

P R O F E S S I O N A L  
**CRE**  **ENTIAL**  
S E R V I C E S , I N C .



**Commonwealth of Virginia**  
**BOARD FOR BARBERS AND COSMETOLOGY**

January 2017

**Barber**

**Candidate Information Bulletin**

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

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## Quick Reference

### STEP ONE: READ CANDIDATE HANDBOOK

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

### STEP TWO: TAKE EXAMINATIONS

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

### CONTACT INFORMATION

#### Professional Credential Services (PCS)

*Regular Mailing Address*

Attn: Virginia Cosmetology  
P.O. Box 198768  
Nashville, Tennessee 37219-8768

*Courier Mailing Address*

Attn: Virginia Cosmetology  
150 Fourth Avenue North  
Suite 800  
Nashville, Tennessee 37219

Customer Service: (888) 822-3272

Fax: (615) 846-0153

Email: [cosandbar@pcshq.com](mailto:cosandbar@pcshq.com)

Website: <http://www.pcshq.com>

#### Prometric

Scheduling: (800) 895-3926

Website: [www.prometric.com](http://www.prometric.com)

#### Virginia Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400

Richmond, Virginia 23233

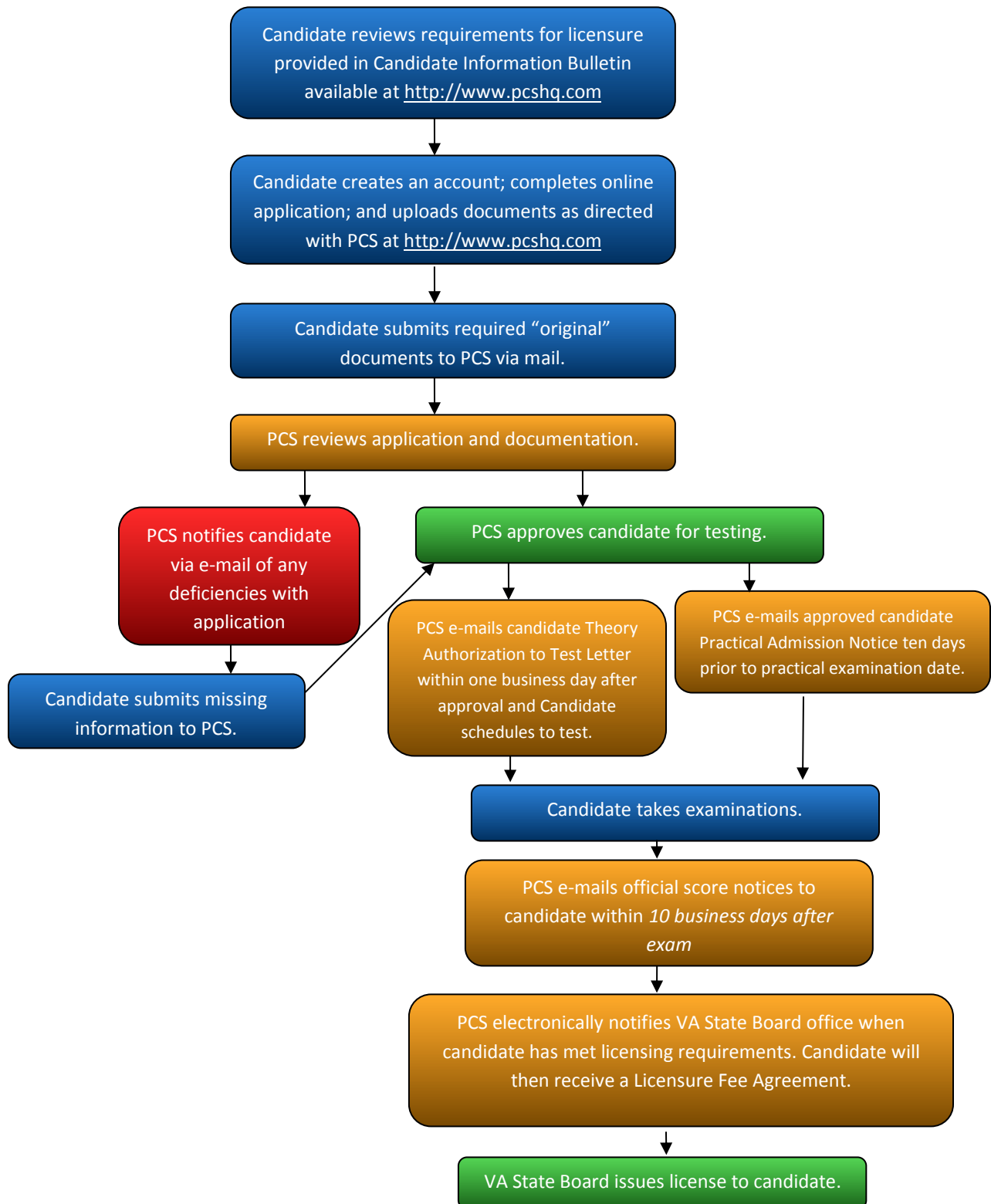
Phone: (804) 367-8509

Fax: (866) 245-9693

Web site: [www.dpor.virginia.gov](http://www.dpor.virginia.gov)

E-mail: [bchoplicensing@dpor.virginia.gov](mailto:bchoplicensing@dpor.virginia.gov)

## Application Process



## Introduction

The *Candidate Information Bulletin (CIB)* 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 Virginia Board for Barbers and Cosmetology (the “Board”) is responsible for licensing and regulating the profession of Barbering in the Commonwealth of Virginia. 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 create an account and then submit an online 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 Board will have the final authority to approve the issuance of a license.

## State Licensure Requirements

In order to receive a Barber license in the Commonwealth of Virginia, you must pass both a NIC **Theory** and **Practical** examination within one year of the date of your first examination and you must meet **ONE** of the following requirements:

1. Completion of an approved barber training program in a Virginia licensed barber school or a Virginia public school barber program approved by the Virginia Department of Education. **Required Documentation: Completed Training and Experience Verification Form, which you can download from PCS’ website, complete as directed and upload to your PCS account.**
2. Successful completion of 1500 hours of barber training which is substantially equivalent to the Virginia program that is obtained outside of the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation: Upload to your PCS account your diploma, official school transcript or written verification from the Licensing Board in the State where the 1500 hours were received, any of which should indicate that you successfully completed 1500 hours of instruction.**
3. Completion of a substantially equivalent barber course (consisting of **less** than 1500 hours of training) **and** six months of barber work experience. Both training and experience must be obtained outside the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation: Upload to your PCS account your certificate, diploma or other documentation verifying successful completion of the cosmetology course AND a completed Training and Experience Verification Form, which you can download from PCS’ website and complete as directed.**
4. Completion of the Virginia apprenticeship program in barbering. **Required Documentation: A completed Department of Labor and Industry Form available from your apprenticeship representative. The original form must be mailed directly to PCS. Copies will not be accepted.**
5. Virginia licensed cosmetologist with a minimum of two years of work experience. **Required Info: Please be prepared to enter your VA Cosmetologist License # and Expiration Date when prompted during the application process.**
6. Virginia licensed cosmetologist or cosmetology student (with **less** than two years of work experience) enrolled in a Virginia barber training school and seeking credit for performances

completed at a cosmetology school. **Required Info: Please be prepared to enter your VA Barber License # and Expiration Date when prompted during the application process. Upload a completed Training and Experience Verification Form to your PCS account, which you can download from PCS' website.**

7. Barber training obtained in any Virginia State Institution. **Required Documentation: Upload a completed Training and Experience Verification Form to your PCS account, which you can download from PCS' website.**
8. Two years of barbering experience in the United States Armed Forces. **Required Documentation: Upload a completed Training and Experience Verification Form to your PCS account, which you can download from PCS' website.**
9. Applying to take the Barber *Instructor* examination. **Required Info: Please be prepared to enter your VA License # and Expiration Date when prompted during the application process.**
10. Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). **Required Documentation: Verification from the Virginia Board for Barbers and Cosmetology.**

### Examination Fees

Please carefully review this CIB and Virginia's state laws, rules and regulations prior to starting the application and paying fees.

Examination Type	First Time Fees
Theory & Practical	\$185
Theory	\$92
Practical	\$93

During the on-line application process, you will be prompted to pay your fees at the appropriate place within the application. Fees may be paid online with a credit card (MasterCard, 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.

### Refund Policy

- Candidates who are determined to be ineligible or who are determined to be eligible for licensure without testing will be issued a refund, less the application processing fee of \$10.
- Candidates who withdraw from the practical examination within 14 days prior to the scheduled day of testing will be issued a refund, less the application processing fee of \$10.
- Candidates who withdraw from the theory examination within five days prior to the scheduled day of testing will be issued a refund, less the application processing fee of \$10.
- Candidates who do not show for any scheduled examination *forfeit all fees paid*, unless an accident or medical emergency occurs (which will require official documentation prior to a refund being issued).
- All refunds are issued to the cardholder and credit card under which payment was initially made.

## 2017 Practical Examination Dates & Locations:

Chesapeake Area	
Exam Date	Application Deadline
2/13/2017	1/16/2017
2/27/2017	1/30/2017
3/13/2017	2/13/2017
3/27/2017	2/27/2017
4/10/2017	3/13/2017
4/24/2017	3/27/2017
5/8/2017	4/10/2017
5/22/2017	4/24/2017
6/12/2017	5/15/2017
6/26/2017	5/29/2017
7/10/2017	6/12/2017
7/24/2017	6/26/2017
8/14/2017	7/17/2017
8/28/2017	7/31/2017
9/11/2017	8/14/2017
9/25/2017	8/28/2017
10/9/2017	9/11/2017
10/23/2017	9/25/2017
11/13/2017	10/16/2017
11/27/2017	10/30/2017
12/11/2017	11/13/2017
12/18/2017	11/20/2017

Lynchburg Area	
Exam Date	Application Deadline
2/6/2017	1/9/2017
2/20/2017	1/23/2017
3/6/2017	2/6/2017
3/20/2017	2/20/2017
4/3/2017	3/6/2017
4/17/2017	3/20/2017
5/1/2017	4/3/2017
5/15/2017	4/17/2017
6/5/2017	5/8/2017
6/19/2017	5/22/2017
7/10/2017	6/12/2017
7/17/2017	6/19/2017
8/7/2017	7/10/2017
8/21/2017	7/24/2017
9/11/2017	8/14/2017
9/18/2017	8/21/2017
10/2/2017	9/4/2017
10/16/2017	9/18/2017
11/6/2017	10/9/2017
11/20/2017	10/23/2017
12/4/2017	11/6/2017
12/18/2017	11/20/2017

Richmond Area	
Exam Date	Application Deadline
2/13/2017	1/16/2017
2/27/2017	1/30/2017
3/13/2017	2/13/2017
3/27/2017	2/27/2017
4/10/2017	3/13/2017
4/24/2017	3/27/2017
5/8/2017	4/10/2017
5/22/2017	4/24/2017
6/12/2017	5/15/2017
6/26/2017	5/29/2017
7/10/2017	6/12/2017
7/24/2017	6/26/2017
8/14/2017	7/17/2017
8/28/2017	7/31/2017
9/11/2017	8/14/2017
9/25/2017	8/28/2017
10/9/2017	9/11/2017
10/23/2017	9/25/2017
11/13/2017	10/16/2017
11/27/2017	10/30/2017
12/11/2017	11/13/2017
12/18/2017	11/20/2017

Roanoke Area	
Exam Date	Application Deadline
2/13/2017	1/16/2017
2/27/2017	1/30/2017
3/13/2017	2/13/2017
3/27/2017	2/27/2017
4/10/2017	3/13/2017
4/24/2017	3/27/2017
5/8/2017	4/10/2017
5/22/2017	4/24/2017
6/12/2017	5/15/2017
6/26/2017	5/29/2017
7/10/2017	6/12/2017
7/24/2017	6/26/2017
8/14/2017	7/17/2017
8/28/2017	7/31/2017
9/11/2017	8/14/2017
9/25/2017	8/28/2017
10/9/2017	9/11/2017
10/23/2017	9/25/2017
11/13/2017	10/16/2017
11/27/2017	10/30/2017
12/11/2017	11/13/2017
12/18/2017	11/20/2017

Springfield Area	
Exam Date	Application Deadline
2/6/2017	1/9/2017
2/20/2017	1/23/2017
3/6/2017	2/6/2017
3/20/2017	2/20/2017
4/3/2017	3/6/2017
4/17/2017	3/20/2017
5/1/2017	4/3/2017
5/15/2017	4/17/2017
6/5/2017	5/8/2017
6/19/2017	5/22/2017
7/10/2017	6/12/2017
7/17/2017	6/19/2017
8/7/2017	7/10/2017
8/21/2017	7/24/2017
9/11/2017	8/14/2017
9/18/2017	8/21/2017
10/2/2017	9/4/2017
10/16/2017	9/18/2017
11/6/2017	10/9/2017
11/20/2017	10/23/2017
12/4/2017	11/6/2017
12/18/2017	11/20/2017

## 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 Virginia Cosmetology page at <http://www.pcshq.com>.

## Temporary Permits

If you are requesting the Board to issue a Temporary Permit on your behalf, you must properly complete and submit the *Temporary Permit Form* to PCS with the required sponsorship information and signatures in place. You may download a copy of this form by going to the *Forms* Section of Virginia Cosmetology page at <http://www.pcshq.com>. Once the form is completed and uploaded to your account, the request for a permit will be processed and forwarded to the Board for final approval and permit issuance. Temporary Permits are issued only once and are valid for 45 days following the date of your practical examination.



## First Time Candidates

### Application Requirements

Once an online application has been completed with PCS, the following items must be uploaded to your account with PCS:

1. A current 2" x 2" passport color photo taken within the last six months to reflect your current appearance. It must be sized so that your head is approximately 1 inch from the bottom of the chin to the top of the head. It must be taken in front of a plain, white background and be a full-face view, directly facing the camera with a neutral facial expression. Selfies are not accepted. If these requirements are not met, you will receive notification that you need to submit a new photo and your application will remain incomplete until the photo meets the requirements.
2. **Examination Site Conduct Agreement Form:** Please select practical location and sign the Informed Consent and Waiver Agreement section. Once completed, please upload this Agreement to your account. This form can be found under Virginia's *Forms* section online at [www.pcshq.com](http://www.pcshq.com).

\* All documents that require a notary seal may be uploaded to your PCS account as long as the form is notarized with an ink stamp and must be in color. If a raised seal is used by the notary public, then this document must be mailed to PCS.

! 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 to PCS at the address located on page 3 of this CIB, please also make note of this on your home page within your PCS account .

! 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), please mail that to PCS, Attn: VA Coordinator at PCS' address provided on page 3 of this CIB.

## Expired License

### How to Reinstate an Expired License

1. If your license has been expired for **less** than **two years**, contact the Board at (804) 367-8509.
2. If your license has been expired for **more** than **two years**, apply directly with PCS and follow the prompts. You will be required to take both the current theory and practical examinations again.

## Endorsement License Requirements

If you hold a license in a state other than Virginia, contact the Board at (804) 367-8509

## PCS Account Set-Up

Before you are able to complete an online application with PCS, you must first become a registered user of our system. 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 **Virginia**
5. Click **Barbering**
6. Click **Create an Account** (if this is your first time)
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter REcaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click 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.

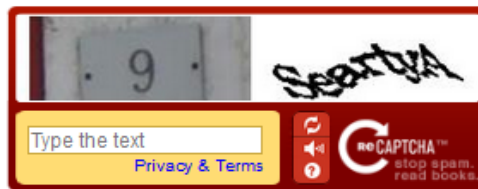
To access your information online, please create your personal account. You **MUST** use a **unique** e-mail address for electronic communication and account verification. Please **DO NOT** use your school instructor's e-mail address. This account is for applicants only.

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



Create Account




## PCS Application

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

1. Complete steps 1-5 listed above.
2. Click **LOGIN HERE** (if you have already created an account)
3. Enter e-mail address and password provided during account set-up.
4. You are now in the Virginia online registration page; select appropriate license type (i.e. Cosmetology).
5. Continue with online registration until all required fields have been completed.
6. Choose the examinations you wish to take.
7. 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).

**!** 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).

<b>Your Profile</b> Name Address Phone SSN Alt ID Birthdate Email Username	<b>Active Applications</b> Virginia Cosmetology & Barbering, Barbering Applied 08/19/2013 Most recent application: 08/19/2013 Status: Paid, Waiting for review.
<b>Documents</b>  VA BA App Original Document.pdf Last Changed 08/21/2013  Personal Photo Personal Photo Document.pdf Last Changed 08/21/2013  PA GMC 3 Documentation Original Document.pdf Last Changed 08/21/2013 <a href="#">ADD NEW DOCUMENT</a>	<b>Application Approval Requirements</b> <input checked="" type="checkbox"/> Coordinator Review <input checked="" type="checkbox"/> Personal Photo <input checked="" type="checkbox"/> Training & Experience Form <input checked="" type="checkbox"/> Examination Site Agreement <input checked="" type="checkbox"/> PCS Waiver <input checked="" type="checkbox"/> ALL FORMS ARE CURRENT <b>SMC 3 - OFFICIAL, Virginia document indicated by RED STAMP. (Click Here for Sample Images)- otherwise NOTIFY DPOR FOR APPROVAL ONCE DOCUMENTATION</b> Please enter comments (optional), select if this item can be approved or denied, then click Save <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;">           DPOR - please review this out of state criminal history documentation. Since he does not reside in VA I am not requesting the VA criminal history.         </div> -- SELECT STATUS -- <input type="button" value="Save"/> <input type="checkbox"/> Final Review <a href="#">VIEW APPLICATION FORM</a>
<b>Education</b> SPECTRUM BEAUTY ACADEMY LLC ALEXANDRIA VA From 10/15/2012 Graduated: 07/23/2013 School License Expire: 12/31/2014	<b>Pending Examinations</b> Virginia Barbering Practical Exam Date: 10/14/2013 Testing at: Springfield Area <b>WAITING FOR APPLICATION APPROVAL</b> Virginia Barbering Theory Status Pending <b>WAITING FOR APPLICATION APPROVAL</b>
<b>Application Information</b> <a href="#">Virginia Board of Barbers and Cosmetologists</a>	

## 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**



The screenshot shows the login page for Professional Credential Services, Inc. The header includes the company logo. The main heading is "Log into your account". Below this are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned below the password field. A note states: "\*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here](#)." At the bottom, it says: "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.



The screenshot displays the "Active Applications" section. It lists "Virginia Cosmetology & Barbering, Cosmetology" with various links: "ADD STATE APP#", "Valor Act: EDIT", "ADD LICENSE NUMBER", "ADD LIC EXP DATE", "App Expires: 03/12/2017 EDIT", "Print New App Label", and "Applied: 03/12/2013". Below this is a table titled "Application Approval Requirements ADD" with a red border. Each requirement has a green checkmark in a box to its left.

Application Approval Requirements <b>ADD</b>	
<input checked="" type="checkbox"/>	<a href="#">Coordinator Review</a>
<input checked="" type="checkbox"/>	<a href="#">Personal Photo</a>
<input checked="" type="checkbox"/>	<a href="#">Training &amp; Experience Form</a>
<input checked="" type="checkbox"/>	<a href="#">Examination Site Agreement</a>
<input checked="" type="checkbox"/>	<a href="#">PCS Waiver</a>
<input checked="" type="checkbox"/>	<a href="#">ADA</a>
<input checked="" type="checkbox"/>	<a href="#">Final Review</a>

### 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.

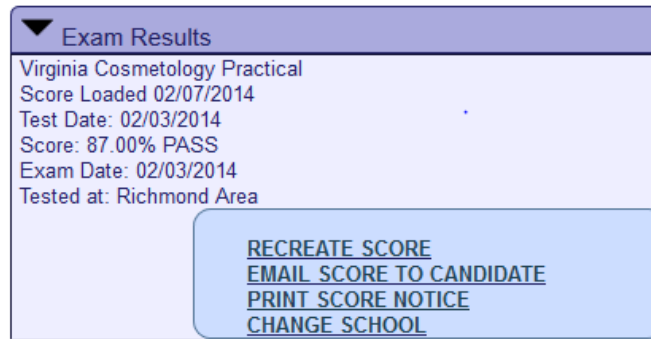


The screenshot shows a web interface for 'Active Applications'. It lists details for a Virginia Cosmetology & Barbering application, including 'ADD STATE\_APP#', 'Valor Act: EDIT', 'ADD LICENSE NUMBER', 'ADD LIC EXP DATE', 'App Expires: 03/12/2017 EDIT', 'Print New App Label', and 'Applied: 03/12/2013'. Below this is a section titled 'Application Approval Requirements ADD' with a list of items: 'Coordinator Review', 'Personal Photo', 'Training & Experience Form', 'Examination Site Agreement', 'PCS Waiver', 'ADA', and 'Final Review'. Each item has a checkbox; the first six are checked with green checkmarks, while 'Final Review' has an unchecked checkbox with a question mark icon.

### Reprinting Documents

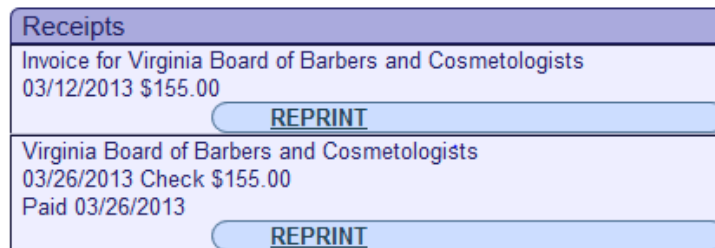
Reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage.

- Click **Print Score Notice** option next to item you wish to reprint



The screenshot shows a web interface for 'Exam Results'. It displays details for a Virginia Cosmetology Practical exam: 'Score Loaded 02/07/2014', 'Test Date: 02/03/2014', 'Score: 87.00% PASS', 'Exam Date: 02/03/2014', and 'Tested at: Richmond Area'. Below the details is a button with four options: 'RECREATE SCORE', 'EMAIL SCORE TO CANDIDATE', 'PRINT SCORE NOTICE', and 'CHANGE SCHOOL'.

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



The screenshot shows a web interface for 'Receipts'. It lists two receipts from the Virginia Board of Barbers and Cosmetologists: 'Invoice for Virginia Board of Barbers and Cosmetologists 03/12/2013 \$155.00' and 'Virginia Board of Barbers and Cosmetologists 03/26/2013 Check \$155.00 Paid 03/26/2013'. Each receipt has a 'REPRINT' button next to it.

## Examination Rescheduling

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

- In order to reschedule your practical examination, click **Reschedule Practical** under the Active Applications box.

Active Applications.

Virginia  
Cosmetology & Barbering, Cosmetology  
[ADD STATE APP#](#)  
Valor Act: [EDIT](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 09/10/2017 [EDIT](#)  
[Print New App Label](#)  
Applied: 07/08/2003 RE

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

- [Coordinator Review](#)
- [Check School Expiration Date](#)
- [Final Review](#)

[CLOSE APPLICATION](#)  
[RESCHEDULE PRACTICAL](#)

- In order to reschedule your theory examination, click **Theory Reschedule** under the Active Applications box.

Active Applications.

Virginia  
Cosmetology & Barbering, Cosmetology  
[ADD STATE APP#](#)  
Valor Act: [EDIT](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 02/28/2017 [EDIT](#)  
[Print New App Label](#)  
Applied: 12/26/2013

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

- [Coordinator Review](#)
- [Personal Photo](#)
- [Training & Experience Form](#)
- [Examination Site Agreement](#)
- [PCS Waiver](#)
- [ALL FORMS ARE CURRENT](#)
- [Check School Expiration Date](#)
- [Final Review](#)

[CLOSE APPLICATION](#)  
[RESCHEDULE THEORY](#)

## Application Approval Process

Once your online application has been completed and **payment has been made**, a system generated email will be sent to your email to confirm completion of your application. This does not mean your application has been approved, but rather that you have completed the on-line application successfully. PCS will then review your application and enter any requirements which may be pending, no later than three business days after completion of your application. *If documents are submitted/uploaded 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 email and your file will remain pending until all necessary information has been received.
- In order to receive your desired practical examination date, the online application, required documents, payment and **final approval** must be received before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received and application is approved.

## Examination Notification

Once your application has been approved, PCS will forward the following notifications via e-mail.

1. A Theory Authorization to Test (ATT) letter will be sent via email 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 emails within the time frame listed above, it is **your responsibility** to check your PCS account and reprint this information. If you are unable to access your account, it is **your responsibility** to contact PCS at (888) 822-3272.



## Examination Scheduling

### Theory Examination Scheduling

Upon receipt of your ATT letter, you may request to take the theory examination by logging onto the Prometric website at [www.prometric.com](http://www.prometric.com). Select **SCHEDULE MY TEST** and follow the prompts given for each screen. You will need to enter your eligibility number (identified as *Candidate ID#* on your ATT) listed on your letter. You can also contact Prometric's Toll-Free Telephone Support at (800)895-3926.

### Theory Examination Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting Prometric at least 5 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in four or less days prior to your scheduled examination. You can call Prometric's automatic system at (800)895-3926 using a touch-tone phone (24 hours a day) to cancel or reschedule your examination

### Practical Examination Scheduling

You will request a practical date and location when completing your on-line application. As long as you have all required information and are approved by the deadline date for the examination date selected as outlined in this CIB previously, you will be scheduled to take your examination on the date requested. Otherwise, you will be assigned to the next practical examination date in the location you selected once your application has been approved.

### Practical Rescheduling Policy

You may reschedule your practical examination without forfeiting your fees if you reschedule within 14 days prior to your scheduled examination. If you do not show for your practical examination or show up after the examination has started, you will forfeit your exam fees. Should you be involved in a traffic accident on the way to the test center, suffer a serious personal illness or injury, or a death in your immediate family contact PCS as soon as possible. Upon submitting official documentation acceptable to PCS, PCS at its discretion, may allow you to reschedule without being charged. In the event of a serious personal illness or injury, a note from the treating physician indicating your inability to test will be required. In the event of a death in your immediate family a death certificate will be required.

### 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 Prometric. If a test center is open for testing, and the location you will be driving from is hazardous, please contact PCS immediately in order to not forfeit your fees. PCS will verify the information you have provided and reschedule you for the next practical examination in your chosen location. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS, or check both the PCS and Prometric web sites for inquiries regarding the closure of any sites for the theory examination.

## Examination Day Requirements

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

- Admission Notice (practical) or ATT Letter (theory) (printed and/or via electronically on your phone is acceptable).
- 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 present these items, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

### Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

**Primary ID** (current, non-expired Government Issued ID) Photo copies will not be accepted

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

**Secondary ID** (signature, non-expired) Photo copies will not be accepted

- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

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

**!** If you fail to bring proper identification or your names do not match, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

### Arrival

**!** You must arrive at the test center at least thirty (30) minutes prior to the time that is on your Admission Notice or ATT. If you arrive later, 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 your actions will be reported directly to the Board and to NIC. 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 allowed. 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 emailed to you at least 10 business days after your examination date. *An **unofficial** pass or fail notice will be provided to you by Prometric after you take the theory examination.* If you do not receive your score within this time frame, you may print a score notice by logging into your PCS account.

### State Score Requirements

The minimum score required to pass both the theory and practical examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online. Once you pass both the theory and practical examination, you will receive a *Notice of Completion*.

### State Score Requirements

Once all required examinations have been passed, a final review of your application will be performed in order to ensure that all eligibility documents are complete before your materials are sent to the Virginia Department of Professional and Occupational Regulation (DPOR) for the issuance of a permanent license.

In Virginia, you must take and pass both the theory and practical examinations within one year of initial examination date. Failure to accomplish this will result in your having to start over as a first-time candidate. In addition, if after application is made and you take longer than one year to attempt to schedule any examination, you will forfeit all fees and be required to apply as a first-time candidate, even if your application was approved the first time you applied.

## Change of Information

### Directions

Complete the *Change of Information Form*, which can be downloaded in the *Forms* section of the Virginia Cosmetology page on PCS' website, [www.pcshq.com](http://www.pcshq.com). All applicable areas of this form should be completed in order for PCS to properly locate and update your account.

*If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.*

Please upload this document and any other documentation to your account or you can mail to PCS at the address on page 2.

## 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 10 days from the date of the event warranting the complaint. Written complaints 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
- Details of complaint

### Send Complaint to:

Professional Credential Services, Inc.  
Attn: Virginia Coordinator / COMPLAINT  
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.

## Examination Guidelines

### Dress Code

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

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

### Theory Examination

The Barber NIC Theory Examination includes Virginia State Laws and Regulations.

10 Virginia State questions are included within the Virginia NIC Theory Examination.

The reference for these questions are found in the Virginia Board for Barbers & Cosmetology Regulations, 18 VAC 41-20, February 1, 2017

<http://www.dpor.virginia.gov/Boards/BarberCosmo/>. Click on the “Laws and Regulations” tab.

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



NATIONAL BARBER STYLING  
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

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The National Barber Styling Theory Examination is the licensure examination for Barber Stylists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains **IMPORTANT INFORMATION** regarding the examination, including content outline covered by the theory examination, sample questions and answers, and references. The time allowed for the Barber Styling Theory Examination is 90 minutes.

**PLEASE REVIEW ALL INFORMATION CAREFULLY.**

**IMPORTANT INSTRUCTIONS**

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- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation, please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Communicating to other candidates
  - Exhibiting disruptive behavior.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

**BARBER STYLING THEORY EXAMINATION CONTENT OUTLINE**

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1. **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

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

**3. 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 implements
  - 2. Facial shaving
    - a. Preparation
    - b. Positions and strokes
  - 3. Mustaches and beards
    - a. Preparation
    - b. Products
  - 4. Safety

**4. SKIN CARE AND FACIAL SERVICES (16%)**

- 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

### **BARBER STYLING SAMPLE QUESTIONS**

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

1. Anthrax and tetanus bacilli form which 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.
  
7. What should be performed **FIRST** before applying permanent hair color?
  - a. Strand test
  - b. Patch test
  - c. Curl test
  - d. Texture test
  
8. Before sodium hydroxide processing, hair should be analyzed to determine its
  - a. acidity.
  - b. alkalinity.
  - c. texture, porosity and elasticity.
  - d. density, color and end bonds.

**Answers**

- |      |      |      |
|------|------|------|
| 1. c | 4. b | 7. b |
| 2. b | 5. d | 8. c |
| 3. b | 6. d |      |

**BARBER STYLING REFERENCES**

**PRIMARY REFERENCES**

*Milady's Standard Professional Barbering, 5<sup>th</sup> Ed. 2011*

Author: Maura Scali-Sheahan, Ed D

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

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



NATIONAL BARBER STYLING  
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

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

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

### **IMPORTANT INSTRUCTIONS**

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- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- 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 before 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. Failure to do so may result in your dismissal from the examination.
    - *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC 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.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English 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.
  - 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.

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**MANNEQUINS ARE REQUIRED FOR ALL SERVICES IN VA**

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

**SPECIAL ATTENTION!**

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

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- 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 labeled "to be disinfected"
  - Container labeled "soiled linens"
  - Container labeled "trash"
- The Shaving with a Straight Razor section is UNTIMED.
- 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 Haircolor 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.

## **BARBER STYLING PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS**

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The scope of the National Barber Styling Practical Examination includes 6 (six) core domain sections. The Core Domain Sections are based on the national job analysis and denoted below with a \*.

1. Set Up and Client Protection (10 minutes)\*
2. Haircutting (30 minutes)\*
3. Shaving with a Straight Razor (Untimed)\*
4. Chemical Waving (20 minutes)\*
5. Virgin Hair Lightening and Haircolor Retouch (20 minutes, Two 10-minute segments)\*
6. Chemical Relaxing, Virgin and Retouch (20 minutes, Two 10-minute segments)\*

**BARBER STYLING PRACTICAL EXAMINATION TASK LINES  
AND VERBAL INSTRUCTIONS**

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**1. SET UP AND CLIENT PROTECTION (10 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“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 EPA-registered, hospital-grade disinfectant
- 1.2 Sanitizes hands **PRIOR** to setting up work area
- 1.3 Sets up work area with supplies labeled in English
- 1.4 Sets up implements that are visibly clean and sanitary
- 1.5 Uses neck strip or towel and applies drape for haircut
- 1.6 Practices infection control procedures safely throughout setup
- 1.7 Maintains work area in a safe manner throughout setup
- 1.8 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate 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.”*

**2. HAIRCUTTING (30 minutes)**

**Proctor – Verbal Instructions:** Read to all candidates:

*“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.”*

*“Do not clean up the hair until you are instructed to do so.”*

*“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 **without** guard to perform a tapered haircut below the occipital bone (nape) with no blocked line
- 2.3 Uses clippers **with** 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 Practices infection control procedures safely throughout service
- 2.15 Maintains work area in a safe manner throughout service
- 2.16 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate 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.”*

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

*“Please stop working.”*

### 3. SHAVING WITH A STRAIGHT RAZOR (Untimed)

**Proctor – Verbal Instructions for Set Up:** Read to all candidates:

*“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:** Read to all candidates:

*“You will now perform the shaving with a straight razor section of this examination.”*

*“You will drape your model/mannequin for the shave.”*

*“You will prepare the face for shaving by lathering and steaming.”*

*“Please step back to indicate you are ready to demonstrate the shave.”*

*“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

**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 stepped back to indicate they have completed their preparation. Please do nothing until instructed individually by the examiner.”*

**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 20°- 40° 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

**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 to entire group when all examiners have graded the shave:

*“All examiners have indicated they have completed their assessment.”*

#### 4. CHEMICAL WAVING (20 minutes)

**Proctor – Verbal Instructions for Set Up:** Read to all candidates:

*“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.”*

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

*“Please stop working.”*

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will now perform the chemical waving section 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:**

- 4.1 Sets up implements that are visibly clean and sanitary
- 4.2 Sets up work area with supplies labeled in English
- 4.3 Sanitizes hands **PRIOR** to subsectioning hair
- 4.4 Subsections hair straight and evenly
- 4.5 Subsections hair no longer than length of rod
- 4.6 Subsections hair same width as rod
- 4.7 Wraps hair evenly and smoothly around rod
- 4.8 Distributes hair evenly across end paper
- 4.9 Extends end papers beyond hair ends
- 4.10 Places bands correctly
- 4.11 Uses same rod base placement throughout section
- 4.12 Wraps hair around rod at least 1½ 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.”*

- 4.13 Applies cotton and/or protective cream at nape
- 4.14 Wears gloves during application of simulated product
- 4.15 Applies simulated product across length of all rods safely

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate a test curl.”*

- 4.16 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.”*

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

**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.”*

**5. VIRGIN HAIR LIGHTENING AND HAIRCOLOR RETOUCH**  
**(20 minutes, Two 10-minute segments)**

**Proctor – Verbal Instructions for Set Up:** Read to all candidates:

*“You have 2 minutes to remove the supplies from your kit for the hair lightening and haircolor 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.”*

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

*“Please stop working.”*

**Proctor – Verbal Instructions:** Read to all candidates:

*“You will 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:**

- 5.1 Sets up implements that are visibly clean and sanitary
- 5.2 Sets up work area with supplies labeled in English
- 5.3 Sanitizes hands **PRIOR** to performing the predisposition test
- 5.4 Performs predisposition test with simulated product behind the ear
- 5.5 Divides head into four equal sections
- 5.6 Applies protective cream around hairline
- 5.7 Wears gloves during application of simulated lightener and hair color products

**Demonstration of Virgin Hair Lightening Application**

- 5.8 Subsections hair 1/4 inch wide or less
- 5.9 Applies simulated product 1/2 inch from scalp
- 5.10 Applies simulated product up to but not including last 1 inch of hair
- 5.11 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.”*

### **Demonstration of Haircolor 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.”*

- 5.12 Outlines hair color retouch quadrant with simulated product
- 5.13 Subsections hair 1/2 inch wide or less
- 5.14 Applies simulated product on the scalp out to 2 inches
- 5.15 Completely covers new growth with simulated product
- 5.16 Keeps perimeter skin free of product
- 5.17 Maintains neck strip or towel and drape for protection throughout service
  
- 5.18 Practices infection control procedures safely throughout service
- 5.19 Maintains work area in a safe manner throughout service
- 5.20 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate 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.”*



**6. CHEMICAL RELAXING, VIRGIN AND RETOUCH**  
**(20 minutes, Two 10-minute segments)**

**Proctor – Verbal Instructions for Set Up:** Read to all candidates:

*“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.”*

**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:**

**(First 10-minute segment)**

- 6.1 Sets up implements that are visibly clean and sanitary
- 6.2 Sets up work area with supplies labeled in English
- 6.3 Sanitizes hands **PRIOR** to applying protective cream
- 6.4 Applies protective cream around hairline
- 6.5 Wears gloves during application of simulated relaxer product

**Demonstration of Virgin Relaxer Application**

- 6.6 Subsections hair 1/4 inch wide or less
- 6.7 Applies simulated product 1/2 inch from scalp
- 6.8 Applies simulated product up to but not including last 1 inch of hair
- 6.9 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.”*

**Demonstration of Relaxer Retouch (10 minutes)**

**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.”*

- 6.10 Subsections hair ¼ inch wide or less
- 6.11 Applies simulated product starting slightly off scalp, up to 1/4 inch from scalp and out to 2 inches
- 6.12 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.”*

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

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

*“Please stop working.”*

**CANDIDATE SUMMARY AND FINAL CLEAN UP**

**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.”*

## SUGGESTED EXAMINATION SUPPLIES

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*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*

*\* Please refer to State guidelines*

### UNIVERSAL SUPPLIES (Also known as General Supplies)

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- 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"
- cloth towel(s)
- paper towel(s)
- neck strip(s)
- protective drape(s) (child size is appropriate for mannequin)
- hair clip(s)
- comb(s)
- hair brush(es)
- spray bottle with water
- protective cream
- spatula(s)
- protective cotton
- protective gloves
- tape
- first aid kit

### HAIRCUTTING SUPPLIES

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

### SHAVING SUPPLIES

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

**CHEMICAL WAVING SUPPLIES**

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

**HAIRCOLORING AND LIGHTENING SUPPLIES**

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

**CHEMICAL RELAXING SUPPLIES**

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

## **COSMETOLOGY & HAIR DESIGN**

### **REFERENCES**

*Milady Standard Cosmetology*

2016

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

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<https://www.todaysclass.com/index.html>

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*Salon Fundamentals Cosmetology*

2014, 3<sup>rd</sup> Edition, 1<sup>st</sup> Printing. September 2014

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

*Cosmetology Career Concepts*

CLIC International

2014

Pottsville, PA 17901

### **SUPPLEMENTAL REFERENCES**

*Milady Standard Cosmetology*

2012

Milady

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

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800.998.7498 ext. 2700

*Salon Fundamentals Cosmetology*

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## **BARBERING (BARBER STYLING, BARBER, BARBER 1)**

### **REFERENCES**

*Milady's Standard Professional Barbering*  
2011, 5<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Professional Barbering*  
2006  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

## **BODY PIERCING**

### **REFERENCES**

*APP Procedure Manual*  
2013 Edition  
Association of Professional Piercers  
[safepiercing.org](http://safepiercing.org)  
Customer Service: [info@safepiercing.org](mailto:info@safepiercing.org)  
1.888.888.1277

*Milady's Standard Esthetics: Fundamentals*  
2013, 11<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

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

## **ELECTROLOGY**

### **REFERENCES**

*Milady's Hair Removal Techniques: A Comprehensive Manual*  
2004

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics*

2013, 2<sup>nd</sup> Edition, 11<sup>th</sup> printing, 2<sup>nd</sup> Edition, August 2013

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*Milady's Standard Esthetics: Fundamentals*

2009, 10<sup>th</sup> Edition

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Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics – A Resource for Your Skin Care Career*

2007, 10<sup>th</sup> printing, 2<sup>nd</sup> Edition, September 2012

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## **ESTHETICS**

### **REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

2013, 11<sup>th</sup> Edition

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

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

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## **ESTHETICS-ADVANCED PRACTICE (AP)**

### **REFERENCES**

*Milady Standard Esthetics: Advanced*

2013 2<sup>nd</sup> edition

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Skin Care: Beyond the Basics*

2012, 4<sup>th</sup> Edition

Mark Lees

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Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700



## **INSTRUCTOR**

### **REFERENCES**

*McKeachie's Teaching Tips: Strategies, Research,  
and Theory for College and University Teachers*

2014, 14<sup>th</sup> Edition

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Mindful Teaching Pro eBook 101.1 – 701.6*

2013

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Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

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### **SUPPLEMENTAL REFERENCES**

*Milady's Master Educator*

*Student Course Book*

2014, 3<sup>rd</sup> Edition

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

*McKeachie's Teaching Tips: Strategies, Research,  
and Theory for College and University Teachers*

2011, 13<sup>th</sup> Edition

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

## **MANAGER**

### **REFERENCES**

*Successful Salon & Spa Management*

2012, 6<sup>th</sup> Edition

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

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### **SUPPLEMENTAL REFERENCES**

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2016

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

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## **NAIL TECHNOLOGY**

### **REFERENCES**

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2016  
Melior, Inc.  
<https://www.todaysclass.com/index.html>  
877-224-0435

*Milady's Standard Nail Technology*  
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Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)  
800.998.7498 ext. 2700

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Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)  
800-886-4247

*Nails – Exhibits of Art*  
2007, 2.1 Edition  
CLIC International  
2014  
Pottsville, PA 17901

### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Nail Technology*  
2011, 6<sup>th</sup> Edition  
Milady  
[www.miladypro.com](http://www.miladypro.com)  
Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Nails*

2011, 1<sup>st</sup> Edition, 7<sup>th</sup> Printing, October 2011

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

*Nails – Exhibits of Art*

2007, 1<sup>st</sup> Edition

Author: Randy Rick

CLIC International

2014

Pottsville, PA 17901

## **NATURAL HAIR STYLING**

### **REFERENCES**

*Milady Standard Natural Hair Care and Braiding*

2014

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady Standard Cosmetology*

2016

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Cosmetology*

2014, 3<sup>rd</sup> Edition, 1<sup>st</sup> Printing. September 2014

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

*Cosmetology Career Concepts*

CLIC International

2014

Pottsville, PA 17901

## **TATTOOING**

### **REFERENCES**

*APP Procedure Manual*

2013 Edition

Association of Professional Piercers

[safepiercing.org](http://safepiercing.org)

Customer Service: [info@safepiercing.org](mailto:info@safepiercing.org)

1.888.888.1277

*Milady's Standard Esthetics: Fundamentals*

2013, 11<sup>th</sup> Edition

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

## **WAX TECHNOLOGY (CURRENT) & HAIR REMOVAL TECHNOLOGY (NEW)**

### **REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

2013, 11<sup>th</sup> Edition

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics*

2013, 2<sup>nd</sup> Edition, 11<sup>th</sup> printing, 2<sup>nd</sup> Edition, August 2013

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

*Milady Standard Esthetics: Advanced*

2013 2<sup>nd</sup> edition

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Esthetics: Fundamentals*

2009, 10<sup>th</sup> Edition

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

*Salon Fundamentals Esthetics – A Resource for Your Skin Care Career*

2007, 10<sup>th</sup> printing, 2<sup>nd</sup> Edition, September 2012

Pivot Point International, Inc.

[www.pivot-point.com](http://www.pivot-point.com)

Contact: Debbie Mack, [dmack@pivotpoint.com](mailto:dmack@pivotpoint.com)

800-886-4247

*Milady's Hair Removal Techniques: A Comprehensive Manual*

2004

Milady

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

Customer Service: [info@milady.com](mailto:info@milady.com)

800.998.7498 ext. 2700

# **NIC INFECTION CONTROL AND SAFETY STANDARDS**

## **DISINFECTION**

~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 according to the manufacturer's directions. When allowed by state rule/law, disinfectant sprays **OR** wipes that are bactericidal, virucidal and fungicidal are acceptable forms of disinfection following proper cleaning of the item.

**Note:** Porous items are considered to be single use items and can **NOT** be disinfected. These items are single use and are to be disposed of in the trash immediately after use.

~Tools, implements, and multi-use items **MUST** stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.

~All disinfectant solutions must be mixed and changed per the manufacturer's instructions.

## **HAND WASHING**

~Thoroughly wash hands and the exposed portions of arms with soap and water before providing services to each client and anytime hands become contaminated.

## **NAIL TECHNOLOGY**

~Liquid Monomer containing Methyl Methacrylate (MMA) is prohibited for use during NIC National practical examinations.

~Due to the testing environment, NIC requires low odor/odorless nail products be used during the NIC National practical examinations.

## **NIC Blood Exposure Procedure**

The following guidelines should be used if a blood exposure should occur during a service:

### **Who is bleeding?**

#### **Client**

1. Stop Service.
2. Put gloves on.
3. If appropriate, assist client to sink and rinse the injured area under running water.
4. Pat dry with a new, clean, disposable towel.
5. Offer/apply antiseptic & adhesive bandage.
6. Place all single use items in a bag and place in a trash receptacle.
7. Remove all implements from station and properly clean and disinfect.
8. Clean and disinfect work area.
9. Remove and dispose of gloves.
10. Wash hands.
11. Return to service.

#### **Licensee**

1. Stop Service.
2. Explain the situation and excuse yourself from the service.
3. If appropriate, rinse injured area under running water.
4. Pat dry with a new, clean, disposable towel.
5. Apply antiseptic & adhesive bandage.
6. Put gloves on.
7. Place all single use items in a bag and place in a trash receptacle.
8. Remove all implements from the work area and properly clean and disinfect.
9. Clean & disinfect work area.
10. Remove and dispose of gloves.
11. Wash hands.
12. If necessary cover injured area with a protective finger cot or new glove.
13. Return to service.