PROFESSIONAL CREENTIAL SERVICES, INC.



New Mexico BOARD OF BARBERS and COSMETOLOGISTS Barber

Candidate Handbook

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

Revised 11/2020

Professional Credential Services, Inc.

Page 1

Quick Reference
Application Process
State Licensure Requirements
Crossover License5
Examination Fees
Refund Policy6
Special Accommodations6
First Time Candidates7
Expired License
Reciprocity
Foreign Trained Candidates
PCS Account Set-Up9
PCS Application10
Logging into your Homepage11
Application Status
Reprinting Documents
Examination Rescheduling13
Application Approval Process14
Examination Scheduling15
Theory Examination Scheduling15
Practical Examination Scheduling15
Examination Day Requirements16
General Examination Policies17
Examination Results
Change of Information
Formal Complaints
Examination Guidelines

Contents

Quick Reference

STEP ONE: READ CANDIDATE HANDBOOK

- Create account and start application process
- Submit required documents to PCS as directed

STEP TWO: TAKE EXAMINATIONS

- Upon approval, schedule and take Theory Examination with PSI
- Upon approval, take Practical Examination on date scheduled with PCS

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: <u>cosandbar@pcshq.com</u> Website: <u>http://www.pcshq.com</u>

PSI Exams

Scheduling: (855) 746-8173 Fax: (702) 932-2666 Website: <u>candidate.psiexams.com</u>

New Mexico Regulation and Licensing Department of Barbers and Cosmetologists

Regular Mailing Address

2550 Cerrillos Road, Second Floor P.O. Box 25101 Santa Fe, New Mexico 87504

Telephone: (505)476-4622 Fax: (505)476-4646 Website: <u>http://www.rld.state.nm.us/boards/Barbers-</u>____and_Cosmetolgists.aspx

Professional Credential Services, Inc.

Page 3



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 New Mexico Board of Barbers and Cosmetologists (the "Board")is responsible for licensing and regulating the profession of Barbering 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. PCS first requires that candidates submit an on-line Examination and License Application ("Application"). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

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

- 1. Be at least 17 years of age.
- 2. Have completed at least the 10th grade or equivalent.
- 3. Successfully complete a minimum of 1,200-hour course of instruction in a licensed school of barbering.
- 4. Successfully pass the NIC theory & practical and State Law examinations.

Crossover License

- 1. Hold a current New Mexico Cosmetology license.
- 2. Successfully complete a 150-hour course of instruction in shaving in a licensed school..
- 3. Successfully pass the NIC "shaving" portion of the practical examination.

Training Expiration Limit

Candidates will have 1 year (12 months from the date of completion to pass all required examinations and obtain license. *Examination scores are only valid within 12 months of your training completion date.*

Examination Fees

Examination Type	First Time Fees	Re-Exam Fees
Barber Theory & Practical	\$ 203.00	\$ 203.00
Barber Theory	\$ 130.00	\$ 130.00
Barber Practical	\$ 73.00	\$ 73.00

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 for the next available practical exam date once all required information has been received by PCS.

Refund Policy

Please carefully review this handbook and Virginia's 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. <u>If testing is not required, fees are non-refundable.</u>

Practical Examination Dates

Please select your preferred practical location and TBD when completing your application. You will be assigned to the next practical examination date in the location you selected once your application has been approved.

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 Barbering page at <u>http://www.pcshq.com</u>.

First Time Candidates

Application Requirements

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

- 1. A current 2" x 2" passport type <u>color</u> photo (selfies are not accepted).
- 2. Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- A New Mexico Transcript of Training*. (must be notarized or have official school seal)
 This needs to be up-loaded to your PCS homepage and sent via mail directly to the New Mexico Board Office.

(If unable to up-load: please mail, fax, or email a copy to PCS and send the original via mail to the Board Office.)

Out of State candidates may submit an official transcript as long as the transcript provides a breakdown of hours by subject.

Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) must be either mailed, e-mailed to the New Mexico Coordinator, or up-loaded on your Homepage.

Expired License

How to Reinstate an Expired License

- If you hold a license that has been expired for less than one year, please contact the Board Office at (505) 476 4622 or visit <u>http://www.rld.state.nm.us/boards/Barbers_and_Cosmetologists.aspx</u> for further information.
- 2. If you hold a license that has been expired for more than one year but less than five years, you must complete an online application with PCS. You are required to take and pass the practical examination.
- 3. If you hold a license that has been expired for more than five years, you must apply to a Board approved school; submit to a scholastic evaluation to determine your training needs; and complete a minimum of 150 hours of remedial education. Upon completion of the remediation, you must apply online with PCS. You are required to take and pass both the theory and practical examinations.

Application Requirements

- 1. A current 2" x 2" passport type photo. (must be in color)
- 2. Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. Copy of Expired License.
- 4. If expired for more than 5 years, Transcript of Training showing 150 Hours Remedial Education is required.

Reciprocity

How to Reciprocate an Out of State License

If you hold a license in another state and would like to obtain a license in New Mexico, please contact the Board Office at (505) 476 4622 or visit

<u>http://www.rld.state.nm.us/boards/Barbers_and_Cosmetologists.aspx</u> for further information.

Foreign Trained Candidates

Foreign candidates who meet the requirements set forth by the New Mexico Board may apply for a license by examination.

Application Requirements

- 1. A current 2" x 2" passport type photo. (must be in color)
- Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. Proof of High School Education
- 4. Notarized translation of a valid license or certificate from another nation.
- 5. Notarized translation of certified transcript of training from school or nation.
- 6. Notarized translation of any other documents that may be required by the Board.

Note: The board requires examination applicants with foreign training who fail any part for the examination to register at a NM Board approved licensed school, submit to a scholastic evaluation to determine their training needs, and complete a minimum of 150 hours of remedial education. Upon completion and proof of the remediation, the applicant will be allowed to re-apply and examine on the failed areas.

! Translation is only required for documents not written in English.

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 <u>http://www.pcshq.com</u>
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click New Mexico
- 5. Click Barber
- 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 link 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 Service	es Account	
By signing up for a free account, you can acc	ess your application and lice	ensing information.
To access your information online, please on a <u>unique</u> e-mail address for electronic com use your school instructor's e-mail address	munication and account ve	rification. Please DO NOT
E-Mail Address		
First Name		
Last Name		
Birth Date (m/d/yyyy)		
If you have applied with Professional Cred order to retrieve your records.	ential Services before, plea	ase provide the following in
Social Security Number		
Please enter the RECaptcha information be	low	
Type the text Priva	by & Terms	
		Create Account

PCS Application

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. Complete steps 1-5 listed above.
- 2. Click LOGIN HERE (if you have already created an account)
- 3. Enter e-mail address and password provided during account set-up.
- 4. You are now in the online application; select appropriate license type (i.e. Cosmetology).
- 5. Continue with online application until all required fields have been completed.
- 6. Choose the examinations you wish to take.
- 7. Select Payment Option.
- 8. You may up-load your 2x2 photo and required documents that are allowed to 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. <u>Incomplete</u> 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 application 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.	Active Applications.
Name Mr. John Douglas Doe Address 150 Fourth Avenue North Suite 800 NASHVILLE TN 37214 Phone 8886223272 SSN 222595252 Alt ID 123456789 Birthdate 05/05/1955 EMail zopkey@pcshq.com Useramer zopkey@pcshq.com Useramer zopkey@pcshq.com	New Mexico Cosmetology & Barbering, Barber ADD STATE APP# ADD LICENSE NUMBER Apple Expires : 09/01/2014 EDIT Print New App Label Applied 01/15/2014 Most recent application: 01/15/2014 Status: Paid. Waiting for review.
EDIT PROFILE Documents Education A BETTER U ACADEMY ALBUQUERQUE NM From 05/01/2011 Graduate0 09/01/2012	Constant and Presenting of Performance Application Approval Requirements ADD Coordinator Review APPLICATION APPLICATI
CHANGE SCHOOL	DOCUMENTS

PCS Candidate Homepage

Logging into your Homepage

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



Application Status

You may check the status of your online application 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 Application	IS.)
New Mexico		
Cosmetology & Ba	rbering, Barber	
ADD STATE APP#		
ADD LICENSE NU	MBER	
ADD LIC EXP DAT	E	
App Expires: 09/01	1/2014 EDIT	
Print New App Lab		
Applied 01/15/2014		
Most recent application		
Status: Paid. Waiti	ing for review.	
	Application Approval Requirements ADD	
	Coordinator Review	
	APPLICATION	
	2X2 PHOTO	
	FORM 1 GOVT ISSUED ID	
	TRAINING AFFIDAVIT	
	Final Review	

Professional Credential Services, Inc.

Page 11

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 Applicat	ions.	
New Mexico		
Cosmetology &	Barbering, Barber	
ADD STATE AP	<u>P#</u>	
ADD LICENSE N	IUMBER	
ADD LIC EXP D	ATE	
App Expires: 09	/01/2014 EDIT	
Print New App L		
Applied 01/15/20		
	lication: 01/15/2014	
Status: Approve	d	
	Application Approval Requirements ADD	
2	Coordinator Review	
2	APPLICATION	
2	2X2 PHOTO	
2	FORM 1 GOVT ISSUED ID	
19 19 19 19	TRAINING AFFIDAVIT	
	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
Scole. 01:00 /0 FAS3
PRINT SCORE NOTICE

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



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 practical examination, click Reschedule Practical under the Active Applications box.

Active Applicati	ions.	
New Mexico		
Cosmetology & E	Barbering, Barber	
ADD STATE API		
ADD LICENSE N	NUMBER	
ADD LIC EXP DA		
App Expires: 09/		
Print New App La		
Applied 01/15/20		
	lication: 01/15/2014	
Status: Approved		
	Application Approval Requirements ADD	
2	Coordinator Review	
8 8 8 8 8 8 8 8	APPLICATION	
2	2X2 PHOTO	
2	FORM 1 GOVT ISSUED ID	
2	TRAINING AFFIDAVIT	
2	Final Review	
	RESCHEDULE PRACTICAL	

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



Application Approval Process

Once an online application has been completed (**payment has been made**), the coordinator will receive notification. PCS will review your application and enter any requirements which may be pending (i.e. High School Transcript or Training Transcript). *If documents are submitted after the online application has been completed, PCS will enter those as received no later than three business days of receipt. Application or documents will not be reviewed /processed until payment is received by PCS.*

- If PCS receives an application or a required document which is incomplete or completed incorrectly, PCS will notify you via e-mail and your file will remain pending until all necessary information has been received.
- In order to receive your desired practical examination date, the online application, required documents, payment and approval from the New Mexico State Board must be received before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received and application is approved.

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 e-mail within one business day.
- 2. A Practical Admission Notice confirming your assigned date, time, and location will be sent via email 10 business days prior to your examination date.
- If you do not receive any e-mails 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 <u>http://www.psiexams.com</u>
- 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 PSIs Interactive Voice Response System during non-business hours at (855) 746-8173.

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.

Practical Examination Scheduling

Please select TBD when completing your application. You will be assigned to the next available practical examination date once your application has been approved. You must be prepared to take the first available practical examination. You will be notified via e-mail of your practical examination date. If you are unable to take your practical examination on the date you are assigned, a rescheduling fee will be required.

Practical Rescheduling Policy

Rescheduling for the practical examination is not permitted without a re-exam fee unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, documentation may be uploaded to your homepage.

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. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and PSI for inquiries regarding the theory examination.

Examination Day Requirements

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

- Admission Notice (practical) or ATT Letter (theory)
- A current 2" x 2" passport type <u>color</u> photo (selfies are not accepted)
- Two (2) forms of identification one form must be a government issued photo ID (see below)
- Examination Supplies (if taking practical examination see NIC Content Outline page)

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) Photo copies 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) Photo copies 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 forty five (45) 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 or 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 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. <u>No visitors, guests or children are allowed in the test center</u>.

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

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, calculator 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 <u>any</u> 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 and practical 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 both the theory and practical 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 on a daily basis.

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:	
Professional Credential Services,	lnc.		Page 19

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. examcomplaints@virtualinc.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.

Examination Guidelines

Dress Code

You should dress professionally, as you would when you are working in a shop. You are not allowed to have your name, your school name, or a shop name on your professional attire or kit.

Please see the attached NIC Candidate Information Bulletin for details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.

Mannequins/Model

A mannequin(s) is required for all services; however, a model may be used during the Set UP and Client Protection, Haircutting, and Shaving with a Straight Razor sections

Best wishes on passing your examinations and a successful career in your chosen profession!

NATIONAL BARBER STYLING 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 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. <u>The</u> 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. <u>Picture ID is required for re-entry into the examination</u>.

• 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 Design
- 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		



NATIONAL <u>BARBER STYLING</u> PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR <u>www.nictesting.org</u> for the most current bulletin prior to testing.

National Barber Styling Practical Examination is the licensure examination for Barbering, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Barber Styling Practical Examination content and administration for Barber Styling core services and additional sections.

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

- *Important Instructions and Examination Core Domain Content* This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- Additional Services These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- *References* This provides a list of references used to develop and support the content covered in NIC examinations.

The references will always be the same for both Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL 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. <u>Picture ID is required</u> for re-entry into the examination.
- Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however **<u>nothing</u>** may be returned to the kit.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
 - <u>EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.</u>

National-Interstate Council of State Boards of Cosmetology, Inc. – Barber Styling Practical Examination CIB (CORE) © Copyright 2020 NIC All Rights Reserved

- Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere to the following standards:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions or an emergency situation, the proctors and/or examiners are not allowed to communicate with candidates.
 - Examiners are not allowed to speak with candidates.
 - Candidates requesting information during the examination will be told one of the following statements:
 - "Do the best you can with what you have available."
 - "Do as you were taught."
 - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
 - Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, please step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
 - In the event that all candidates complete a section <u>before</u> the time has elapsed, the examiners will proceed to the next section of the examination.
 - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
 - During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidates will be expected to follow the NIC Blood Exposure Procedure.

Failure to do so may result in your dismissal from the examination.

- Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Blood Exposure Procedure, OR go to www.nictesting.org for a current downloadable copy.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.
- 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.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - 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 the immediate dismissal from the examination and the candidate's actions reported to the proper authorities.
- <u>All supplies must be labeled in English</u>. When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels <u>must have English</u> and may also include other languages. All non-manufacturers created labels must be only in English.
 - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
 - <u>EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal</u> properties must be used. <u>DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN</u> <u>THE TESTING ENVIRONMENT.</u> Please refer to the "Suggested Examination Supplies"

section to see any further state specific requirements for supplies and products.

- Simulated products are *not* allowed for disinfectants and hand sanitizers.
- **NOAEROSOLS** or **DISINFECTANT SPRAYS** are allowed in the testing environment.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled *"Suggested Examination Supplies"* provided for each section of the examination. Suggested Supplies can be found after the "Content Domains" section of this bulletin.

NIC MODEL OR MANNEQUIN REQUIREMENTS

Please refer to your state specific guidelines for model and mannequin requirements.

If your state requires that you use a mannequin head(s) or hand(s):

- Candidates who are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads and/or hands must be approved by the examination state/vendor prior to admittance into examination.

SPECIALATTENTION

The following information is vital and specific to the NIC National Barber Styling Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are <u>required</u> to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled "To be disinfected"
 - Container labeled "Soiled linens"
 - Container labeled "Trash"
- It is specified that there is <u>more than one client</u> represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Barber Styling Practical Examination Content Domains Sections).
- The following sections are new to the Barber Styling Practical Examination:
 - Blood Exposure Procedure (Content Domain Section 5)
 - Predisposition Test and Strand Test with Simulated Product (Content Domain Section 7)
- <u>Candidates are expected to brace any time they are working around the eye and mouth areas.</u>
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.
- Clippers MUST have a cord, or a cord simulated.
- A straight razor MUST be used.
- Check your state examination regulations for razor blade and live model and/or mannequin requirements.

BARBER STYLING PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Barber Styling Practical Examination includes 9 (nine) core domain sections. The <u>Core Domain Sections</u> are based on the national job analysis.

- 1. Work Area and Client Preparation, and Set Up of Supplies (First client, 10 minutes)
- 2. Haircutting (40 minutes)
- 3. Work Area and <u>New</u> Client Preparation, and Set Up of Supplies (Second client, 15 minutes)
- 4. Shaving with Straight Razor (Variable Timing)
- 5. Blood Exposure Procedure (10 minutes)
- 6. **Chemical Waving** (20 minutes)
- 7. Predisposition Test and Strand Test with Simulated Product (10 minutes)
- 8. Chemical Relaxer Virgin Application (15 minutes)
- 9. Hair Color Retouch Application (15 minutes)

CONTENT DOMAINS

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will prepare your work area for your client."

"You will set up the universal supplies you will use throughout the examination."

"You will also set up the supplies for the Haircutting section of the examination."

"You will prepare your client for services."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English as EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal
- 1.2 Sanitizes hands with product labeled in English
- 1.3 Universal supplies are labeled in English
- **1.4** Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

2. HAIRCUTTING (40 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will perform a tapered Haircut with no blocked line at the nape."

"You will demonstrate clipper cutting with and without guard or detachable blade."

"You will demonstrate use of shear over comb."

"You will demonstrate fingers and shear cutting."

"You will cut at least ¹/₂ inch of hair throughout the haircut."

"You will be expected to complete and blend the haircut."

"You will also be expected to shave both sides of the neck with a straight razor."

"Do not remove your hair clippings from your work area until you are instructed individually, by the examiner, to do so."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 40 minutes to complete this section."

"You will be informed when you have 20 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 2.1 Haircutting supplies are labeled in English
- 2.2 Implements and supplies are visibly clean
- 2.3 Performs scalp analysis
- 2.4 Demonstrates safe use of clippers and comb without guard or detachable blade
- 2.5 Demonstrates safe use of clippers with guard or detachable blade
- 2.6 Demonstrates safe use of comb and shears
- 2.7 Establishes outline around ears
- 2.8 Shaves sides of the neck using straight razor to include reverse backhand stroke

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: *"Please stop working. Please do nothing until the next verbal instructions are given."*

Examiner – Verbal Instructions: Read to each candidate individually: *"May I please use your comb to check the haircut?"*

- 2.9 Hair in front of ear is uniform in length (sideburns)
- 2.10 Haircut blended without weight line
- 2.11 At least ¹/₂ inch of hair is cut throughout

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of the haircut has been examined:

"Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given."

- 2.12 Removes hair from work area
- 2.13 Maintains drape throughout section
- 2.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read to candidates when all examiners have indicated they have completed their assessment:

"All examiners have indicated they are ready to proceed."

3. WORK AREA AND <u>NEW</u> CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will breakdown your work area and dispose of supplies used in the previous sections of this examination."

"You will prepare your work area for a <u>NEW</u> client."

"You will set up the universal supplies you will use for the remainder of the examination."

"You will also set up the supplies for the Shaving with a Straight Razor section of the examination."

"You will prepare your client for a shave."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 15 minutes to complete this section."

"You will be informed when you have 8 minutes remaining."

"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin." "Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- **3.1** Disinfects all work areas completely with product labeled in English as EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal
- 3.2 Sanitizes hands with product labeled in English
- 3.3 Universal supplies are labeled in English
- **3.4** Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

4. SHAVING WITH A STRAIGHT RAZOR (Variable Timing)

Proctor - Verbal Instructions: Read to all candidates:

"You will prepare to perform shaving with a straight razor."

"You will prepare the model's face by lathering and steaming."

"Do not remove the steam towel until instructed to do so by the examiner."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 5 minutes to complete this section."

"You will be informed when you have 2 minutes remaining."

"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin." "Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 4.1 Shaving supplies are labeled in English
- 4.2 Sets up implements that are visibly clean
- 4.3 Lathers beard and mustache area
- 4.4 Steam towel is applied

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: *"Please stop working. Please do nothing until the next verbal instructions are given."*

Proctor – Verbal Instructions: Read to all candidates after all candidates have stepped back to indicate that they have completed their preparation:

"You will perform Shaving with a Straight Razor."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will be instructed individually by the examiner when to remove the towel, re-lather, and begin the shave."

"This is an untimed section."

"Do not remove the steam towel or demonstrate any strokes until instructed individually by the examiner to do so."

(1) "The instructions will be repeated."

Examiner – Verbal Instructions: Read to each candidate individually: *"Please remove the steam towel, re-lather, and demonstrate the first 5 shaving strokes."*

4.5 Removes steam towel and lather

4.6 Re-lathers beard and mustache

4.7 Demonstrates freehand stroke in areas 1, 3, and 4 safely

4.8 Demonstrates backhand stroke in area 2

4.9 Demonstrates reverse freehand stroke in area 5

Examiner – Verbal Instructions: Read to each candidate individually after the shaving with a straight razor has been examined:

"Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read to all candidates after demonstrated strokes are evaluated: *"All examiners have indicated they are ready to proceed."*

Proctor – Verbal Instructions: Read to all candidates:

"Do not demonstrate any additional shaving strokes." "You will perform the finishing steps of the service." "You will be expected to follow all client protection, safety and infection control procedures." "You will have 5 minutes to complete this section." "You will be informed when you have 2 minutes remaining." "Step back to indicate you have finished."

(1) "The instructions will be repeated."

- (2) "You may begin."
- 4.10 Completes the shaving service
- 4.11 Maintains drape throughout section
- 4.12 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

5. BLOOD EXPOSURE PROCEDURE (10 minutes)

Proctor - Verbal Instructions: Read to all candidates:

"You will demonstrate the Blood Exposure Procedure."

"You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. Your work area or client has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 5.1 Blood exposure supplies are labeled in English
- 5.2 Removes materials from first aid kit
- 5.3 Supplies and materials are visibly clean
- 5.4 Cleans injured area with antiseptic
- 5.5 Covers with dressing that is absorbent and secured
- 5.6 Candidate wears glove or finger guard
- 5.7 Disposes of all contaminated supplies

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: *"Please stop working."*

Proctor – Verbal Instructions: Read when all examiners have indicated they are ready to proceed: "You will breakdown your work area and dispose of supplies used in the previous sections of the examination."

"You will set up the supplies for the following sections of the examination:

Chemical Waving

Predisposition and Strand test

Chemical Relaxer – Virgin Application

Hair Color – Retouch Application

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete your set up."

"You will be informed when you have 5 minutes remaining."

"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."

National-Interstate Council of State Boards of Cosmetology, Inc. – Barber Styling Practical Examination CIB (CORE) © Copyright 2020 NIC All Rights Reserved "Step back to indicate you have finished."

- (1) "The instructions will be repeated."
- (2) "You may begin."

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

6. CHEMICAL WAVING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will perform Chemical Waving."

"You will prepare your client for services."

"You will wrap the entire center back section of the head, from crown to nape."

"Once you are finished wrapping, please step back and do nothing until the next verbal instructions are given."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

"Do not perform the saturation procedure, a test curl, or remove a rod until instructed individually by the examiner to do so."

"Do not remove the remaining rods until you are instructed to do so."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 6.1 Chemical waving supplies are labeled in English
- 6.2 Implements and supplies are visibly clean
- 6.3 Performs scalp analysis
- 6.4 Subsections hair for chemical waving
- 6.5 Wraps hair

6.6 Correct rod placement used throughout entire section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – **Verbal Instructions:** Read if the timer goes off before all candidates have stepped back: *"Please stop working. Please do nothing until the next verbal instructions are given."*

Examiner – Verbal Instructions: Read to each candidate individually: *"Please demonstrate saturation"*

6.7 Demonstrates saturation

Examiner – Verbal Instructions: Read to each candidate individually: *"Please demonstrate a test curl."*

6.8 Demonstrates a test curl

Examiner – Verbal Instructions: Read to each candidate individually: *"Please remove one rod from the hair."*

Examiner – Verbal Instructions: Once rod is removed from the hair, read individually to candidate: *"Do not remove the remaining rods until instructed to do so."*

Proctor – Verbal Instructions: Read when all examiners have indicated they are ready to proceed: *"All examiners have indicated they are ready to proceed."*

Proctor – Verbal Instructions: Read to all candidates:

"You will remove all remaining rods from the head and create 4 quadrants/sections for the remaining chemical services."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 5 minutes to complete this section."

"You will be informed when you have 2 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

6.9 Maintains drape throughout section

6.10 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

7. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will complete a simulated Predisposition Test and Strand Test."

"You will demonstrate the predisposition test behind the ear."

"You will demonstrate the strand test on any area of the head."

"There is no required wait time for results."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 7.1 Predisposition test and strand test supplies are labeled in English
- 7.2 Implements and supplies are visibly clean
- 7.3 Demonstrates predisposition test behind the ear
- 7.4 Demonstrates strand test
- 7.5 Maintains drape throughout section
- 7.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

8. CHEMICAL RELAXER - VIRGIN APPLICATION (15 Minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will perform a Chemical Hair Relaxer - Virgin Application."

"You will apply simulated relaxer product on one back quadrant/section of hair."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 15 minutes to complete this section."

"You will be informed when you have 8 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 8.1 Virgin hair relaxer supplies are labeled in English
- 8.2 Implements and supplies are visibly clean
- 8.3 Subsections hair for relaxer application
- 8.4 Applies simulated relaxer product
- 8.5 Maintains drape throughout section
- 8.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

9. HAIR COLOR - RETOUCH APPLICATION (15 minutes)

Proctor – Verbal Instructions: Read to all candidates

"You will perform a Hair Color Retouch Application."

"You will apply simulated product to the other back quadrant/section of hair."

"The client has 1 inch of regrowth."

"You will be expected to follow all client protection, safety and infection control procedures."

"You have 15 minutes to complete this section."

"You will be informed when you have 8 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 9.1 Hair color retouch supplies are labeled in English
- 9.2 Implements and supplies are visibly clean
- 9.3 Subsections hair for hair color retouch
- 9.4 Applies simulated hair color product
- 9.5 Final result of hair color retouch application
- 9.6 Maintains drape throughout section
- 9.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: *"Please stop working."*

CANDIDATE CLEANUP AND FINAL SUMMARY

Proctor - Verbal Instructions: Read to all candidates at the conclusion of the examination:

"All examiners have indicated they have completed their assessment."

"Make sure that all kit supplies and disposable materials are taken with you."

"This concludes the National-Interstate Council of State Boards of Cosmetology, National Barbering Practical Examination."

"Thank you for your participation."

12. BLOW DRY STYLING (10 minutes)

+ADDITIONAL SECTION+

Proctor - Verbal Instructions: Read to all candidates:

"You will have 2 minutes to set up the supplies for the Blow Dry Styling section of this examination."

"Do not demonstrate any procedures until the verbal instructions have been given and you are instructed to begin."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

Proctor - Verbal Instructions: Read to all candidates:

"You will perform Blow Dry Styling."

"You will prepare your client for the service."

"The hair must be wet."

"You will blow dry only one front quadrant/section using a brush."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

"Step back to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 12.1 Blow dry styling supplies are labeled in English
- 12.2 Implements and supplies are visibly clean
- 12.3 Demonstrates safe use of blow dryer
- 12.4 Controls hair with brush
- 12.5 Final result of blow dry styling
- 12.6 Maintains drape throughout section
- 12.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

BLOW DRY STYLING SUPPLIES (Additional Section)

- blow dryer
- brush(es)

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- EPA-registered disinfectant wipes with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant wipes)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "items to be disinfected" (recommended: free-standing paper sack with plastic liner)
- container labeled "soiled linens" (recommended: free-standing paper sack with plastic liner)
- container labeled "trash" (recommended: free-standing paper sack with plastic liner)
- first aid kit
- paper towels

HAIR CARE – UNIVERSAL/GENERAL SUPPLIES

- mannequin head(s) and a table clamp or tri-pod (pre-markings or pre-sectioning on mannequins is not permitted)
- protective capes (recommended: child size capes)
- neck strip(s)
- cloth towels
- hair clip(s) and/or clamp(s)
- comb(s)
- hair brush(es)
- shaving cream (non-aerosol)
- spray bottle with water
- spatula(s)
- gloves

HAIRCUTTING SUPPLIES

- protective capes (recommended: child size capes)
- shears
- clippers (clippers MUST have actual electrical cord)
- guards/detachable blades
- straight razor(s)
- shaving cream (non-aerosol)

SHAVING SUPPLIES

- protective capes (recommended: child size capes)
- straight razor(s)
- shaving cream (non-aerosol)
- steam towel
- toner, talc, or moisturizer

BLOOD EXPOSURE PROCEDURE SUPPLIES

additional bag for disposal of blood-contaminated materials

CHEMICAL WAVING SUPPLIES

- protective capes (recommended: child size capes)
- chemical wave rods
- cotton
- protective cream
- end papers
- simulated waving lotion (water)

PREDISPOSITION TEST AND STRAND TEST SUPPLIES

- skin cleanser
- applicator brush
- bowl or bottle applicator with colored simulated product

CHEMICAL RELAXER SUPPLIES

- protective capes (recommended: child size capes)
- protective cream
- applicator brush
- bowl or bottle applicator with colored simulated product

HAIR COLOR SUPPLIES

- protective capes (recommended: child size capes)
- protective cream
- applicator brush
- bowl or bottle applicator with colored simulated product