PRINT, AND REVIEW BOTH DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Communicating to other candidates.
 - Exhibiting disruptive behavior.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

TATTOOING THEORY EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Tattooing Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items of which 100 items are weighted and contribute to the candidate's final score.

DOMAIN 1: SCIENTIFIC CONCEPTS (55%)

A. Infection Control and Safety Practices

1. Identify how disease and infection are caused and transmitted
2. Recognize purpose and/or effects of infection control
 - a. Levels of infection control:
 - i. Sanitation/Cleaning
 - ii. Disinfection
 - iii. Sterilization
 - b. Process of infection control (e.g., dispensing of products, disposal of soiled materials, storage of supplies):
 - ii. Prevent cross-contamination
 - iii. Differentiate between the purpose of single- and multi-use items (e.g., equipment, supplies, materials, tools)
3. Identify first aid and CPR procedures
4. Recognize requirements of federal agencies:
 - a. Blood exposure and contact procedures (OSHA, CDC)
 - b. Safety and Data Sheets (OSHA)

B. Human Anatomy and Physiology

1. Identify functions and structure of the skin
2. Identify signs and symptoms of conditions, disorders, and diseases of the skin

C. Recognize Basic Chemistry of Inks Used in Tattooing

DOMAIN 2: Tattoo Procedures and Services (45%)

A. Client Consultation, Analysis and Documentation for Tattoo Services

1. Obtain informed consent
2. Recognize client expectations
 - a. Explain permanency of tattoo
 - b. Verify design, spelling and location of tattoo
3. Evaluate client's skin and identify contraindications:
 - a. General health
 - b. Skin disorders & diseases
4. Explain pre- and post-treatment instructions
5. Establish/Maintain client records (e.g., service history, client card, medical history)
6. Recognize skin preparation procedures

B. Tools and Equipment Used for Tattoo Services

1. Maintenance and storage of equipment, supplies, materials
2. Comprehend function and operation
 - a. Hand/Manual
 - b. Rotary/Pen
 - c. Coil

3. Differentiate between needle options and selections
 - a. Magnified needle inspection (eye loupe)
 - b. Needle grouping types
 - c. Needle properties
 - d. Needle making
4. Recognize tattoo application concepts
 - a. Outlining
 - b. Shading
 - c. Coloring
 - d. Application of design to skin

TATTOOING THEORY EXAMINATION SAMPLE QUESTIONS

The following sample questions are similar to those presented in the NIC Tattooing Theory Examination. Each item has four answer options. Only one option is correct or the answer. An answer key is provided following the sample questions. Performance on the sample questions may not represent performance on the NIC examination.

1. What is occurring when the autoclave is venting?
 - (A) Release of pressure
 - (B) Pressure is building
 - (C) Machine is warming up
 - (D) Machine is operating at full capacity
2. A sterilized bottle of tattoo ink remains sterile until it is
 - (A) placed on the station.
 - (B) opened.
 - (C) touched.
 - (D) placed in storage.
3. An effective consent or release form should disclose
 - (A) client professional occupation.
 - (B) client dietary preferences.
 - (C) client medical conditions.
 - (D) client financial information.
4. What are the basic ingredients in tattoo ink?
 - (A) Pigment, oil, witch hazel, alcohol
 - (B) Distilled water, pigment, glycerin, alcohol
 - (C) Dye, distilled water, alcohol, witch hazel
 - (D) Food coloring, glycerin, witch hazel, alcohol
5. Building up the thickness of line work is known as?
 - (A) line weight.
 - (B) shading.
 - (C) color packing.
 - (D) outline.

KEY: 1: A, 2: B, 3: C, 4: B, 5: A
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NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC Theory and Practical examinations.

The references are always the same for the Theory and Practical examinations.

TATTOOING

REFERENCES

APP Procedure Manual

2013 Edition

Association of Professional Piercers

safepiercing.org

Customer Service: info@safepiercing.org

1.888.888.1277

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

HAIR REMOVAL TECHNOLOGY (Rel. 6.1.2018) & WAX TECHNOLOGY

REFERENCES

Milady Standard Esthetics: Advanced

2013 2nd edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

2013, 2nd Edition, 11th printing, 2nd Edition, August 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivot-point.com

800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2009, 10th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700