



STATE OF SOUTH CAROLINA
REGISTERED BARBER, BARBER INSTRUCTOR
AND MASTER HAIR CARE EXAMINATIONS



CANDIDATE INFORMATION BULLETIN

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The South Carolina Board for Barber (the "Board") is responsible for licensing and regulating the profession of registered barber in the State of South Carolina. 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 the submission of an Examination & 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. ****

(U.S. Postal Service)

Professional Credential Services
South Carolina Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8689
Toll-free: (888) 822-3272
E-mail: sccos@pcshq.com

(Courier Delivery)

Professional Credential Services
South Carolina Coordinator
150 Fourth Avenue North, Suite 800
Nashville, Tennessee 37219
Fax: (615) 846-0153
Web site: www.pcshq.com

South Carolina Department of Labor,
Licensing, and Regulation
P.O. Box 11329
Columbia, South Carolina 29211
Phone: (803) 896-4588
Fax: (803) 896-4484
Web site: www.lhr.state.sc.us/POL/Barber

Eligibility Requirements: A candidate who wishes to obtain a register barber or master hair care specialist license must pass both a **theory** and a **practical** examination. To qualify to take these examinations, a candidate **must**:

1. Be at least 17 years old;
 2. Has achieved a 9th grade education or equivalent;
- **Registered Barber:** Have successfully completed a **1,500-hour** course of instruction in a board-approved school of barbering; or college approved by the board; or twelve (12) months of training under the personal supervision of a registered barber who has been examined by the board and this practice must have included at least **1,920-hours**.
 - **Master Hair Care:** Have successfully completed a **1,500-hour** course of instruction in a board-approved school of barbering; or college approved by the board; or twelve (12) months of training under the personal supervision of a master hair care specialist who has been examined by the board and this practice must have included at least **1,920-hours**.
 - **Crossover to Master Hair Care:** have a current **Cosmetology** license for at least two (2) years (must take practical examination only)

Required Documentation: Must submit with the Application:

1. **Proof of Identification (one form):** Copy of a driver's license, birth certificate, passport or social security card.
2. **Health Certification form:** Obtain a negative 5TU-PPD Tuberculin Skin Test and/or a chest x-ray taken within a year. This form can be downloaded online at www.pcshq.com.
3. **Proof of Passing 9th Grade:** Copy of a high school transcript, diploma, or GED.
4. **Barber Training Affidavit:** All areas of the form must be completed. This form can be downloaded online at www.pcshq.com.
5. **Affidavit of Eligibility:** All areas of the form must be completed. This form can be downloaded online at www.pcshq.com.

Instructor Eligibility Requirements: A candidate who wishes to obtain a Barber Instructor license must pass a **theory** examination. To qualify to take this examination, a candidate **must**:

1. Hold a current Registered Barber or Master Hair Care Specialist license for at least three years.

Required Documentation: Must submit with the examination application:

1. **Proof of Identification (one form):** Copy of a driver's license, birth certificate, passport or social security card.
2. **Affidavit of Eligibility:** All areas of the form must be completed. This form can be downloaded online at www.pcshq.com.

! If the name on your application differs from any of the above information, legal proof of name change is required (marriage certificate, divorce decree, or court order).

Foreign Credentials:

The State of South Carolina requires that all foreign credentials must be evaluated through one of the following services before submitting documentation to PCS.

1. Education Credential Evaluators (414) 289-3400 (www.ece.org)
2. International Consultants of Delaware (215) 222-8454 (www.icdel.com)
3. International Service Center (216) 781-4560 (www.internationalservicescenter.org)

Endorsement: (Out-of-State Candidate Seeking a License in the State of South Carolina.)

1. If you hold a license in another state or country where the requirements (hours) are greater than or equal to those in the state of South Carolina and if you sat for an NIC theory and practical examination, please contact the South Carolina State Board office at (803) 896-4588.
2. If you hold a license in another state or country where the requirements (hours) are less than those requirements in the state of South Carolina, the candidate must provide the following to PCS:
 - Proof of two (2) years of work experience (copy of W2).
 - Verification of License from the state the candidate holds a license.

Reinstatement (non Instructor):

1. If you have a license that has been expired less than three (3) years, please contact the South Carolina State Board office at (803) 896-4588.
2. If you have a license that has been expired for more than three (3) years, you must complete a First Time application and take the theory and practical examinations.

Reinstatement (Instructor only):

If you hold a license within the state of South Carolina, please contact the South Carolina State Board office at (803) 896-4588.

How to Apply: Complete all areas on the examination application and attach required documentation.

! Fees should be submitted with the examination application and made payable to PCS in the form of a Certified Check, Money order or credit card.
Personal checks are not accepted.

Special Accommodations Requests

If you need special accommodations under the *Americans with Disabilities Act*, you must submit an ADA request form along with supporting medical documentation.

Temporary Permits:

Once you are approved for examination, your application will be forwarded to the Board for final approval and permit issuance. The temporary permit is only valid for **90** days.

Fees: Fees will be paid to PCS and submitted with your examination application. First-time fees do include LLR fees.

First-Time Practical: \$100

First-Time Theory: \$110

First-Time Theory and Practical: \$165

Re-Examination Practical: \$55

Re-Examination Theory: \$65

Re-Examination Practical and Theory: \$120

! Reinstatement candidates are required to pay first time fees as listed above.

Approval Process: If approved, you will receive notification from PCS.

Practical Examination: You will receive an **Admission Notice** approximately 10 days prior to your approved practical examination date. If you do not receive your Admission Notice 10 days prior to your approved practical examination date, please call PCS for further instructions. Any questions regarding the scheduling of your examination should be directed to PCS. Do **not** call the Board office.

Theory Examination: You will receive an **Authorization to Test (ATT)** for the theory examination as soon as you have been approved to test. If you do not receive your ATT via mail within 7 days, please call PCS to verify your mailing address is correct.

! If you are **not** approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be contacted by PCS and your application will be pending until you make the necessary and requested corrections. If you mail any documentation separate and apart from the application, please make reference to this on your information.

How To Schedule For and Take the Theory Examination: Upon receipt of your ATT, you may request to take the theory examination by contacting PSI at www.psiexams.com or at 800-733-9267.

Internet Scheduling

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

Log onto PSI's website. Complete the associated registration form online and submit your information to PSI via the internet.

Upon completion of the online registration form, you will be given the available examination dates and locations for scheduling your examination. Select your desired testing date and location.

Telephone Scheduling

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours.

Call 800-733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:30am and 8:00pm and Saturday, between 11:00am and 5:00pm, Eastern Time, to schedule your appointment for the examination.

Theory examinations are offered on a daily basis using a computer-based testing platform. Since PSI tests for many different professions, please allow three business days between the time you call to schedule your examination and the time you wish to sit for the examination. A "seat" may not be available at the time you wish to test if there is not sufficient lead-time in placing your scheduling call. There are several PSI Testing Centers throughout South Carolina, however, you can examine at any PSI test center located throughout the United States. You may access test center information at www.psiexams.com. Maps and test center hours are available from this web site as well.

You will take your theory examination on a personal computer. You select answers either by using a mouse or the keyboard. Please visit www.psiexams.com for additional information on computer-based testing. If you encounter any problems with the computer, you should notify the test administrator. You will be given 90 minutes to complete the entire examination. Examination questions are multiple-choice with one correct answer and three incorrect responses. There is no penalty for guessing. You must attain a score of 70 or higher to achieve a passing score on the theory examination. PSI personnel have no knowledge of, are not responsible for, and cannot answer questions about the content of the examinations, references, passing scores, etc.

Theory and Practical Examination Admission Requirements:

You must register for your examination with your **LEGAL** first and last name as it appears on your government issued identification. All required identification below must match the first and last name under which you registered. Candidates are required to bring **a recent 2"x2" passport type photo** and **two (2) forms of valid (non-expired) identification** to the test site. One of the identifications presented must be Government issued identification with photograph and signature. Photocopies of identification will **NOT** be accepted. Candidates must present two forms of ID: One Primary and One Secondary.

PRIMARY IDENTIFICATION – Choose One

- 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 IDENTIFICATION – Choose One

- Credit card (must be signed)
- Social Security Card
- US issued Birth Certificate

! Student ID and employment ID are **NOT** acceptable forms of identification.

Candidates must register with the full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination. If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

It is your responsibility to arrive at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination in order to become familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

General Policies and Procedures for Theory and Practical Examinations:

Security Policies: 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. **No visitors, guests or children are allowed in the test center.**

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

Prohibited Items: No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, walkmans, ipods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide an incident report of the incident to the Board and PCS. Smoking or the use of tobacco is strictly prohibited in the examination room. PCS is not responsible for **any** personal items brought into 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.

Emergency 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.

Rescheduling Policies

- **Theory Examination** - You may reschedule for the theory examination without forfeiting your fee **if** your cancellation notice is received by PSI 2 days before the scheduled examination date. You may call PSI at (800) 733-9267 or fax a note to (702) 932-2666.
! Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.
! If you miss an appointment due to medical emergency, you must fax documentation to the attention of Rebecca Siebers at PSI at (360) 294-5068.
- **Practical Examination** - Rescheduling is **not** permitted for the practical examination unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time. Refunds are **not** issued nor are fees transferable for either the theory or practical examinations. Documentation of the above-noted exceptions is required.

Score Information: When you complete the theory examination, the computer will print out an unofficial "Pass" or "Fail" Score Report. For failing candidates, this will include a strength and weakness report by major content areas. For the theory examination, a score of 70 is required in order to pass. If your score report does not print out because of technical problems, a score report will be provided to you within 24 hours after you test.

Confidentiality: Test results are confidential and are not provided over the telephone.

The official pass or fail results of the theory and practical examination will be mailed to you by first-class mail 10 business days after you take the examination. Failing candidates will receive a strength and weakness report, as well as information on how to retest. For the practical examination, an overall score of 70 must be achieved.

! When will I receive my official examination results?

The official pass or fail results of the theory and practical examination will be mailed to you 10 business days after you take the examination

Passing Candidates: When you have passed all required examinations, PCS will notify the Board electronically and mail your original file to the Board office. **The State Board will have the final authority to approve the issuance of a license. ** We appreciate your patience as your license will be processed and issued as quickly as possible. The candidate is responsible for notifying PCS and the Board of any mailing address changes.

Failing Candidates: Candidates who fail the theory and/or practical examination must reapply with PCS by calling 1-888-822-3272.

IT IS THE CANDIDATES RESPONSIBILITY TO FAX, MAIL, OR E-MAIL ANY CHANGE OF ADDRESS TO THE SOUTH CAROLINA COSMETOLOGY COORDINATOR AT PCS AND THE SOUTH CAROLINA BOARD OF BARBER.

*******STATE GUIDELINES*******

National-Interstate Council of State Boards of Cosmetology (NIC):

Please visit www.nictesting.org/cand_info.htm for the most current theory and practical content outline of all barber examinations.

Practical Examination:

The South Carolina State Board of Barbering requires candidates to be examined in the following services:

<u>Master Hair Care Specialist</u> (Barber Styling)	<u>Registered Barber</u> (Barber 1 no Chemical)	<u>Instructor</u>
Set Up and Client Protection Shaving with a Straight Razor Haircutting Chemical Waving Hair Lightening/Coloring	Set Up and Client Protection Shaving with a Straight Razor Haircutting Blow Drying Thermal Curling	Theory Lesson Plan Theory Lecture Demonstration Lesson Plan Demonstration Lecture

REGISTERED BARBER CANDIDATES:

A ***model** is required for following services:

Set-up & Client Protection
Shaving with a Straight Razor
Haircutting
Blow Drying

A **mannequin** is permitted for following service:
Thermal Curl

MASTER HAIR CARE CANDIDATES:

A ***model** is required for following services:

Set-up & Client Protection
Shaving with a Straight Razor
Haircutting

A **mannequin** is permitted for following services:
Chemical Waving
Hair Lightening/Coloring
Chemical Relaxing

Models

Models must be at least 15 years of age and cannot be licensed or a student studying in this field. 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 (See Model Consent Form). The model must agree to submit to all services in the practical examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

Aerosol Products:

Candidates are not permitted to use aerosol products at anytime during the examination.

Kit Size:

Recommended kit size is no larger than 30"x30". For safety reason all kits must be able to fit completely under the table area.