

P R O F E S S I O N A L  

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**CRE**  **ENTIAL**  
S E R V I C E S , I N C .



South Carolina  
**BOARD OF BARBERING**

Registered Barber  
Candidate Handbook  
December 2014

## 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: South Carolina Barbering  
P.O. Box 198768  
Nashville, Tennessee 37219-8768

##### *Courier Mailing Address*

Attn: South Carolina Barbering  
150 Fourth Avenue North  
Suite 800  
Nashville, Tennessee 37219

Customer Service: (888) 822-3272  
Fax: (615) 846-0153  
Email: [sccos@pcshq.com](mailto:sccos@pcshq.com)  
Website: <http://www.pcshq.com>

#### PSI Exams

Scheduling: (800) 733-9267  
Fax: (702) 932-2666  
Website: [www.candidate.psiexams.com](http://www.candidate.psiexams.com)

#### South Carolina Board of Barbering

Department of Labor, Licensing, and Regulation

##### *Regular Mailing Address*

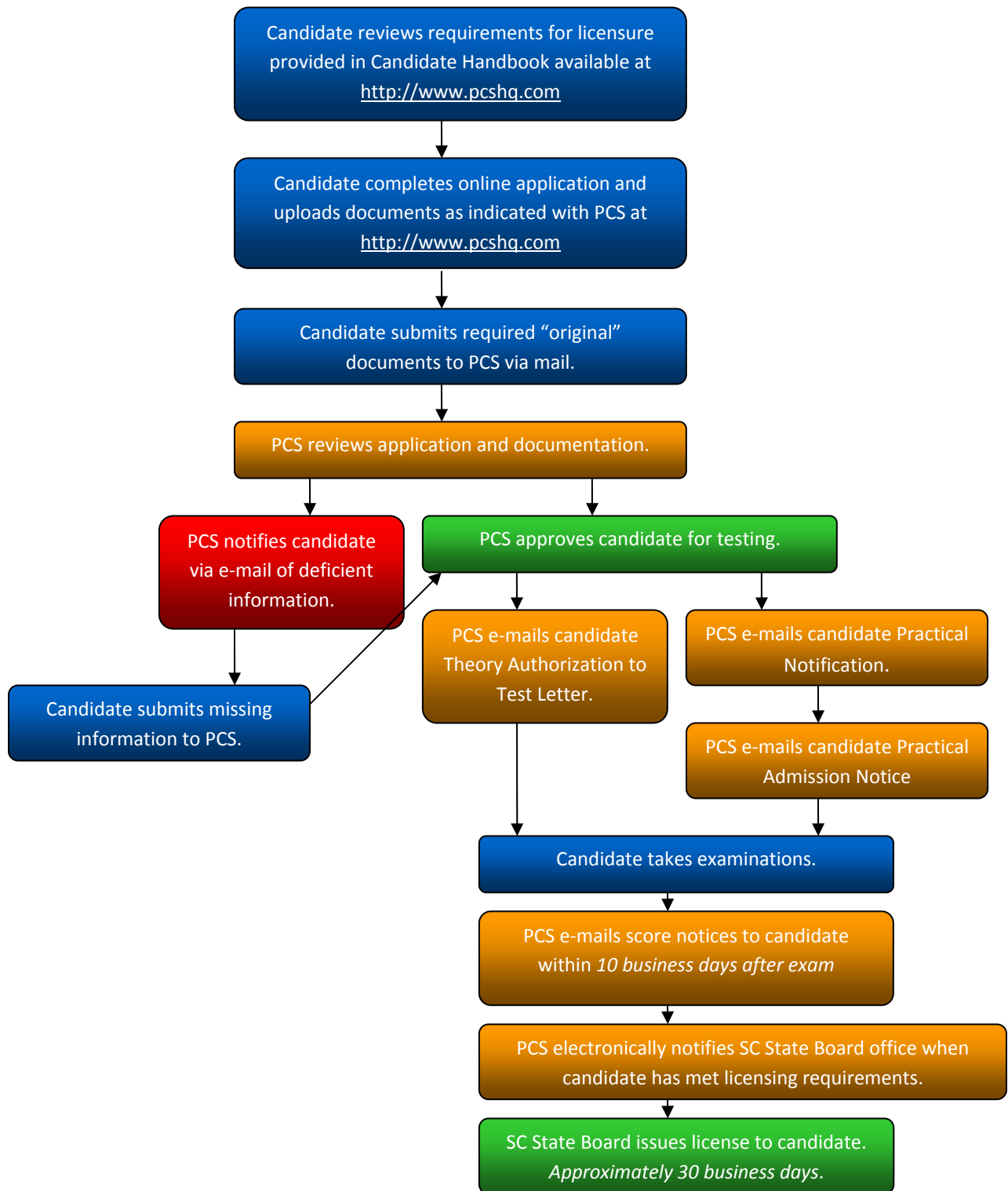
P.O. Box 11329  
Columbia, South Carolina, 29211-1329

##### *Courier Mailing Address*

Synergy Business Park  
Kingstree Building  
110 Centerview Drive  
Columbia, South Carolina 29210

Telephone: (803) 896-4588  
Fax: (803) 896-4484  
Website: <http://www.llr.state.sc.us/POL/Barber/>

## Application Process



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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 South Carolina Board for Barbering (the “Board”) is responsible for licensing and regulating the profession of barbering 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 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 South Carolina, you must meet the following requirements:

1. Be at least 17 years of age.
2. Have completed at least the 9<sup>th</sup> grade or equivalent.
3. Have completed at least 1,500 in state or out of state Barber training hours; or
4. On The Job Training (OJT) - Have completed twelve months of training under the personal supervision of a master hair care specialist who has been examined by the board and this practice must include at least 1,920 hours.
5. Successfully completed the NIC theory and practical examinations.

## Foreign Credentials

Any foreign credentials are required to be evaluated by one of the following South Carolina Board approved services.

- |  |                |  |
|--|----------------|--|
| 1. Aequo International                   | 1-844-882-3786 | <a href="http://www.aequointernational.com">www.aequointernational.com</a> |
| 2. Educational Credential Evaluators     | (414) 289-3400 | <a href="http://www.ece.org">http://www.ece.org</a>                        |
| 3. International Consultants of Delaware | (215) 222-8454 | <a href="http://www.icdeval.com">http://www.icdeval.com</a>                |

## Examination Fees

Examination Type	First Time Fees (includes license)	Re-Exam Fees
Registered Barber Theory & Practical	\$ 175.00	\$ 130.00
Registered Barber Theory	\$ 115.00	\$ 70.00
Registered Barber Practical	\$ 105.00	\$ 60.00

Fees may be paid by credit card (Master Card, Visa or Discover) 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 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.**

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

## Practical Examination Dates

### 2014

Location	Examination Date	Application Deadline
Columbia	01/13/2014	12/23/2014
Columbia	02/10/2014	01/20/2014
Columbia	03/10/2014	02/17/2014
Columbia	04/7/2014	03/17/2014
Columbia	05/12/2014	04/21/2014
Columbia	06/9/2014	05/19/2014
Columbia	07/14/2014	06/23/2014
Columbia	08/11/2014	07/21/2014
Columbia	09/08/2014	08/18/2014
Columbia	10/13/2014	09/22/2014
Columbia	11/10/2014	10/20/2014
Columbia	12/8/2014	11/17/2014

### 2015

Location	Examination Date	Application Deadline
Columbia	1/12/2015	12/22/2014
Columbia	2/9/2015	11/19/2015
Columbia	3/9/2015	2/16/2015
Columbia	4/13/2015	3/23/2015
Columbia	5/11/2015	4/2/2015
Columbia	6/8/2015	5/18/2015
Columbia	7/13/2015	6/22/2015
Columbia	8/10/2015	7/20/2015
Columbia	9/14/2015	8/24/2015
Columbia	10/19/2015	9/28/2015
Columbia	11/9/2015	10/19/2015
Columbia	12/14/2015	11/23/2015

## 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 South Carolina Registered Barber page at <http://www.pcshq.com>.

## Application Requirements

The following items must be submitted to PCS via mail or you can upload to your application by logging into your Home Page once an online application has been completed.

1. A current 2" x 2" passport type photo. (must be color)
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. Copy of Social Security Card.
  - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show completion of at least the 9<sup>th</sup> grade. (If name on H.S. education differs from name on application, proof of legal name change is required)
5. Affidavit of Eligibility – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))
6. Training Affidavit – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))
  - Enrollment and Graduation dates must include month, day, and year (mm/dd/yyyy).
  - Out of State candidates may submit an official transcript as long as the transcript provides a breakdown of hours by subject. Enrollment and Graduation dates must also be included.
7. Health Form (See Form Section on the PCS Webpage)
  - Must show negative STU-PPD Tuberculin Test and/or chest x-ray taken within a year of application date.

\* All documents that require a notary seal may be uploaded to your Home Page 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.

## Criminal Conviction

Information may be submitted via mail or you can upload to your application by logging into your Homepage.

- If you have a conviction which occurred in the state of South Carolina, you must submit court documents as well as probation/parole documents and a SLED report which can be obtained by calling 803-737-9000 or visiting [www.sled.sc.gov](http://www.sled.sc.gov).
- If you have a conviction which occurred outside the state of South Carolina, you must submit court documents as well as probation/parole documents and a criminal history report from the local law enforcement office (in the state where the conviction occurred).



## Expired License

### How to Reinstate an Expired License

1. If you held a South Carolina license which has been expired for three years or less, you must contact the South Carolina State Board Office at (803) 896-4588 for information on how to reinstate your license.
2. If you had a South Carolina license which has been expired for more than three years, you must complete an online application with PCS and submit all required documents. You must take the practical examination.

### Application Requirements

The following items must be submitted to PCS via mail you can upload to your application by logging into your Homepage once an online application has been completed.

1. A current 2" x 2" passport type photo. (must be color)
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. Copy of Social Security Card.
  - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Affidavit of Eligibility – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))

\* All documents that require a notary seal may be uploaded to your Home Page 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.

## Endorsement License Requirements

**Method One:** No Examination Required. You must contact the South Carolina State Board Office at (803) 896-4588 for information on how to endorse your out-of-state Barber license.

- You hold a current out of state Barber license.
- You have passed the NIC theory and practical examinations

! Endorsement candidates are encouraged to carefully review the qualifications for testing PRIOR to completing an online application with PCS. If testing is not required, fees are forfeited.

**Method Two:** Must complete an online application with PCS and take the NIC Theory and Practical Examinations through PCS.

- You hold a current out of state Barber license.
- You have not passed the NIC Examinations. (Theory and Practical)

**Method Three:** Must complete an online application with PCS and take the NIC Examination not previously passed. (Theory or Practical)

- You hold a current out of state Barber license.
- You have previously passed either the NIC Theory or Practical Examination.

## Endorsement Application Requirements

### Method One

1. Contact the South Carolina State Board office at (803) 896-4588

### Methods Two and Three

The following items must be submitted to PCS via mail or you can upload to your application by logging into your Homepage once an online application has been completed.

1. A current 2" x 2" passport type photo. (must be color)
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. Copy of Social Security Card.
  - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show completion of at least the 9<sup>th</sup> grade. (If name on H.S. education differs from name on application, proof of legal name change is required)
5. Affidavit of Eligibility – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))
6. Verification of Licensure from out of state
7. Health Form (See Form Section on the PCS webpage)
  - Must show negative 5TU-PPD Tuberculin Test and/or chest x-ray taken within a year of application date.

\* All documents that require a notary seal may be uploaded to your Home Page 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.

## 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 **South Carolina**
5. **Barber Related Professions**
6. Click **Barber**
7. Click **Create an Account** (if this is your first time)
8. *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.
9. Enter REcaptcha information as prompted; click **Create Account**
10. Check your e-mail account for a PCS system generated e-mail.
11. Click link in e-mail to verify account information and create PCS password.
12. Click **Enable Account**

### New Professional Credential Services Account

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

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

E-Mail Address

First Name


Last Name

Birth Date (m/d/yyyy)

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

Social Security Number

**Please enter the REcaptcha information below**



## 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 1-6 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. Registered Barber).
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. Once payment is made, further directions will be sent via email.

\*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 and payment have been received. Incomplete applications will be processed for the next available practical exam date once all required information has been received by PCS.

The screenshot displays the PCS application portal interface. At the top right, it says "GWENDOLYN NEILON's Home Page". The main content is divided into several sections:

- Your Profile:** Includes fields for name, address, and phone number, with an "EDIT PROFILE" button.
- Documents:** Lists uploaded documents such as "Application Form 11/01/2013", "SC Master Hair Care App", "Deficiency E-mail - 11/1/13", and "Photo from Application". Each document has "EDIT DOCUMENT" and "REMOVE" options.
- Active Applications:** Shows details for a "South Carolina Barber, Master Hair Care Specialist" application, including the application date (11/01/2013) and status (Approved). It lists required documents like "COPIES OF PHOTO ID CARD", "COPIES OF SOCIAL SECURITY CARD", and "AFFIDAVIT OF RESIDENCY".
- Pending Examinations:** Lists two exams: "South Carolina Master Hair Care Specialist Practical" and "South Carolina Master Hair Care Specialist Theory". Each exam has "CANCEL" and "RESCHEDULE" buttons.
- Receipts:** Shows payment records for "South Carolina State Board Requirements" with "REPRINT" and "ISSUE REFUND" buttons.
- E-Mails Sent:** Lists sent emails, including a "Theory Exam Notification" from 11/08/2013.
- Send Email:** A "GENERAL EMAIL" button.

## 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**



**PROFESSIONAL  
CREDENTIAL  
SERVICES, INC.**

### Log into your account

E-Mail Address

Password

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

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

## Application Status

You may check the status of your online 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.**

South Carolina  
Barber, Registered Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 10/30/2013  
Most recent application: 10/30/2013  
Status: Paid. Waiting for review.

**Application Approval Requirements [ADD](#)**

- ? [Coordinator Review](#)
- [APPLICATION](#)
- [2X2 PHOTO](#)
- [FORM 1 ID \(W/PHOTO\)](#)
- [HEALTH FORM](#)
- [TRAINING AFFIDAVIT](#)
- [AFFIDAVIT OF ELIGIBILITY](#)
- [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.**

South Carolina  
Barber, Master Hair Care Specialist  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 11/01/2013  
Most recent application: 11/01/2013  
Status: Approved.

**Application Approval Requirements [ADD](#)**

- [Coordinator Review](#)
- [2X2 PHOTO](#)
- [COPY OF PHOTO ID CARD](#)
- [COPY OF SIGNED SOCIAL SECURITY CARD](#)
- [TRAINING AFFIDAVIT/VERIF OF LICENSURE](#)
- [AFFIDAVIT OF ELIGIBILITY](#)
- [HEALTH FORM](#)
- [Final Review](#)

[VIEW APPLICATION FORM](#)

## 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

Exam Results
South Carolina Cosmetology Practical Score Loaded 10/27/2011 Test Date: 10/18/2004 Score: 90.00% PASS
<a href="#">CHANGE SCHOOL</a>
South Carolina Crossover (COS to MB) Practical Score Loaded 10/18/2013 Test Date: 10/14/2013 Score: 87.00% PASS Language: English Exam Date: 10/14/2013 Tested at: Columbia Area (bar)
<a href="#">PRINT SCORE NOTICE</a> <a href="#">CHANGE SCHOOL</a>

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

Receipts
South Carolina Board of Cosmetology 08/29/2013 Credit Card \$100.00 Paid 08/29/2013
<a href="#">REPRINT</a> <a href="#">ISSUE REFUND</a>

## 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 Applications.**

South Carolina  
Barber, Registered Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 09/28/2011 FT  
Status: Approved.

**Application Approval Requirements [ADD](#)**

[Coordinator Review](#)

[Final Review](#)

 [VIEW APPLICATION FORM](#)

 [CLOSE APPLICATION](#)

 [RESCHEDULE PRACTICAL](#)

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

**Active Applications.**

South Carolina  
Barber, Registered Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 04/16/2012 FT  
Most recent application: 07/18/2013  
Status: Approved.

**Application Approval Requirements [ADD](#)**

[Coordinator Review](#)

[Final Review](#)

 [VIEW APPLICATION FORM](#)

 [RESCHEDULE THEORY](#)



## Application Approval Process

Once an online application has been completed (payment has been made), the coordinator will receive notification and a system generated e-mail will be sent to your e-mail to confirm the successful completion of your application. PCS will review your application and enter any requirements which may be pending (i.e. Training Affidavit, High School Education, etc.) no later than three business days. *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 receive 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 e-mail 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 – <http://www.psiexams.com>
- 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.

### Theory 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 once your application has been approved.

### Practical Rescheduling Policy

Rescheduling is not permitted for the practical examination without forfeiting your 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 must be either faxed to (615) 846-0153 to the attention of the SC Coordinator; e-mailed to your coordinator at [sccos@pcshq.com](mailto:sccos@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 photo (must be color)
- Two (2) forms of identification with 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 allowed to take the examination and you will forfeit your examination fee.

### 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)

### 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. **No visitors, guests or children are allowed in the test center.**

### Copyrighted Examination Questions

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

### Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, ipods, radios, recording devices, portable fax machines, cellular telephones, 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 ten 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 70. 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*.

### State Score Requirements

Once all required examinations have been passed, PCS will perform a final review of your application. If all required documents are on file, PCS will forward your application to the South Carolina Board Office so that they can review and process your license.

## 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 updated 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. Once completed, this form can be uploaded to your PCS Home Page, or sent to the coordinator via email.*

**Email:** [sccos@pcshq.com](mailto:sccos@pcshq.com)

**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: [sccos@pcshq.com](mailto:sccos@pcshq.com)
2. Professional Credential Services, Inc.  
Attn: South Carolina 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.

## National Barber 1 (no chemical) Written Examination

### Scientific Concepts – 50%

#### Infection Control and Safe Practices

- ◇ Bacteriology
  - Types of bacteria
  - Growth and reproduction
- ◇ Viruses
  - Types
  - Transmission
- ◇ Immunity
- ◇ Parasites
- ◇ Methods of infection control
  - Sterilization
  - Disinfection
  - Sanitation
- ◇ Federal Regulations and Universal Precautions

#### Tools, Implements, and Equipment

- ◇ Safe usage
- ◇ Care and maintenance

#### Anatomy and Physiology

- ◇ Cells
- ◇ Tissues
- ◇ Organs
- ◇ Physiological systems
  - Skeletal system
  - Muscular system
  - Nervous system
  - Circulatory system

#### Chemistry

- ◇ Water
- ◇ Shampoos and conditioners
- ◇ Styling aids

#### Electricity and Light

- ◇ Types of electric current
- ◇ Safety devices
- ◇ Electrotherapy

- Modalities (e.g., high frequency, faradic)
- Light therapy

#### Skin Histology

- ◇ Anatomy of the skin
  - Layers of the skin
  - Glands of the skin
  - Types of nerves in the skin
  - Skin color
- ◇ Functions of the skin
- ◇ Disorders of the skin

#### Hair and Scalp

- ◇ Structure and growth of the hair
- ◇ Disorders of the hair
- ◇ Disorders of the scalp

### Facial and Shaving Services – 22%

#### Draping Procedures Related to Facial and Shaving Services

#### Facial Treatments

- ◇ Massage manipulations
- ◇ Equipment
- ◇ Facials
  - Preparing the client
  - Skin types
  - Skin analysis
  - Products
  - Procedures

#### Shaving Procedures and Facial Hair Design

- ◇ Tools and equipment
- ◇ Facial shaving
  - Preparing the facial hair for service
  - Positions and strokes
- ◇ Mustaches and beards
  - Design
  - Procedures



## National Barber 1 (no chemical) Written Examination

### Hair Care and Services – 28%

#### Client Consultation

- ◇ Scalp analysis
- ◇ Hair analysis
  - Texture
  - Density
  - Porosity
  - Elasticity
  - Color
  - Resistant hair

#### Draping Procedures Related to Shampooing and Haircutting

#### Haircutting and Styling

- ◇ Basic principles
  - Facial shapes
  - Head forms
- ◇ Elements of design
  - Shape
  - Line
  - Wave pattern/texture
  - Proportion and balance
  - Color
- ◇ Haircutting methods and procedures
  - Shears
  - Clippers

- Razor
- Tapering and fading
- Blending and texturing
- Outline/neck shave

- ◇ Hair styling methods
  - Blow-dry styling
  - Thermal styling
  - Wet-hair styling
- ◇ Head shaving
  - Preparation
  - Safety
- ◇ Hairpieces
  - Materials (i.e., human or synthetic)
  - Sizing
  - Attachment methods
  - Styling
  - Maintenance

#### Treatment of the Hair and Scalp

- ◇ Shampoo service
  - Product selection
  - Procedures
- ◇ Scalp treatments
  - Product selection
  - Equipment
  - Procedures

## National Barber 1 (no chemical) Written Examination

### Sample Questions

The following sample questions are similar to those on the NIC Barber 1 (no chemical) Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers 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.
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.

### Answer Key

1. c
2. b
3. b
4. b
5. d
6. d

## National Barber 1 (no chemical) Written Examination

### Barber 1 (no chemical) References

#### PRIMARY REFERENCES

***Milady's Standard Professional Barbering***

2011, 5<sup>th</sup> Edition

Author: Maura Scali-Sheahan, Ed D, Donald Baker, Sr. and Donald Baker, Jr.

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

[www.milady.cengage.com](http://www.milady.cengage.com)

#### NIC Health and Safety Standards

NIC, Inc., October 2002

[www.nictesting.org](http://www.nictesting.org)

#### SUPPORTING REFERENCES

***Milady's Standard Professional Barbering***

2006

Author: Maura Scali-Sheahan

Delmar Learning

5 Maxwell Drive

Clifton Park NY 12065-2919

[www.milady.com](http://www.milady.com)

## State Practical Examination Guidelines

The South Carolina State Board of Barbering requires you to be examined on the following services on the practical examination:

### Core Domain Services

- Set Up and Client Protection
- Shaving with Straight Razor
- Haircutting
- Blow Drying
- Thermal Curling

### Mannequins/Model

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

Set Up and Client Protection  
Shaving with a Straight Razor  
Haircutting and Blow Drying

A **model or mannequin** is permitted for the following services:

Thermal Curl

Models must be at least 15 years of age and cannot be licensed or a student studying in the field of Cosmetology, Barbering 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 (See Model Consent Form). Models may not assist the candidate 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

You are not permitted to use aerosol products at anytime 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.

## Practical Examination Supplies

### Recommended General Supplies

#### All supplies must be labeled in English

- dry storage kit/container
- hand sanitizer
- mannequin head(s) and a table clamp (pre-marked head(s) are NOT permitted)
- a towel to place between the clamp and the table
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used.
- astringent
- toner
- disposal bag for waste materials
- cloth and paper towel(s)
- neck strip(s)
- shampoo cape (child size is appropriate for mannequin)
- hair clamp(s)
- comb(s)
- hair brush(es)
- spray bottle
- first aid supplies (blood spill kit)
- tape

### Shaving Supplies

- shaving cream
- razor
- towel

### Haircutting Supplies

- haircutting shears
- clippers
- comb(s)

### Blow Dry Styling Supplies

- blow dryer
- hair brush(es)

### Thermal Curling Supplies

- thermal curling iron
- comb(s)
- material for testing temperature of iron

## National Barber 1 (no chemical) Practical Examination

### 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.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device,

printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.

- Chemicals for Chemical Waving, Virgin Hair Lightening, Hair Color Retouch, Virgin Relaxer Application and Relaxer Retouch will be simulated.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

### Model/Mannequin(s)

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. 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.

You are required to bring a mannequin head(s) it is the candidate's responsibility to appear at the practical examination with their mannequin head(s).

**Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.**

## National Barber 1 (no chemical) Practical Examination

### Set Up and Client Protection (10 minutes)

#### Verbal Instructions:

*"You will now set up the general supplies that you will use throughout your examination." "You will also set up the shaving supplies." "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." (1) "The instructions will be repeated." (2) "You may begin set up."*

#### Candidates will be evaluated on the following tasks:

- Disinfects work area
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and drape
- Re-sanitizes hands

### Shaving with a Straight Razor (20 minutes)

#### Verbal Instructions:

*"You will now perform the shaving with a straight razor section of this examination." "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." (1) "The instructions will be repeated." (2) "You may begin."*

#### Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Sanitizes hands to include wrist
- Applies drape across front of model covering shoulders but not touching neck skin
- Applies towel securely by tucking into neckband
- Places residue towel across chest/shoulder area

#### Demonstration of Shaving with a Straight Razor

- Lathers beard and mustache area using a circular motion with cushions of fingers evenly and

### National Barber 1 (no chemical) Practical Examination

safely

- Wrings wet steam towel thoroughly
- Tests temperature of wet steam towel on inside of wrist
- Applies steam towel around face folding ends over forehead and leaving nostrils exposed
- Removes steam towel and lather together in a continuous fluid motion
- Re-lathers beard and mustache area using a circular motion with cushions of fingers safely
- Keeps stretching hand dry and lather-free to prevent slipping
- Strokes straight razor at an angle with grain of beard
- Holds straight razor in correct freehand position with palm facing toward model/mannequin safely
- Uses freehand stroke in appropriate areas
- Holds straight razor in correct backhand position with palm facing away from model/mannequin safely
- Uses backhand stroke in appropriate areas
- Holds straight razor in correct reverse freehand position with palm facing toward model/mannequin safely
- Uses reverse freehand stroke in area 14 safely
- Performs shaving stroke(s) with leading point of straight razor safely
- Applies steam towel to remove all residue safely
- Applies toner or astringent safely

#### Safety and Infection Control

- Maintains towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### Haircutting (30 minutes)

#### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the haircutting section of this examination. "Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

## Haircutting Continued

### Verbal Instructions:

*"You will now perform the haircutting section of this examination." "You will complete a tapered haircut using clippers and shears." "You will use your clippers to cut the back and sides of the head." "You will be expected to demonstrate clipper over comb." "Clipper guards or attachments may not be used." "You will complete the haircut using shears." "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." (1) "The instructions will be repeated." (2) "You may begin."*

### Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Uses a neck strip or towel and drape

#### Demonstration of Haircutting

- Uses clippers to establish graduated haircut with no blocked line (taper/fade)
- Handles clippers safely at all times
- Demonstrates use of shears on top of head
- Handles shears safely at all times
- Blends haircut evenly with clippers or shears without leaving weight line
- Cut sides in front of ear uniform in length with clippers
- Establishes outline around ears and sides of neck that follows natural hairline
- Cuts at least ¼ inch of hair throughout haircut

#### Safety and Infection Control

- Removes hair clippings from skin, drape, and work area
- Sweeps hair from floor
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**Examiners will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:**

## National Barber 1 (no chemical) Practical Examination

*"May I please use your comb to check your haircut?"*

**Examiners will read the following to each candidate after checking their haircut:**

*"You may clean up only your hair at this time."*

## Blow Dry Styling (15 minutes)

### 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. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

### Verbal Instructions:

*"You will now perform the blow dry styling section of this examination." "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:

#### Preparation

- Sets up implements that are visibly clean and sanitary
- Sanitizes hands
- Uses neck strip or towel and drape properly

#### Demonstration of Blow Drying

- Dries hair from scalp to ends to create volume
- Directs air flow to protect scalp
- Controls hair with a brush
- Demonstrates drying of hair on top and one side of head

#### Safety and Infection Control

- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner



## Thermal Curling (10 minutes)

### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the thermal curling section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

### Verbal Instructions:

*"You will now perform the thermal curling section of this examination." "You will form three curls on the top of the head and four curls on one side of the head." "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." (1) "The instructions will be repeated." (2) "You may begin."*

**Candidates will be evaluated on the following tasks:**

### Preparation

- Sets up implements that are visibly clean and sanitary
- Tests temperature of iron prior to applying to hair

### Demonstration of Thermal Curling

- Subsections hair same width as barrel of iron
- Subsections hair no longer than 3 inches
- Establishes a base
- Distributes hair evenly around iron
- Forms a complete curl
- Protects scalp from iron with comb
- Forms curl so that the hair is smooth and unmarked

### Safety and Infection Control

- Uses iron safely at all times
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

## Candidate Summary and Final Cleanup

### Verbal Instructions for Set Up:

*"This concludes the national practical examination. Please 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."*

## Barber References

### PRIMARY REFERENCES

*Milady's Standard Professional Barbering*  
2011, 5<sup>th</sup> Edition  
Author: Maura Scali-Sheahan, Ed D, Donald Baker, Sr. and Donald Baker, Jr.  
Milady  
5 Maxwell Drive  
Clifton Park NY 12065-2919  
[www.milady.cengage.com](http://www.milady.cengage.com)

### NIC Health and Safety Standards

NIC, Inc., October 2002  
[www.nictesting.org](http://www.nictesting.org)

### SUPPORTING REFERENCES

*Milady's Standard Professional Barbering*  
2006  
Author: Maura Scali-Sheahan  
Delmar Learning  
5 Maxwell Drive  
Clifton Park NY 12065-2919  
[www.milady.com](http://www.milady.com)

## National Barber 1 (no chemical) Practical Examination

### NIC Health and Safety Standards Blood Spill Procedure

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

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

#### CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

#### MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

#### EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN**

**CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**

- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

**NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.**

### Wet Disinfection Standard

1. All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (*Formulated for Hospitals*) disinfectant that is mixed and used according to the manufacturer's directions.
2. All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective against HIV-1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions.

### Dry Storage Standard

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

### Hand Washing

(Anti-Bacterial Soap is recommended)

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.

## Frequently Asked Questions

### General Questions

- 1. What is NIC?**
  - NIC is the abbreviation for the National Interstate Council of State Boards of Cosmetology, Inc. NIC is the founder of national testing for cosmetology and cosmetology related fields.
- 2. Are the NIC examinations offered in other languages?**
  - **All NIC practical examinations are administered in English.** NIC offers the written examinations in other languages as mandated by State legislation. Please refer to your state's requirements. Many states do not offer alternate languages because the students are learning in English. The pass rate on foreign language examinations is very low.
- 3. What if I do not know what a task means on the NIC practical examination?**
  - All questions and tasks are referenced to all textbooks listed in the Candidate Handbooks. The information must be the same in all referenced textbooks in order for it to be used on the examination. NIC has a National Textbook Committee that works with the textbook companies to ensure the information is consistent and correct.
- 4. Will I be evaluated on technique?**
  - NIC examinations do not evaluate technique. The Candidate Handbook lists the tasks that are evaluated.
- 5. What if I have an emergency during the practical examination?**
  - You may ask to speak with the examination proctor if they are experiencing an emergency situation. Problems with the kit or supplies are not an emergency situation and you should do the best you can with what you have available.
- 6. What if I need to use the restroom during the practical examination?**
  - You may ask the examiner to be excused to use the restroom; you will be asked to sign out and back into the examination. The examinations will continue and they will not be permitted extra time.
- 7. What should I do if I cut myself during the examination?**
  - You are expected to follow the NIC Health and Safety Standards; failure to do so may result in your dismissal from the examination. Please refer to the page of the Handbook that outlines the NIC Health and Safety Standards procedures.
- 8. What if I forgot to pack something that I need for the practical examination?**
  - In the event that you forget an item or implement or something breaks, you should do the best you can do with what you have available. You should continue as you are able and perform as many tasks as you are able.
- 9. Do kits need to have a cover and does it have to be kept closed during the examination?**
  - Implements and supplies must be in a closed container. Kits must be kept closed at the exam site except when removing or replacing supplies. Suitcases must be zipped shut.

## Frequently Asked Questions

### Specific Barber Practical Questions

- 1. Can I use a mannequin for the shave and haircut?**
  - All services in the Barbers examination may be performed on a mannequin if permitted in your state. Please refer to page 29 of this Handbook. You must provide the necessary clamp required to secure a mannequin head to the table during the examination.
- 2. Why are pre-marked mannequins not allowed?**
  - NIC does not permit pre-marked mannequins because the mannequin heads have been pre-sectioned to indicate the sections by various colors and/or notches. Pre-marked mannequins are intended for teaching purposes but are not permitted during examinations.
- 3. How should I bring the steam towels for the shaving section of the examination?**
  - You can bring towels in a container and pour water from a thermos or they can bring towels that are pre-saturated but they must demonstrate wringing the towels.
- 4. Can I use a clipper attachment during the haircut section of the examination?**
  - Clipper guards or attachments are not permitted during the haircut section of the examination.
- 5. Do I need to roll the iron from base to ends while clicking during the thermal curling section of the Barber examination?**
  - Currently Barbers are required to roll the iron from the base to the ends while clicking.