Arizona

Barbering and Cosmetology Board

Barber

Candidate Handbook

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

Revised 12/2022
Contents

Quick Reference ............................................................................................................................................ 3
Application Process ....................................................................................................................................... 4
Introduction ................................................................................................................................................... 5
State Licensure Requirements ........................................................................................................................ 5
Examination Fees ........................................................................................................................................... 5
Refund Policy ................................................................................................................................................. 5
Special Accommodations ............................................................................................................................... 6
PCS Account Set-Up ....................................................................................................................................... 6
PCS Registration ............................................................................................................................................ 7
  Logging into your Homepage ...................................................................................................................... 8
  Registration Status ...................................................................................................................................... 8
Registration Approval Process ....................................................................................................................... 9
Examination Scheduling ................................................................................................................................ 9
Reprinting Documents .................................................................................................................................. 10
Examination Scheduling ............................................................................................................................... 10
  Theory Examination Scheduling ................................................................................................................ 10
  Written Practical Examination Scheduling ............................................................................................... 10
Examination Day Requirements .................................................................................................................. 11
General Examination Policies ...................................................................................................................... 12
Examination Results ..................................................................................................................................... 12
Change of Information ................................................................................................................................... 13
Formal Complaints ......................................................................................................................................... 13
Quick Reference

STEP ONE: READ CANDIDATE HANDBOOK
- Register for Examinations with PCS

STEP TWO: TAKE EXAMINATIONS
- Upon approval, schedule and take Written Practical and Theory Examinations with IQT

STEP THREE: Apply for Licensure with the Arizona State Board
- Once you pass your examinations, apply for your license.

Contact Information

Professional Credential Services (PCS)
Email: cosandbar@pcshq.com
Website: http://www.pcshq.com
Customer Service: (888) 822-3272

Arizona Barbering and Cosmetology Board
Regular Mailing Address
1740 W Adams Suite #4400
Phoenix, Arizona 85007
Telephone: (480) 784-4539 ext. 240
Website: www.bcb.az.gov
Email: azboard@azboc.gov

Scheduling Theory and Written Practical
Iso-Quality (IQT), owned and operated by Prometric
www.IQTTesting.com
Toll-Free Telephone Support: (866) 773-1114 or
Email: SMT-OperationsTeam@prometric.com
Application Process

- Candidate reviews license and examination requirements in Candidate Handbook available at [http://www.pcshq.com](http://www.pcshq.com)
- Candidate completes an online registration with PCS at [http://www.pcshq.com](http://www.pcshq.com)
- PCS reviews completed registration and approves candidate for the written practical and theory examinations.
- PCS emails candidate Written Practical and Theory Authorization to Test Letter (ATT)
- Candidate schedules a test date and location with IQT, owned and operated by Prometric
- Candidate takes the examinations
- PCS emails score notices to candidates within 10 business days after the exam.
- PCS electronically notifies Arizona State Board Office when candidates has met the examination requirements for licensing.
- Candidate applies for licensure with the Arizona Barbering and Cosmetology Board at [http://www.bcb.az.gov](http://www.bcb.az.gov)
- Arizona State Board issues license to candidate
Introduction

The Candidate Handbook is intended to help you to prepare and to understand the processes and procedures for applying for Licensure and for scheduling your examination(s). The Arizona Barbering and Cosmetology Board (the "Board") is responsible for licensing and regulating the profession of Barbering in the State of Arizona. 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. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

Eligibility Requirements for Licensure (Apply with the state after passing all required examinations)
1. A written application on a form prescribed by the board.
2. Evidence satisfactory to the board that the applicant possesses the necessary qualifications.
3. One signed photograph.

B. Each applicant shall:
1. Be at least sixteen years of age.
2. Complete and receive appropriate credits for at least two years of high school education or its equivalent as prescribed by the board in its rules and submit satisfactory evidence that the person is at least sixteen years of age.
3. Pass an examination given under the direction of the board.
4. Pay the prescribed fees.

Reinstatement
If you wish to reinstate your expired Arizona license, please contact the Arizona State Board office at (602) 542-4498 or visit www.bcb.az.gov.

Examination Fees

<table>
<thead>
<tr>
<th>Examination Type</th>
<th>First Time Fees</th>
<th>Re-Exam Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barber Theory &amp; Practical</td>
<td>$177.00</td>
<td>$177.00</td>
</tr>
<tr>
<td>Barber Theory</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Barber Practical</td>
<td>$77.00</td>
<td>$77.00</td>
</tr>
</tbody>
</table>

Fees may be paid online with a credit card (Master Card, Visa, or Discover). Your registration will not be considered complete until payment has been received.

! You must take the examinations within one calendar year of your registration date with PCS, or the examination fees are no longer valid.

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 PRIOR to completing an online registration 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. This form will be made available when filling out the online application.

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

1. Go to www.pcshq.com
2. Click Applicants & Candidates
3. Click Cosmetology & Barbering
4. Click Arizona
5. Click Create an Account (First Time)
6. Creating a PCS Account (first time users only); enter valid, unique email address, your first and last name, date of birth, and Social Security number.
7. Click Create Account
8. Check your email account for a PCS system generated email.
9. Click link in email to verify account information and create PCS password.
10. Click Enable Account

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

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Go to http://www.pcsweb.com
2. Click Client Portal
3. Enter email address and password
4. Click Log In
5. Click the PCS Logo to return to the Homepage
6. Click Applicants & Candidates
7. Click Cosmetology & Barbering
8. Select Arizona
9. Click the Pre-register and pay for your Exams (after you logged in) link at Step 3
10. You are now in the online application; select appropriate license type (i.e., Cosmetology).
11. Continue with online application until all required fields have been completed.
12. Choose the examinations you wish to take.
13. Select Payment Option.

You must complete the online application using your legal name – the name which appears on your current government issued photo identification (i.e., Driver’s License).
PCS Candidate Homepage

Logging into your Homepage

1. Go to [http://www.pcshq.com](http://www.pcshq.com)
2. Click Client Portal
3. Enter email address and password
4. Click Log In

Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green checkmarks will appear under the registration.
Registration Approval Process

Once an online registration has been completed, PCS will review and forward a notification to IQT regarding your written practical and theory examinations.

Exam Notification

Once you have been approved, PCS will forward the following notifications via email.

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day.
2. A Written Practical Authorization to Test (ATT) letter will be sent via email within one business day.

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.

How do I know if my registration is approved?

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

Examination Scheduling

Theory and Written Practical Examination Scheduling

Once you have received your ATT letter(s), you must contact Iso-Quality (IQT), owned, and operated by Prometric, to schedule your written practical and theory appointment(s). Upon receipt of your ATT Letter, you must follow the specific directions listed on the ATT to take the examination(s). Log in to the website at www.IQTTesing.com. Select SCHEDULE and follow the prompts given for each screen. You can also contact Toll-Free Telephone Support at (866) 773-1114 or email at SMT-OperationsTeam@prometric.com.
Reprinting Documents

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

Example:

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

![Print Score Notice Example]

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

![Receipts Example]

Examination Rescheduling

Rescheduling Policy

You may reschedule your written practical and/or theory examination without forfeiting your fee by contacting IQT at least 6 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in six or less days prior to your scheduled examination. Please call 866-773-1114 to cancel or reschedule your examination. If you cancel your exam the fees will be forfeited.

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

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

- To reschedule your written practical examination, click **Written Practical** under the Active Applications box.
- To reschedule your theory examination, click **Theory** under the Active Applications box.

**DO NOT SELECT REGISTRATION FROM YOUR SHOPPING CART**
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 IQT. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether a center will be closed due to an emergency, please call IQT for inquiries regarding the written practical and theory examinations.

Examination Day Requirements

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

- Government Issued ID – must be a current, non-expired government-issued photo ID with a signature (see below)

! If you fail to bring these items, you will not be permitted to test, and a rescheduling fee will be required.

Acceptable Forms of Identification

Current, non-expired Government Issued ID - must be listed under the name in which you applied. **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

! 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.
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 are scheduling fee will be required.

General Examination Policies

Security Policy

Suspected security breaches during the theory or written practical 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 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

No 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, portable fax machines, cellular telephones, calculators, watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately 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 unofficial pass or fail notice will be provided to you by IQT after you take the written practical and theory examinations. An official score notice will be emailed to you at least 10 business days after your examination date. If you do not receive an email 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 and written practical examination is 75. If you fail an examination, PCS will provide a strength and weakness report (located at the bottom of the score notice) and information on how to re-apply online.

Once all required examinations have been passed, PCS will electronically notify the Arizona Board office of your status.

You must apply with the Arizona State Board for your license. When the state receives your passing scores, you will be issued a license if you meet the requirements on page 5.

**Change of Information**

If you need to update your information on your account (i.e., name corrections, date of birth, Social Security number), please upload supporting documentation to your account. You must provide a copy of your marriage certificate, divorce decree or other court documentation confirming your name change.

- Driver’s License (Change address, Date of Birth)
- Social Security Card (Change SS#)
- Birth Certificate (Change Date of Birth)

**Formal Complaints**

If you have a complaint regarding any aspect of the registration and examination process, examinations must be emailed to PCS within 48 hours of the incident. The 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

**Complaint Review Process**

Upon receipt of your complaint, PCS will confirm receipt within 48 hours. After a thorough review, a reply will be sent to you within 15-20 business days.
EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

The National Barber Styling Theory Examination is the licensure examination for Barber Stylists, 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, and references. The time allowed for the Barber Styling Theory Examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

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 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 provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory and Practical examinations.

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 the 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, watches (of any kind), 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.
BARBER STYLING THEORY EXAMINATION
CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Barber Styling 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.

1. Scientific Concepts - 35%
   A. Infection Control and Safety Practices
      1. Identify how disease and infection are caused and transmitted
      2. Apply principles of infection control
         a. Sanitation/Cleansing
         b. Disinfection
         c. Sterilization
         d. Contamination and cross-contamination
      3. Apply blood exposure procedures
      4. Identify requirements of government agencies related to public protection (e.g., CDC, OSHA, EPA)
   B. Human anatomy and physiology
      1. Identify function and structure of the
         a. Hair and scalp
         b. Skin
      2. Identify bones related to
         a. Head and face
         b. Neck, shoulders, and upper back
      3. Identify muscles and joints and their functions related to
         a. Head and face
         b. Neck, shoulders, and upper back
      4. Understand the functions of body systems
         a. Nervous system
         b. Circulatory system
         c. Endocrine system
         d. Integumentary system
   C. Identify signs and symptoms of conditions, disorders, and diseases related to skin
      1. Types
      2. Treatments
   D. Identify signs and symptoms of conditions, disorders, and diseases related to hair
      1. Types
      2. Treatments
   E. Basic chemistry of products used in barbering
      1. Understand the chemical pH scale
      2. Understand purpose and effects of products, ingredients, and their interactions
      3. Understand interactions among chemicals
      4. Understand chemical reactions (e.g., overexposure, chemical burn, inhalation)

2. Implements and Equipment - 10%
   A. Identify function, purpose, and care of tools used in hair services
      1. Equipment (e.g., chair, workstation)
      2. Implements (e.g., razors, shears, combs/brushes)
      3. Supplies and materials (e.g., towels, drape, neck strips)
      4. Electrical tools (e.g., clippers, blow dryers)
   B. Understand and apply safety and sanitation practices for use of implements and equipment
3. Hair Care Services - 40%

A. Client consultation, analysis, and documentation for hair care services
   1. Analyze condition of client's hair and scalp (i.e., assessment)
   2. Recognize conditions that would prohibit service (i.e., contraindications)
   3. Determine services and/or products
   4. Document and maintain client records (e.g., consultation card, service history, medical history)

B. Hair Care
   1. Apply knowledge of draping (e.g., chemical, shampoo, haircutting)
   2. Apply knowledge of principles and procedures for shampooing and conditioning
   3. Apply knowledge of principles and procedures for scalp treatments and scalp massage/manipulation

C. Hair Design
   1. Apply knowledge of principles, procedures, and safety of haircutting
      a. Shaping
      b. Outlining
      c. Neck shave
   2. Apply knowledge of principles, procedures, and safety of hair styling
      a. Wet styling
      b. Blow-dry styling
      c. Thermal styling
      d. Natural hair styling (e.g., braiding, locks)
   3. Apply knowledge of hair enhancement options

D. Apply knowledge of preparation, procedures, and safety for head shaving

E. Apply knowledge of principles, procedures, and safety for chemical services
   1. Understand preliminary tests (e.g., purposes, uses, applications):
      a. Predisposition
      b. Strand test
   2. Hair coloring (including facial hair)
   3. Hair lightening
   4. Foiling
   5. Chemical hair relaxing/restructuring and curl reduction
      a. Hydroxide
      b. Thio
      c. Keratin
   6. Chemical waving/texturizing:
      a. Alkaline
      b. Acid
      c. Non-thio

4. Facial Hair and Skin Care Services - 15%

A. Client consultation, analysis, and documentation for facial hair and skin care services
   1. Evaluate client's skin (e.g., type, condition)
   2. Identify contraindications:
      a. Disorders
      b. Diseases
   3. Determine services and/or products
   4. Document and maintain client records (e.g., consultation card, service history, medical history)

B. Apply knowledge of draping for facial hair and skin care services

C. Apply knowledge of principles, procedures, and safety for facial hair and skin care services
   1. Complete shave service with required strokes
   2. Facial hair design
   3. Facial (e.g., cleansing, steam towel, massage)
   4. Electrotherapy and light therapy

D. Apply knowledge of purpose and types of electrotherapy and light therapy
BARBER STYLING THEORY EXAMINATION
SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Barber Styling Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

1. Anthrax and tetanus bacilli form which type of spores?
   a. Mitosis
   b. Flagella
   c. Spherical
   d. Infectious

2. All French style shears
   a. are cobalt metal.
   b. have a finger brace.
   c. are made in France.
   d. have tight pivots.

3. Prior to a shaving service the headrest MUST be
   a. washed and dried.
   b. disinfected and covered.
   c. washed and removed.
   d. sanitized and sterilized.

4. To avoid damage to muscle tissue, the movements of a massage are directed
   a. away from the origin of the muscle.
   b. toward the origin of the muscle.
   c. around the origin of the muscle.
   d. above the origin of the muscle.

5. Which of the following can permanently relieve split ends?
   a. Applying oil to the ends
   b. Using a styling gel on the ends
   c. Moistening the ends
   d. Cutting the ends

6. The diameter of a single strand of hair is also called
   a. growth pattern.
   b. porosity.
   c. density.
   d. texture.

7. What should be performed FIRST before applying permanent haircolor?
   a. Strand test
   b. Patch test
   c. Curl test
   d. Texture test

8. Before sodium hydroxide processing, hair should be analyzed to determine its
   a. acidity.
   b. alkalinity.
   c. texture, porosity, and elasticity.
   d. density, color, and end bonds.

Answers
1. c  4. b  7. b
2. b  5. d  8. c
3. b  6. d
EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

The National Barber Written Practical Examination is the licensure examination for Barbers, 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 Written Practical examination, sample questions and answers, and references. The time allowed for the Barber Written Practical Examination is 120 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

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

- Examination Content and Important Instructions – This provides information about the scope of content covered in the Written Practical examination and information and guidelines related to administration of the Written Practical examination.
- References – This provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory, Written Practical, and Practical examinations.

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 the 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, watches (of any kind), 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.
BARBER WRITTEN PRACTICAL EXAMINATION
CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Barber Written Practical Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 60 items of which 50 items are weighted and contribute to the candidate’s final score.

1. Scientific Concepts (20%)

A. Infection Control and Safety Practices
   1. Apply principles of infection control
      a. Sanitation/Cleansing
      b. Disinfection
      c. Sterilization
      d. Contamination and cross-contamination
   2. Apply blood exposure procedures

B. Basic chemistry of products used in barbering
   1. Understand purpose and effects of products, ingredients, and their interactions
   2. Understand interactions among chemicals
   3. Understand chemical reactions (e.g., overexposure, chemical burn, inhalation)

2. Implements and Equipment (20%)

A. Identify function, purpose, and care of tools used in hair services
   1. Equipment (e.g., chair, workstation)
   2. Implements (e.g., razors, shears, combs/brushes)
   3. Supplies and materials (e.g., towels, drape, neck strips)
   4. Electrical tools (e.g., clippers, blow dryers)

B. Understand and apply safety and sanitation practices for use of implements and equipment
3. Hair Care Services (40%)

A. Client consultation, analysis, and documentation for hair care services

1. Analyze condition of client's hair and scalp (i.e., assessment)
2. Recognize conditions that would prohibit service (i.e., contraindications)
3. Determine services and/or products
4. Document and maintain client records (e.g., consultation card, service history, medical history)

B. Hair care

1. Apply knowledge of draping (e.g., chemical, shampoo, haircutting)
2. Apply knowledge of principles and procedures for shampooing and conditioning
3. Apply knowledge of principles and procedures for scalp treatments and scalp massage/manipulation

C. Hair Design

1. Apply knowledge of principles, procedures, and safety of haircutting
   a. Shaping
   b. Outlining
   c. Neck shave
2. Apply knowledge of principles, procedures, and safety of hair styling
   a. Wet styling
   b. Blow-dry styling
   c. Thermal styling
   d. Natural hair styling (e.g., braiding, locks)
3. Apply knowledge of hair enhancement options

D. Apply knowledge of preparation, procedures, and safety for head shaving

E. Apply knowledge of principles, procedures, and safety for chemical services

1. Understand preliminary tests (e.g., purposes, uses, applications):
   a. Predisposition
   b. Strand test
2. Hair coloring (including facial hair)
3. Hair lightening
4. Foiling
5. Chemical hair relaxing/restructuring and curl reduction
   a. Hydroxide
   b. Thio
c. Keratin

6. Chemical waving/texturizing:
   a. Alkaline
   b. Acid
   c. Non-thio

4. Facial Hair and Skin Care Services (20%)

A. Client consultation, analysis, and documentation for facial hair and skin care services
   1. Evaluate client's skin (e.g., type, condition)
   2. Identify contraindications:
      a. Disorders
      b. Diseases
   3. Determine services and/or products
   4. Document and maintain client records (e.g., consultation card, service history, medical history)

B. Apply knowledge of draping for facial hair and skin care services

C. Apply knowledge of principles, procedures, and safety for facial hair and skin care services
   1. Complete shave service with required strokes
   2. Facial hair design
   3. Facial (e.g., cleansing, steam towel, massage)
The following sample questions are similar to those on the NIC Barber Written Practical Examination. Correct answers (keys) are listed following the sample questions.

1. The **FIRST** step prior to disinfecting implements is to
   (A) rinse thoroughly with hot water.
   (B) remove all hair and visible debris.
   (C) completely immerse in a sanitizing solution.
   (D) expose to UV light for 15 minutes.

2. A barber discovers a client has head lice. What action should be taken?
   (A) Use a flea comb to remove lice and continue service
   (B) Recommend cutting hair down to ½ of an inch
   (C) Use an astringent and steam product into scalp
   (D) Recommend the client seek advice of a physician

3. A client is cut with the razor during a neck shave. What is the proper way to apply styptic powder on the cut?
   (A) Damp finger
   (B) Cotton swab
   (C) Clean styling comb
   (D) Styptic powder cap

4. Put the following steps of a draping for a haircut in order
   (A) lean client back, place towel over neck, secure cape, place towel over cape
   (B) place towel over neck, secure cape, place towel over cape lean client back
   (C) secure cape, place towel over cape, place towel over neck, lean client back
   (D) place towel over neck, secure cape, lean client back, place towel over cape
5. Select the finger hole on the image below.

REFERENCES

BARBERING (BARBER STYLING, BARBER, BARBER I)

Pivot Point Fundamentals: Barbering, (101B – 113B)
©2018 Pivot Point International, Inc.
1st Edition, 1st Printing, March 2018
ISBN 978-1-940593-96-8
Pivot Point International, Inc.
www.pivot-point.com
Contact: info@pivot-point.com
847-886-0500, Ext. 7399

Milady Standard Barbering
2017, 6th Edition
ISBN: 9781305100558
Contact:
Info@Milady.com
www.Milady.com

BODY PIERCING

APP Procedure Manual
2013 Edition
Association of Professional Piercers
safepiercing.org
Customer Service: info@safepiercing.org
1.888.888.1277

The Piercing Bible
March 2009
Elayne Angel
http://piercingbible.com/

Milady Standard Esthetics Fundamentals + Foundations
2020, 12th Edition
ISBN: 9780357263792
Contact:
Info@Milady.com
www.Milady.com

COSMETOLOGY & HAIR DESIGN

Cosmetology Career Concepts
CLIC International
2014
Pottsville, PA 17901

Copyright National-Interstate Council of State Boards of Cosmetology, Inc. References (Approved Textbooks)

As it pertains to publishers of reference materials, no one company's publication listed as a reference for an exam modality is a preferred reference for the examination. When multiple references are listed for an exam modality, all publications have met the same criterion established by the NIC to be approved as a reference for the examination.

Updated 5.20.2022