PROFESSIONAL CREENTIAL SERVICES, INC.



New Mexico BOARD OF BARBERS and COSMETOLOGISTS

Barber

Candidate Handbook

October 2015

Professional Credential Services, Inc. Page1

Quick Reference

STEP ONE: COMPLETE ONLINE APPLICATION

- Read Candidate Handbook
- Submit required documents to PCS

STEP TWO: TAKE EXAMINATIONS

- Schedule Theory Examination with PSI
- 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

Courier Mailing Address

Attn: New Mexico Coordinator 150 Fourth Avenue North Suite 800 Nashville, Tennessee 37219

Customer Service: (888) 822-3272 Email: <u>nmcos@pcshq.com</u> Website: <u>http://www.pcshq.com</u>

PSI Exams

Scheduling: (800) 733-9267 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_____



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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 Master 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 50-hour course of instruction in shaving in a licensed school..
- 3. Successfully pass the NIC "shaving" portion of the practical examination.

Training Expiration Limit

! Pursuant to New Mexico Regulation 16.34.2.8A(2)©, all required examinations must be taken and passed within 24 months of the date training was completed. After 24 months you are required to complete a minimum of 150 hours of remedial education; upon completion, you must submit a new application to PCS along with proof of completing these additional hours. *Examination scores are only valid within 24 months of 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 considered complete 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 your state laws, rules and regulations prior to making payment.

All fees are non-refundable.

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

Practical Examination Dates

Location	Examination Date	Application Deadline
Albuquerque	10/19/2015	9/28/2015
Albuquerque	11/9/2015	10/19/2015
Albuquerque	12/14/2015	11/23/2015
Albuquerque	1/11/2016	12/21/2015
Albuquerque	2/8/2016	1/18/2016
Albuquerque	3/21/2016	2/29/2016
Albuquerque	4/4/2016	3/14/2016
Albuquerque	5/9/2016	4/18/2016
Albuquerque	6/13/2016	5/23/2016
Albuquerque	7/18/2016	6/27/2016
Albuquerque	8/8/2016	7/18/2016
Albuquerque	9/12/2016	8/22/2016
Albuquerque	10/3/2016	9/12/2016
Albuquerque	11/14/2016	10/24/2016
Albuquerque	12/12/2016	11/21/2016

Location	Examination Date	Application Deadline
Las Cruces	11/16/2015	10/26/2015
Las Cruces	1/25/2016	1/4/2016
Las Cruces	3/21/2016	2/29/2016
Las Cruces	5/16/2016	4/25/2016
Las Cruces	7/18/2016	6/27/2016
Las Cruces	9/19/2016	8/29/2016
Las Cruces	11/21/2016	10/31/2016

Location	Examination Date	Application Deadline
Farmington	6/6/2016	5/16/2016
Roswell	8/22/2016	8/1/2016

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 http://www.pcshq.com.

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.

* All documents that require a notary seal may be <u>uploaded</u> to your PCS Homepage as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

! 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</u> and <u>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)
- 2. Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. Notarized translation of a valid license or certificate from another nation.
- 4. Notarized translation of certified transcript of training from school or nation.
- 5. Notarized translation of any other documents that may be required by the Board.

! 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 http://www.pcshq.com
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click New Mexico
- 5. Click Barber
- 6. Click Create an Account (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 link in e-mail to verify account information and create PCS password.
- 11. Click Enable Account
- ! A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

New Professional Credential Services Account			
By signing up for a free account, you can access your application and licensing information.			
P R O F E S S I O N A L			
To access your information online, please create your personal account. You MUST use a <u>unique</u> e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.			
E-Mail Address			
First Name			
Last Name SERVICES			
Birth Date (m/d/yyyy)			
If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.			
Social Security Number			
Please enter the RECaptcha information below			
Type the text Privacy & Terms			

PCS Application

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

- 1. Complete steps 1-5 listed above.
- 2. Enter e-mail address and password provided during account set-up.
- 3. You are now in the online application; select appropriate license type (i.e. Cosmetology).
- 4. Continue with online application until all required fields have been completed.
- 5. Choose the examinations you wish to take.
- 6. 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 <u>http://www.pcshq.com</u>
- 2. Click Client Portal
- 3. Enter e-mail address and password
- 4. Click Log In

PROFESSIONAL CREDENTIAL SERVICES, INC.
Log into your account
E-Mail Address PESSIO
*If you have forgotten your password or you have received an email from PCS instructing you to create your password, <u>Click Here.</u>
If you have not previously created a PCS account please go to your profession and state home page.

Application Status

You may check the status of your online 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 Applications.		
New Mexico		
Cosmetology & Barberin	ig, Barber	
ADD STATE APP#	-	
ADD LICENSE NUMBER	<u>R</u>	
ADD LIC EXP DATE		
App Expires: 09/01/2014	4 <u>EDIT</u>	
Print New App Label		
Applied 01/15/2014		
Most recent application:	01/15/2014	
Status: Paid. Waiting for review.		
Application Approval Requirements ADD		
D 🔋	Coordinator Review	
	APPLICATION	
	2X2 PHOTO	
	FORM 1 GOVT ISSUED ID	
	TRAINING AFFIDAVIT	
	Final Review	

How do I know if my application is approved?

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

Active Applications.			
New Mexico			
Cosmetology & Barbe	ering, Barber		
ADD STATE APP#			
ADD LICENSE NUME	<u>3ER</u>		
ADD LIC EXP DATE			
App Expires: 09/01/2	014 <u>EDIT</u>		
Print New App Label			
Applied 01/15/2014			
Most recent application	on: 01/15/2014		
Status: Approved.			
Application Approval Requirements ADD			
e	Coordinator Review		
2	APPLICATION		
2	2X2 PHOTO		
2 2	FORM 1 GOVT ISSUED ID		
2	TRAINING AFFIDAVIT		
5	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 a score notice



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

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

Examination Rescheduling

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

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

Activ	ve Applications.	٦
New	Mexico	
Cosn	netology & Barbering, Barber	
ADD	STATE APP#	
ADD	LICENSE NUMBER	
ADD	LIC EXP DATE	
App I	Expires: 09/01/2014 EDIT	
Print	New App Label	
Appli	ied 01/15/2014	
Most	t recent application: 01/15/2014	
Statu	us: Approved.	
	Application Approval Requirements ADD	
	Coordinator Review	
	M APPLICATION	
	2X2 PHOTO	
	FORM 1 GOVT ISSUED ID	
	Coordinator Review Image: Coordinator Review	
	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.*

- 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, and payment must be received in our office on or before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received.

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 (800) 733-9267 (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 (800) 733-9267.

Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 2 business days prior to your scheduled date. You may call (800) 733-9267 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

You will request a practical date when completing your on-line application. As long as you have all required information in by the deadline date, you will be scheduled to take your examination on the date requested. Otherwise you will be assigned to the next available exam once your application has been approved.

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 e-mailed to your coordinator at nmcos@pcshq.com or 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.

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)

- 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)

- 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.

Arrival

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

General Examination Policies

Security Policy

Suspected security breaches during either the theory 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 **any** personal items brought to the examination site.

Environmental Distracters

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

Examination Results

Score Notices

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

State Score Requirements

The minimum score required to pass both the theory 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.

State Score Requirements

Once you pass both the theory and practical examination, you will receive a *Notice of Completion and a Licensure Fee Notice*. Mail this form with the required fees to the Board Office so that your license can be issued. 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.

Email: <u>nmcos@pcshq.com</u>

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:
Print Social Security Number:		_
Sign and Date your Request:		
Signature:		Date:

Formal Complaints

Directions

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

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

Send Complaint to:

- 1. Email: nmcos@pcshq.com
- Professional Credential Services, Inc. Attn: New Mexico Cosmetology P.O. Box 198768 Nashville, Tennessee 37219-8768

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.

Scientific Concepts – 27%

- A. Demonstrate an understanding of the principles and practice of infection control as it relates to:
 - 1. Microbiology
 - a. Bacteria
 - b. Viruses
 - c. Parasites
 - d. Immunity
 - e. Prevention
 - 2. Methods of infection control
 - a. Sanitation
 - b. Disinfection
 - c. Sterilization
 - 3. Federal Regulations
 - a. Occupational Health and Safety Administration (OSHA) guidelines
 - b. Universal precautions
 - c. Material Safety Data Sheets (MSDS)
 - d. Environmental Protection Agency (EPA)
 - e. Food and Drug Administration (FDA)
 - 4. First Aid
 - a. Minor bleeding and wounds
 - b. Minor burns
 - c. Minor eye irritation
- B. Demonstrate an understanding of basic human anatomy as it relates to:
 - 1. Cells
 - 2. Tissues
 - 3. Organs
- C. Demonstrate an understanding of basic physiology (body systems) as it relates to:
 - 1. Skeletal system
 - a. Head
 - b. Face
 - c. Neck
 - 2. Muscular system
 - a. Head
 - b. Face
 - c. Neck
 - 3. Nervous system
 - a. Head
 - b. Face
 - c. Neck

- 4. Circulatory system
- 5. Endocrine system
- 6. Digestive system
- 7. Respiratory system
- 8. Integumentary system
- 9. Excretory system
- D. Demonstrate an understanding of basic principles of chemistry as it relates to:
 - 1. Matter
 - 2. The pH scale
 - 3. Effects of nutrition on hair, scalp, and skin
 - 4. Compounds
 - 5. Mixtures
 - 6. Product ingredients
 - 7. Product labeling
 - 8. Product safety
- E. Demonstrate an understanding of basic principles of electricity as it relates to:
 - 1. Electric current
 - 2. Electric measurements
 - 3. Electricity in barber-styling
 - a. Electrotherapy
 - b. Light therapy

Hair Care Services – 40%

- A. Demonstrate an understanding of trichology as it relates to:
 - 1. Properties and structure of the hair and scalp
 - a. Shaft
 - i. Cuticleii
 - ii. Cortex
 - iii. Medulla
 - b. Root
 - i. Follicle
 - ii. Bulb
 - iii. Papilla
 - iv. Arrector pili muscle
 - v. Sebaceous gland
 - 2. Hair analysis and hair quality
 - a. Porosity
 - b. Texture
 - c. Elasticity
 - d. Density
 - 3. Hair growth stages
 - 4. Hair loss
 - a. Types
 - b. Treatments

Hair Care Services Continued

- 5. Disorders of the hair and scalp
 - a. Types
 - b. Treatments
- B. Demonstrate an understanding of performing a client consultation as it relates to:
 - 1. Desired look
 - 2. Face shape
 - 3. Hair analysis
- C. Demonstrate an understanding of procedures for draping for all hair services
- D. Demonstrate an understanding of concepts needed for haircutting and styling as it relates to:
 - 1. Elements of hair design
 - a. Form
 - b. Shape
 - c. Line
 - d. Color
 - e. Wave pattern
 - 2. Principles of hair design
 - a. Proportion
 - b. Balance
 - c. Symmetry
 - 3. Facial shapes
- E. Demonstrate an understanding of procedures for shampooing, conditioning, massage, and brushing as it relates to:
 - 1. Shampooing
 - a. Product selection
 - b. Procedure
 - 2. Conditioning
 - a. Product selection
 - b. Procedure
 - 3. Scalp massage
 - a. Types of manipulations
 - b. Procedure
 - 4. Scalp treatments
 - a. Product selection
 - b. Procedure
 - c. Equipment
- F. Demonstrate an understanding of procedures for haircutting as it relates to:
 - 1. Basic principles of haircutting
 - a. Areas of the head
 - b. Elevation or projection
 - c. Lines and angles
 - d. Crosschecking
 - e. Texturizing
 - 2. Tools, implements, and equipment

- a. Types
- b. Selection
- c. Care and maintenance
- 3. Safety
- 4. Body positioning
- 5. Basic haircuts
 - a. Blunt
 - b. Layered
 - c. Tapered
- 6. Haircutting procedures
- 7. Neck shaving procedures
- G. Demonstrate an understanding of procedures for head shaving as it relates to:
 - 1. Preparation
 - 2. Shaving procedure
 - 3. Safety
- H. Demonstrate an understanding of procedures for hairstyling as it relates to:
 - 1. Wet Styling
 - a. Types of styles
 - b. Tools and implements
 - c. Procedures
 - d. Product selection
 - 2. Thermal styling
 - a. Types of styles
 - b. Tools and implements
 - c. Procedures
 - d. Product selection
 - 3. Natural hairstyling (e.g., braids, locks, etc.)
 - 4. Safety
- I. Demonstrate an understanding of wigs, hair pieces, and hair enhancements as it relates to:
 - 1. Materials and construction
 - 2. Supplies
 - 3. Sizing
 - 4. Attachment methods
 - 5. Styling
 - 6. Maintenance
- J. Demonstrate an understanding of procedures for chemical services as it relates to:
 - 1. Chemical Texture
 - a. Chemical waving
 - i Application procedures
 - ii Product selection
 - b. Reformation curls
 - i Application proceduresii Product selection
 - c. Chemical relaxing
 - i Application procedures
 - ii Product selection

Hair Care Services Continued

- 2. Hair color and lightening (including facial hair)
 - a. Color theory
 - i Law of color
 - ii Tone
 - iii Level
 - b. Application procedures
 - c. Product selection
- 3. Safety

Facial Hair Services – 17%

- A. Demonstrate an understanding of performing a client consultation as it relates to:
 - 1. Skin analysis
 - 2. Health history
- B. Demonstrate an understanding of procedures for draping for all facial hair services
- C. Demonstrate an understanding of procedures for shaving and facial hair designing as it relates to:
 - 1. Tools and
 - 2. Facial shaving
 - a. Preparation
 - b. Positions and strokes
 - 3. Mustaches and beards
 - a. Preparation
 - b. Products
 - 4. Safety

Skin Care and Facial Services

- A. Demonstrate an understanding of skin histology as it relates to:
 - 1. Anatomy of the skin
 - a. Layers of the skin
 - b. Nerves of the skin
 - c. Glands of the skin
 - d. Types of skin
 - e. Skin pigmentation
 - f. Aging of the skin
 - 2. Functions of the skin
 - 3. Disorders of the skin
- B. Demonstrate an understanding of performing a client consultation as it relates to:
 - 1. Skin analysis
 - 2. Health history

- C. Demonstrate an understanding of procedures for draping for all skin care and facial services
- D. Demonstrate an understanding of procedures for facials as it relates to:
 - 1. Tools and implements
 - 2. Equipment
 - 3. Products and materials
 - 4. Types of facial massage manipulations
 - 5. Types of facial treatments
 - 6. Electrotherapy and light therapy
 - 7. Safety
- E. Demonstrate knowledge of types of temporary hair removal

Sample Questions

The following sample questions are similar to those on the NIC Barber 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 of the following types of spore?
 - 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

Sample Questions Continued

- 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?

What should be performed **FIRST** before applying permanent hair color?

- a. Strand test
- b. Patch test
- c. Curl test
- d. Texture test

- 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.
- 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.

Answer Key

1.	С	4.	b	7.	b

- 2. b 5. d 8. c
- 3. b 6. d

Barber Styling References

PRIMARY REFERENCES

Milady's Standard Professional Barbering, 5th Ed. 2011 Author: Maura Scali-Sheahan, Ed D Milady 5 Maxwell Drive Clifton Park NY 12065-2919 www.milady.cengage.com

NIC Infection Control and Safety Standards Adopted 1998: Revised October 2002, Revised August 2014 National-Interstate Council of State Boards of Cosmetology http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards-_Aug_2014.pdf

SUPPORTING REFERENCES

Milady's Standard Professional Barbering, 2006 Author: Maura Scali-Sheahan Delmar Learning 5 Maxwell Drive Clifton Park NY 12065-2919 www.milady.cengage.com

State Practical Examination Guidelines

The New Mexico State Board of Barbers and Cosmetologists require you to be examined on the following services on the practical examination:

Core Domain Services

The scope of the Barber Styling Practical Examination includes 6 (six) sections:

- Set Up and Client Protection (Mannequin OR Model)
- Haircutting (Mannequin OR Model)
- Shaving with a Straight Razor (Mannequin OR Model)
- Blow Dry Styling (Mannequin ONLY)
- Chemical Waving (Mannequin ONLY)
- Virgin Hair Lightening and Hair Color Retouch (Mannequin ONLY)
- Chemical Relaxing, Virgin and Retouch (Mannequin ONLY)

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. Please see *Practical Examination Supplies.*

It is the candidate's responsibility to come prepared for the examination. Mannequin heads that are pre-marked or pre-sectioned are NOT allowed for any part of the practical examination.

Models must be at least 15 years of age and cannot be licensed or a student studying in the field of Cosmetology, Barbering and/or any related fields. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all areas of the practical examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

Kit Size

Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under the table areas.

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 examination</u>.
- Candidates are required to bring a 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 (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. At the conclusion of the examination, do NOT dispose of waste materials, chemicals, products, or water in the trash receptacles or restrooms.
- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors and examiners are not allowed to communicate with candidates.
 - If you have an emergency situation, please notify the proctor.
- Candidates will be given time to set up the universal (also known as general) supplies that they will use for the examination.
- Each section of the examination has a maximum time allowance, except for those specified as untimed sections.
 - Once you have completed all tasks in the section please step back or turn the hand toward the examiner (in the case of nail services) to indicate that you are finished.
 - In the event that all candidates complete the section <u>before</u> the time has elapsed, the examiners will proceed to the next section of the examination.
 - If the timer goes off, you must stop working and step back or turn the hand toward the examiner (in the case of nail services).
- 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, candidates will be expected to follow the NIC Health and Safety Standards. <u>Failure to do so may result in your dismissal from the</u> <u>examination.</u>
 - Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards.

- 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, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - 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 your immediate dismissal from the examination and your 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-manufacturer created labels must be English only.
 - Original manufacturer's labels are required for certain products such as disinfectants and hand sanitizers.
 - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the "Suggested Examination Supplies" section to see specific requirements for supplies and products.
 - o Simulated products are NOT allowed for disinfectants and hand sanitizers.
 - No aerosols are allowed in the testing environment.
 - There is a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin.

SPECIAL ATTENTION!

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

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
 - Container <u>labeled</u> "to be disinfected"
 - Container <u>labeled</u> "soiled linens"
 - Container <u>labeled</u> "trash"
- The Shaving with a Straight Razor section is <u>UNTIMED</u>.
- For the Haircutting section, the candidate is expected to complete a tapered haircut using shears and clippers, with AND without guards.
- The Virgin Hair Lightening and Hair Color Retouch section of the examination is 20 minutes consisting of two 10-minute segments.
- The Chemical Relaxing, Virgin and Retouch section of the examination is 20 minutes consisting of two 10-minute segments.

Set Up and Client Protection (10 minutes)

Proctor - Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination."

"You will also set up supplies to perform a haircut."

"You will be observed for 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 set up."

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English (manufacturer's label) as EPAregistered, hospital-grade disinfectant
- 1.2 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 1.3 Sanitizes hands PRIOR to setting up work area
- 1.4 Sets up work area with supplies labeled in English
- 1.5 Sets up implements that are visibly clean and sanitary
- 1.6 Uses neck strip or towel and applies drape for haircut
- 1.7 Practices infection control procedures safely throughout set up
- 1.8 Maintains work area in a safe manner throughout set up

Proctor – Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed: "All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination."

Proctor – Verbal Instructions:

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

Haircutting (30 minutes)

Proctor – Verbal Instructions:

"You will now perform the haircutting section of this examination."

"You will complete a tapered haircut using clippers with and without guards and shears."

"You will be expected to complete and blend the haircut." "Please do not sweep the hair from the floor until you are instructed." "You will be observed for client protection, safety and infection control procedures."

"You will have 30 minutes to complete this section." "You will be informed when you have 15 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 Sanitizes hands PRIOR to starting haircut
- 2.2 Uses clipper and comb <u>without</u> guard to perform a tapered haircut below the occipital bone (nape) with no blocked line
- 2.3 Uses clippers <u>with</u> guard to perform a tapered haircut from the front of the ear to the parietal ridge
- 2.4 Uses comb and shears to perform haircut above the parietal ridge and on the top of the head
- 2.5 Establishes outline around ears and sides of neck that follows natural hairline
- 2.6 Handles shears safely at all times
- 2.7 Handles clippers safely at all times

Examiner – Verbal Instructions:

Read to each candidate individually after all candidates have stepped back to indicate that they have completed the haircut or the timing has elapsed: *"May I please use your comb to check your haircut?"*

- 2.8 Hair in front of ear (sideburns) is uniform in length
- 2.9 Haircut blended evenly without weight line
- 2.10 At least ½ inch of hair is cut throughout

Examiner - Verbal Instructions:

Read to each candidate individually after checking their haircut: "You may clean up only your hair at this time."

- 2.11 Removes hair clippings from skin, drape, and work area
- 2.12 Removes hair from floor completely
- 2.13 Maintains neck strip or towel and drape for protection throughout service
- 2.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 2.15 Practices infection control procedures safely throughout service
- 2.16 Maintains work area in a safe manner throughout service

Haircutting Continued

Proctor – Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

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

Proctor – Verbal Instructions:

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

Shaving with a Straight Razor (Untimed)

Proctor – Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the shaving with a straight razor section of this examination." "Do not begin any procedures until the verbal instructions have been read and you are instructed to begin." "Step back to indicate you have finished." "You may begin set up."

Proctor - Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

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

Proctor - Verbal Instructions:

Read if the timer goes off before all candidates have stepped back: "Please stop working."

Proctor – Verbal Instructions:

"You will now perform the shaving with a straight razor section of this examination."

"You will prepare the face for shaving by lathering and steaming."

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

"Do not remove the steam towel or demonstrate any strokes until instructed."

"You will be observed for client protection, safety and infection control procedures."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 3.1 Sets up implements that are visibly clean and sanitary
- 3.2 Sets up work area with supplies labeled in English
- 3.3 Sanitizes hands to include wrist
- 3.4 Applies drape across front of model covering shoulders but not touching the skin of the neck
- 3.5 Applies towel securely by tucking into neckband
- 3.6 Places residue towel across chest/shoulder area
- 3.7 Lathers beard and mustache area using a circular motion with cushion of fingers evenly and safely
- 3.8 Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and applies steam towel around face folding ends over forehead and leaving nostrils exposed

Examiner – Verbal Instructions:

Read to each candidate individually: *"Please remove the steam towel, re-lather, and demonstrate the shave."*

- 3.9 Removes steam towel and lather together in a continuous motion
- 3.10 Re-lathers beard and mustache area using a circular motion with cushion of fingers safely
- 3.11 Uses freehand stroke in areas 1, 3, and 4
- 3.12 Holds straight razor in correct freehand position with palm facing toward model/mannequin safely while shaving
- 3.13 Uses backhand stroke in area 2
- 3.14 Holds straight razor in correct backhand position with palm facing away from model/mannequin safely
- 3.15 Uses reverse freehand stroke in area 5
- 3.16 Holds straight razor in correct reverse freehand position with palm facing toward model/mannequin safely

Examiner – Verbal Instructions:

Read to each candidate individually after shave is evaluated: "Please complete your shave at this time."

- 3.17 Keeps stretching hand dry and lather-free to prevent slipping
- 3.18 Strokes straight razor at 20º- 40º angle
- 3.19 Performs shaving stroke(s) with leading point of straight razor safely
- 3.20 Completes the shave. Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and applies steam towel to remove all residue
- 3.21 Applies toner or astringent safely
- 3.22 Maintains drape for protection throughout service
- 3.23 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 3.24 Practices infection control procedures safely throughout service
- 3.25 Maintains work area in a safe manner throughout service

Shaving with a Straight Razor Continued

Examiner – Verbal Instructions:

Read to each candidate individually after they have completed the shave: "Please step back and wait for further instruction."

Proctor – Verbal Instructions:

Read when all examiners have graded the shave: "All examiners have indicated they have completed their assessment.

Blow Dry Styling (15 Minutes)

Proctor - Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the blow dry styling section of this examination." "Do not begin any procedures until the verbal instructions have been read and you are instructed to begin. "Step back to indicate you have finished." "You may begin set up."

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed: "All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination."

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

Proctor – Verbal Instructions: "You will now perform the blow dry styling section of this examination." "You will blow dry only the top and one side of the head." "Prepare by wetting the top and one side of the head." "You will be observed for 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."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks: 5.1 Sets up implements that are visibly clean and sanitary

5.2 Sanitizes hands PRIOR to draping

5.2 Samuzes namus <u>PRIOR</u> to uraping

5.3 Uses neck strip or towel and drape

- 5.4 Directs air flow to protect scalp
- 5.5 Controls hair with a brush or comb
- 5.6 Demonstrates drying of hair on top and one side of head
- 5.7 Dries hair from scalp to ends to create volume
- 5.8 Maintains neck strip or towel and drape for protection throughout service

- 5.9 Practices infection control procedures safely throughout service
- 5.10 Maintains work area in a safe manner throughout service

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

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

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

Chemical Waving (20 minutes)

Proctor – Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the chemical waving section of this examination." "Do not begin any procedures until the verbal instructions have been read and you are instructed to begin." "Step back to indicate you have finished." "You may begin set up."

Proctor – Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed: "All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination."

Proctor – Verbal Instructions:

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

Proctor – Verbal Instructions:

"You will now perform the chemical waving section of this examination."

"You will drape for the remaining services of this examination."

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

"Once you are finished or if the timing has elapsed, please step back for instructions to demonstrate saturation and a test curl."

"You will be instructed to demonstrate saturation."

"You will be instructed to demonstrate a test curl."

"Do not remove the perm rods until the examiner instructs you to remove them."

"You will be observed for 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." "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 Sets up implements that are visibly clean and sanitary
- 7.2 Sets up work area with supplies labeled in English
- 7.3 Sanitizes hands **<u>PRIOR</u>** to subsectioning hair
- 7.4 Subsections hair straight and evenly
- 7.5 Subsections hair no longer than length of rod
- 7.6 Subsections hair same width as rod
- 7.7 Wraps hair evenly and smoothly around rod
- 7.8 Distributes hair evenly across end paper
- 7.9 Extends end papers beyond hair ends
- 7.10 Places bands correctly
- 7.11 Uses same rod base placement throughout section
- 7.12 Wraps hair around rod at least 11/2 times

Proctor – Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed: "All candidates have indicated that they have completed this section of the examination."

Proctor – Verbal Instructions:

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

Examiner – Verbal Instructions:

Read to each candidate individually after all candidates have stepped back or timing has elapsed: *"Please demonstrate saturation."*

- 7.13 Applies cotton and/or protective cream at nape
- 7.14 Wears gloves during application of simulated product
- 7.15 Applies simulated product across length of all rods safely

Examiner – Verbal Instructions:

Read to each candidate individually: *"Please demonstrate a test curl."*

7.16 Unwraps rod at least 1 ½ turns and hair is held to relax to demonstrate test procedure

Examiner – Verbal Instructions:

Read to each candidate individually:

"Please step back and do not remove the perm rods until instructed to do so."

Chemical Waving Continued

- 7.17 Maintains neck strip or towel and drape for protection throughout service
- 7.18 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 7.19 Practices infection control procedures safely throughout service
- 7.20 Maintains work area in a safe manner throughout

Proctor - Verbal Instructions:

Read the following to the entire group of candidates after examiners have finished checking all candidates:

"Please remove all rods from the head and brush the hair straight back."

Examiner - Verbal Instructions:

Do not continue until all candidates have removed all of their rods. If necessary, read the following statement to the entire group:

"We cannot continue until all candidates have removed all rods from the hair and brushed the hair straight back."

Virgin Hair Lightening and Hair Color Retouch (20 minutes, Two 10-minute segments)

Proctor – Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the hair lightening and hair Color retouch section of this examination."

"You may begin sectioning the head into 4 equal sections." "Do not begin any procedures until the verbal instructions have been read and you are instructed to begin." "Step back to indicate you have finished." "You may begin set up."

Proctor – Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed: "All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination."

Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have stepped back: "Please stop working."

Proctor – Verbal Instructions:

"You will now perform the virgin hair lightening application section of this examination."

"You will be observed for client protection, safety and infection control procedures."

"You will have 10 minutes to complete the virgin hair lightening section."

"You will be informed when you have 5 minutes remaining." "Upon completion, you will step back until instructed to apply the hair coloring retouch section."

"You will have 10 minutes to complete the hair coloring retouch 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:

- 8.1 Sets up implements that are visibly clean and sanitary
- 8.2 Sets up work area with supplies labeled in English
- 8.3 Sanitizes hands <u>**PRIOR**</u> to performing the predisposition test
- 8.4 Performs predisposition test with simulated product behind the ear
- 8.5 Divides head into four equal sections
- 8.6 Applies protective cream around hairline
- 8.7 Wears gloves during application of simulated lightener and hair color products

Demonstration of Virgin Hair Lightening Application

- 8.8 Subsections hair 1/4 inch wide or less
- 8.9 Applies simulated product 1/2 inch from scalp
- 8.10 Applies simulated product up to but not including last 1 inch of hair
- 8.11 Completely covers midshaft with simulated product

Proctor – Verbal Instructions:

Read to entire group if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have stepped back to indicate that they have completed this section of the examination. We will now proceed to the next section of the examination."

Proctor – Verbal Instructions:

Read to entire group if timer goes off: "Please step back

Virgin Hair Lightening and Hair Color Retouch Continued

Demonstration of Hair Color Retouch (10 minutes)

Proctor – Verbal Instructions:

"You have 10 minutes to complete the hair color retouch section."

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

- 8.12 Outlines hair color retouch quadrant with simulated product
- 8.13 Subsections hair 1/2 inch wide or less
- 8.14 Applies simulated product on the scalp out to 2 inches
- 8.15 Completely covers new growth with simulated product
- 8.16 Keeps perimeter skin free of product
- 8.17 Maintains neck strip or towel and drape for protection throughout service
- 8.18 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 8.20 Maintains work area in a safe manner throughout service
- 8.19 Practices infection control procedures safely throughout service

Proctor – Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

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

Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have stepped back: "Please stop working."

Chemical Relaxing, Virgin and Retouch (25 minutes)

Proctor - Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the chemical relaxing section of this examination." "Do not begin any procedures until the verbal instructions have been read and you are instructed to begin." "Step back to indicate you have finished." "You may begin set up."

Proctor – Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

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

Proctor – Verbal Instructions:

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

Proctor - Verbal Instructions:

"You will now perform the virgin relaxer application section of this examination."

"You will be observed for client protection, safety and infection control procedures."

"You will have 10 minutes to complete the virgin relaxer section."

"You will be informed when you have 5 minutes remaining." "Upon completion, you will step back until instructed to apply the relaxer retouch section."

"You will have 10 minutes to complete the relaxer retouch 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:

- 9.1 Sets up implements that are visibly clean and sanitary
- 9.2 Sets up work area with supplies labeled in English
- 9.3 Sanitizes hands **PRIOR** to applying protective cream
- 9.4 Applies protective cream around hairline
- 9.5 Wears gloves during application of simulated relaxer product

Demonstration of Virgin Relaxer Application

- 9.6 Subsections hair 1/4 inch wide or less
- 9.7 Applies simulated product 1/2 inch from scalp
- 9.8 Applies simulated product up to but not including last 1 inch of hair
- 9.9 Completely covers midshaft with simulated product

Proctor – Verbal Instructions:

Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

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

Proctor – Verbal Instructions:

Read to entire group if timer goes off: "Please step back."

Demonstration of Relaxer Retouch

Proctor – Verbal Instructions:

"You have 10 minutes to complete the relaxer retouch section."

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

- 9.10 Subsections hair ¼ inch wide or less
- 9.11 Applies simulated product starting slightly off scalp, up to 1/4 inch from scalp and out to 2 inches
- 9.12 Completely covers new growth with simulated product

Examiner – Verbal Instructions:

Read to each candidate individually after timing is completed or all candidates have stepped back:

"Please demonstrate smoothing the relaxer retouch product."

- 9.13 Demonstrates smoothing of subsection in direction of hair growth and cuticle with moderate tension
- 9.14 Keeps perimeter skin free of product
- 9.15 Maintains neck strip or towel and drape for protection throughout service
- 9.16 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section.
- 9.17 Practices infection control procedures safely throughout service
- 9.18 Maintains work area in a safe manner throughout service

Candidate Summary and Final Cleanup

Proctor – Verbal Instructions:

Read at the conclusion of the examination:

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

"This concludes the National Barber Styling Practical Examination."

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

"Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

Practical Examination Supplies

Universal Supplies (Also known as General 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

- □ dry storage kit/container
- □ hand sanitizer with manufacturer's label
- mannequin head(s) and a table clamp (pre-marked mannequin head(s) are NOT permitted)
- □ a towel to place between the clamp and the table
- □ EPA-registered, hospital-grade disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used
- □ astringent or toner
- □ container labeled "to be disinfected"
- □ container labeled "soiled linens"
- container labeled "trash"
- \Box cloth towel(s)
- □ paper towel(s)
- □ neck strip(s)
- protective drape(s) (child size is appropriate for manneguin)
- \square hair clip(s)
- \Box comb(s)
- □ hair brush(es)
- □ spray bottle with water
- □ protective cream
- □ spatula(s)
- □ protective cotton
- □ protective gloves
- □ tape
- □ first aid kit

Haircutting Supplies

- □ haircutting shears
- □ clippers
- □ comb(s)
- □ guard(s)

Shaving Supplies

- □ shaving cream (non-aerosol)
- □ straight razor
- wet steam towels

Blow Dry Styling Supplies

- □ blow dryer
- □ spray bottle with water
- □ hair brush(es)

Thermal Curling Supplies

- thermal curling iron with cord attached
- □ comb(s)
- □ material for testing temperature of iron

Chemical Waving Supplies

- □ chemical wave rods
- □ end papers
- □ simulated waving lotion (water)
- □ comb(s)

Hair Coloring and Lightening Supplies

- □ tint brush(es) and bowl or bottle applicator
- □ thick gel or colored cholesterol
- \Box comb(s)
- □ hair clips

Chemical Relaxing Supplies

- tint brush(es) and bowl or bottle applicator
- □ thick gel or colored cholesterol
- □ comb(s)

Barber References

PRIMARY REFERENCES

Milady's Standard Professional Barbering, 5th Ed. 2011 Author: Maura Scali-Sheahan, Ed D Milady 5 Maxwell Drive

Clifton Park NY 12065-2919 www.milady.cengage.com

NIC Infection Control and Safety Standards Adopted 1998: Revised October 2002, Revised August 2014 National-Interstate Council of State Boards of Cosmetology http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards-_Aug_2014.pdf

SUPPORTING REFERENCES

Milady's Standard Professional Barbering, 2006 Author: Maura Scali-Sheahan Delmar Learning 5 Maxwell Drive Clifton Park NY 12065-2919 www.milady.cengage.com

National Cosmetology Practical Examination

NIC Health and Safety Standards Blood Exposure Procedure

If a blood spill should occur, the following steps MUST be followed:

- When possible, injured party should go to sink and rinse injury with running water and "milk" the injury if possible to remove any bacteria that may have entered the wound.
- Supply injured party with antiseptic or single use packet of antibacterial ointment and the appropriate dressing to cover the injury.
- Bag all blood-soiled (contaminated) porous articles and dispose of in trash. Immediately wash and disinfect all non-porous items (do not continue service with these items).

This is the responsibility of the candidate and should be executed as follows:

Candidate/Student/Licensee Injury:

- 1. **PROTECTION** If a cut is sustained, stop the service, put on gloves (if appropriate), and clean the injured area.
- 2. **APPLY** antiseptic to the injured area.
- 3. **DRESSING** cover the injury with the appropriate adhesive dressing.
- COVER injured area with finger guard or glove if appropriate.
- 5. **BAG** and dispose of all contaminated single use items.
- 6. **REMOVE** gloves and wash hands.
- 7. CLEAN model/client.
- 8. CLEAN AND DISINFECT implements and station.
- 9. CLEAN hands.
- 10. **RETURN** to the service.

Model/Client Injury:

- 1. STOP service.
- 2. GLOVE hands of candidate/student/licensee.
- 3. CLEAN injured area.
- 4. APPLY antiseptic.
- 5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
- 6. **BAG** and dispose of all contaminated single use items.
- 7. **CLEAN** and disinfect any implements or surfaces contaminated.
- 8. CLEAN hands.
- 9. **RETURN** to service.

Examiners:

- Examiner is to use new disposable latex gloves or non-allergenic equivalent when checking that candidate's service. Bag and dispose used gloves.
- Follow with washing hands.
- Document incident in Blood Exposure Log.

NOTE: Do not allow containers, brushes, nozzles, or liquid styptic container to touch the skin or contact the wound. Use an applicator.

Examiners should also complete an incident report.

Wet Disinfection Standard

- All tools and implements. Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned AND disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal* (Formulated for Hospitals) disinfectant that is mixed and used accordingly to the manufacturer's directions. When allowed by state rule, disinfectant sprays and wipes that are bactericidal, virucidal, and fungicidal, are acceptable forms of disinfection following the cleaning of the item. Note: Items that are porous are not able to be disinfected and must be disposed of after each use.
- 2. Items MUST stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.
- 3. All disinfectant solution must be changed per the manufacturer's label or sooner if contaminated.

Dry Storage Standard

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

Hand Washing

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** *and* after smoking, drinking, eating, and using the restroom.