



**MISSOURI STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS
BARBER
CANDIDATE INFORMATION BULLETIN (“CIB”)**

Due to social distancing requirements Barbers and Esthetician and Barber Crossover practical examinations will require candidates to use a mannequin for performing tasks during the administration of the examination. NO MODELS WILL BE ADMITTED until further notice.

Effective January 1, 2020:

NIC now requires ALL candidates who sit for any NIC practical examination to use only viricidal, bactericidal and fungicidal disinfecting WIPES. Spray disinfectant is no longer allowed in the testing rooms and will be confiscated. Candidates may remove wipes from a larger container and place in a closable plastic bag, copy and apply to the outside of the bag the appropriate manufacturers label and utilize in the examination with no issues.

This change is in effect now.

This Candidate Information Bulletin (“CIB”) is intended for your use in preparing for and understanding the processes and procedures for applying for examination and scheduling to test. The Missouri Board of Cosmetology and Barber Examiners (“Board”) is responsible for licensing and regulating barber and cosmetology related professions in the State of Missouri. The Board has contracted with PSI Services, LLC (“PSI”) to provide administrative examination services. The Board will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. The Board first requires the submission of an *Application For Examination / Temporary Permit*. This is required to determine your eligibility for testing. Any questions regarding your application should be directed to the Missouri State Board of Cosmetology and Barber Examiners.

STEP 1	STEP 2
<ul style="list-style-type: none"> ▪ Download application at http://pr.mo.gov/cosbar.asp. ▪ Complete Application For Examination / Temporary Permit. ▪ Mail to: State Board office in Jefferson City, Missouri. 	<ul style="list-style-type: none"> ▪ Upon approval, contact PSI to pay and schedule an appointment to take the examination.
<p align="center">Missouri State Board of Cosmetology and Barber Examiners Web site: http://pr.mo.gov/cosbar.asp E-mail: cosbar@pr.mo.gov</p> <p align="center">Phone: (573) 751-1052 Toll Free (866) 762-9432 Fax: (573) 751-8167</p> <p align="center">Address: 3605 Missouri Boulevard P.O. Box 1062 Jefferson City, Missouri 65102-1062</p>	<p align="center">PSI Services LLC Web site: www.psiexams.com E-mail: examschedule@psionline.com</p> <p align="center">Phone: (833) 310-6426 Fax: (702) 932-2666</p> <p align="center">Address: 3210 E Tropicana Las Vegas, Nevada 89121</p> <p align="center">For Questions and concerns regarding Barber and related exams, please email barber@psionline.com.</p>

ELIGIBILITY REQUIREMENTS

A candidate who wishes to obtain a license must pass both a theory and a practical examination. To qualify to take these examinations, a candidate must:

1. Be at least 17 years old;
2. Have successfully completed a 10th grade education or equivalent (not required for Barber or Barber Instructor)
3. Have successfully completed the applicable training requirements:
 - **Barber** - 1,000-hours in a board-approved school of barber; or 2,000-hours in a board-approved apprenticeship program
 - **Class CA - Hairdressing** - 1,500-hours in a board-approved school of cosmetology; or 3,000-hours in a board-approved apprenticeship program
 - **Class E - Esthetics** - 750-hours in a board-approved school of esthetics; or 1,500-hours in a board-approved apprenticeship program
 - **Class CH - Hairdresser** - 1,500-hours in a board-approved school of cosmetology; or 3,000-hours in a board-approved apprenticeship program
 - **Class MO - Manicure** - 400-hours in a board-approved school of manicuring; or 800-hours in a board-approved apprenticeship program

- **Instructor** - Hold a current cosmetology, esthetics, hairdresser or manicure license for at least 3 years; or hold a current license for less than three years, and 600-hours in a board-approved instructor training course
- **Barber Instructor** - Hold a current barber license
- **Crossover to Barber** - Hold a current Missouri Cosmetology or Hairdresser license and complete at least 45 hours of training.
 - If you have held a Missouri Cosmetology or Hairdresser license for less than 1 year you must take the entire Barber Theory and Practical Examinations.
 - If you have held a Missouri Cosmetology or Hairdresser license for more than 1 year you must take only the Shaving portion of the Barber Practical Examination.
- **Crossover to Cosmetology** - Hold a current Missouri Barber license and complete 500 hours of training. You must take the Basic Manicure section of the Manicuring Practical and the entire Manicuring Theory Examination.
 - 2 years of experience substitutes for 250 hours
 - 3 years of experience substitutes for 500 hours

RECIPROCITY/REINSTATEMENT:

If you hold a license in another state, or an expired Missouri license, then contact the Board at (573)751-1052.

SCHEDULING PROCEDURES

Once approved by the Board, you are responsible for contacting PSI to pay and schedule an appointment to take the examination.

Written Examination Fee	\$84.00
Practical Examination Fee	\$54.00

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

ON-LINE (WWW.PSIXAMS.COM)

In order to pay and schedule via the Internet, candidates will need to have a valid credit card (Visa, MasterCard, American Express or Discover).

1. Log onto PSI’s website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the Board has on file. Be sure to **check the box next to “Check here to attempt to locate existing records for you in the system”**
2. You will be asked to select the examination and enter your social security#. Your record will be found, and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (833) 310-6426 for help.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. **Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak to a Customer Service Representative.**

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATION

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by filling out and emailing (or fax) the Exam Accommodations Request Form at the end of this bulletin. You may also request your accommodations online by following the link on the Exam Accommodations Request Form.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (833) 310-6426. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

COMPUTER CENTER LOCATIONS FOR THE WRITTEN EXAMINATION

The licensing examinations are administered at the following PSI examination centers.

Cape Girardeau, MO

Cape Girardeau Career and Technology Center
1080 S. Silver Springs Rd
Cape Girardeau, MO 63703

From the North: I-55 - Exit 95 onto Hwy 74. Follow Hwy 74 and veer right onto Mount Auburn Rd at the first set of stop lights. follow Mount Auburn Rd to the 4 way stop and veer right onto South Silver Springs Rd. This will take you to the front door of the Career and Technology Center (on your left - flagpole in front with school marquee). Park in the front parking lot. From S on I-55 - take exit 93 onto hwy 61. Follow Hwy 61 to the first set of stoplights at South Silver Springs Rd. Turn Left onto South Silver Springs Rd. This will take you to the front of the Career and Technology Center (On your right - flagpole in front with schools marquee). Park in the front parking lot.

Jefferson City, MO

2410 Hyde Park Rd
Jefferson City, MO 65109

Exit Highway 50 West at the Dix Road exit. Go South through two traffic lights. Go West on Missouri Blvd. At the first traffic light, turn South onto Stadium. Go 3/10 of a mile south of Missouri Blvd. on Stadium Blvd. to Hyde Park Road. Turn left into office complex. In business park just south of the Target Shopping Center.

Kirksville, MO

Kirksville Area Technical Center
1103 S Cottage Grove
Kirksville, MO 63501

From US-63/N Missouri St go toward E Union St. Turn right onto E Randolph St., continuing to S Cottage Grove Ave.

Olathe, KS

18000 West 105th St
Olathe, KS 66061

From East - Take I-435 W to K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left.

From North - Take I-35 S to I-435 W exit 222B, then take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left.

From West of I-35, take I-435 S, then take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left.

From South - Take I-35 N to I-435 W exit 222B, then take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left.

From West - Take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn right. Take first left into office park. The PSI office is on left. Please park in the spots designated for visitors/testers at the front of the building.

Springfield, MO

3003 East Chestnut Expressway
Springfield, MO 65802

From I-44, take US-65 South to Chestnut Expressway. Turn right at the bottom of the exit ramp. Go to the 1st stoplight at Belcrest Ave. and turn right.

St. Louis, MO

11100 Mueller Road
Suite 7 & 8
St. Louis, MO 63123

If coming from St. Ann, go I-270 South and exit onto MO-21 (Tesson Ferry Rd) and go east for about one and a half miles. From Tesson Ferry Rd turn right onto US-50 (Lindbergh Blvd) for approximately a quarter mile. From Lindbergh Blvd turn left onto Mueller Rd. The building is located behind McDonalds and a Mobile gas station.

Webb City, MO

Webb City - Alpha Air Center
5509 N Dennis Weaver Dr.
Webb City, MO 64870

Go North on Dennis Weaver Drive off of Highway 171 and follow the road around to the brick building that says General Aviation Terminal.

West Plains, MO

West Plains - Missouri State University
304 W Trish Knight St. - Garnett Library
West Plains, MO 65775

The MSU-WP Testing Center is located at 304 W. Trish Knight St. in Garnett Library. When you get into West Plains, head for West Broadway. Turn south onto Garfield Ave., and take the second left (east) onto Trish Knight. The library is on the south side of the street with a big grizzly bear in front. There is plenty of parking on the street.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by filling out and emailing (or fax) the Out-of-State Request Form at the end of this bulletin.

COMPUTER CENTER LOCATIONS FOR THE PRACTICAL EXAMINATION**Independence/Kansas City**

Hilton Garden
19677 E Jackson Dr
Independence, MO 64057

Jefferson City

DoubleTree Hotel
422 Monroe Street
Jefferson City, MO 65101

Springfield

Hilton Garden Inn
4155 S. Nature Center Way
Springfield, MO 65804

St. Louis

11100 Mueller Road
Suite 7 & 8
St. Louis, MO 63123

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for identification and familiarizing yourself with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

REQUIRED IDENTIFICATION

Candidates need to provide two (2) forms of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site.

PRIMARY IDENTIFICATION - Choose One

- ✚ State issued driver's license
- ✚ State issued identification card
- ✚ US Government Issued Passport
- ✚ US Government Issued Military Identification Card
- ✚ US Government Issued Alien Registration Card

SECONDARY IDENTIFICATION - Choose One

- ✚ Credit Card (must be signed)
- ✚ Social Security Card
- ✚ US issued Birth Certificate with Raised Seal

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

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

SECURITY PROCEDURES

The following security procedures apply during examinations:

- All examinations are closed book.
- No visitors, guests or children are allowed in the test center.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage

provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.

- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Board and you may be denied licensure.
- Copying or communicating examination content is a violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidates will not receive extra time to complete the examination.

TAKING THE WRITTEN EXAMINATION BY COMPUTER

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers.

The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for 'Mark', 'Comments', 'Goto', 'Help', and 'End'. Below this is a status bar displaying 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 359'. The main content area contains a question: '3. What do the stars on the United States of America's flag represent?'. Below the question is a text input field. Underneath the input field, there is a prompt '(Choose from the following options)'. Four radio button options are listed: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom of the interface, there are two buttons: '<< Back' and 'Next >>'.

The "Function Bar" at the top of the sample question provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

The Missouri State Board of Cosmetology and Barber Examiners is utilizing the National-Interstate Council of State Boards of Cosmetology (NIC) examinations. NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

SCORE REPORTING

You will receive the score report immediately following the completion of the written examination.

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

Passing Candidates: When you have passed all required examinations, your scores will be electronically sent to the state of Missouri. It is not necessary to notify the Board that you have passed the examination; the Board is provided candidate scores on a daily basis. The Board will automatically issue a license shortly after.

Failing Candidates: Candidates who fail the theory and/or practical examination must re-register with PSI online at www.psiexams.com. You have three attempts to test per eligibility. If you fail three times you must reapply with the Board.

The score on the written examinations are reported as a scaled score, which is a score based on the number of questions you answered correctly that has been converted to a standardized number. The part scores cannot be transferred to a percentage, nor added for overall performance. Each individual part is weighted as to the importance of competence and public protection for entry-level candidates. These weightings then contribute to the total number of questions that must be answered correctly.

DUPLICATE SCORE REPORT

You may request a duplicate of the written score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

TAKING THE 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 15 minutes for client protection and to set up the general supplies that they will use throughout 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
- Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions 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 examination coordinator.
- Chemicals for Chemical Waving, Hair Lightening, Hair Coloring, and Chemical Relaxing 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.
- You may **NOT** bring any notes (e.g., written task lines, numbers or supply lists on kit containers/bags), cheat sheets, task lines, or Candidate Information Bulletins into the examination site.
- Candidates must arrive in neat, clean, professional attire. Uniforms are not required.
- Sculptured nail products (powder, primer, liquid): the product must be odorless, sealed and be in its original container with the manufacturer's label.
- Candidates must use a curling iron with a cord for the Thermal Curling Service.

THE MISSOURI STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS REQUIRE THE USE OF THE FOLLOWING DURING THE PRACTICAL EXAMINATION

MANNEQUINS

- Barbering: A mannequin is required for all services for all services as well as the necessary clamp to properly secure the mannequin head to the table during the examination. *A model may be used during the shaving and taper haircut portion only.
- Cosmetology, Hairdresser, and Instructor: A mannequin for all services as well as the necessary clamp to properly secure the mannequin head to the table during the examination.
- Nail Tech and Cosmetology: A mannequin hand for all services as well as the necessary clamp to properly secure the mannequin hand to a table during the examination. A suitable substitute for a commercial mannequin hand is a medical quality glove filled to its entirety with sand or cornmeal and sealed.

MODELS:

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

- Barbering: Models are only permitted during the shaving and haircutting section of the practical examination.
- Esthetics: Models are required for all esthetics practical examination services.

THERMAL CURLING IRONS:

Cold thermal curling irons are now required. No heat or electricity necessary. Candidates will be asked to "simulate" testing the temperature of your cold curling iron.

PROHIBITED ITEMS:

The following items are not permitted to be used at any time during the practical examination.

- Aerosol products
- Methyl Methacrylate (MMA)
- Clipper Guards

KIT SIZE:

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

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC)

Please see the following NIC Content Outline pages with 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.



EXAMINATION ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Candidates with disabilities or those who would otherwise have difficulty taking the examination may request examination accommodations.

REQUEST ACCOMMODATION VIA ONLINE

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Requirements for examination accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- ✎ Description of the disability and limitations related to testing
- ✎ Recommended accommodation/modification
- ✎ Name, title and telephone number of the medical authority or specialist
- ✎ Original signature of the medical authority or specialist

REQUEST ACCOMMODATION VIA FAX OR EMAIL

If you prefer you may fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com. After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

Date: _____ ID#: _____

Legal Name: _____

Last Name

First Name

Address: _____

Street

City, State, Zip Code

Telephone: (_____) _____ - _____ Email Address: _____

Check any examination accommodations you require (requests must concur with documentation submitted):

- | | |
|--|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended time (Additional time requested: _____) |
| <input type="checkbox"/> Large-print written examination | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> *Out-of-State testing request for the Written exam only (this request does not require additional documentation). | |

Site Requested: _____

- ESL Accommodation (If English is not your primary language and you are taking the written English version of the examination), you may qualify for additional time for your test by requesting an ESL authorization from PSI, specifically time and a half. Please include:
- A personal letter requesting the authorization; and
 - A letter from your English instructor or sponsoring company (on company letterhead), certifying that English is not your primary language.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.



NATIONAL BARBER STYLING
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC National Theory Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Examination Content** and **Important Instructions** – This provides information about the scope of content covered in the Theory examination and information and guidelines related to administration of the Theory examination.
- **References** – This provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW BOTH DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into the 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**

The following outlines the scope of content covered by the NIC National Barber Styling Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items of which 100 items are weighted and contribute to the candidate's final score.

1. Scientific Concepts - 35%

- A. Infection Control and Safety Practices
 - 1. Identify how disease and infection are caused and transmitted
 - 2. Apply principles of infection control
 - a. Sanitation/Cleansing
 - b. Disinfection
 - c. Sterilization
 - d. Contamination and cross-contamination
 - 3. Apply blood exposure procedures
 - 4. Identify requirements of government agencies related to public protection (e.g., CDC, OSHA, EPA)
- B. Human anatomy and physiology
 - 1. Identify function and structure of the
 - a. Hair and scalp
 - b. Skin
 - 2. Identify bones related to
 - a. Head and face
 - b. Neck, shoulders, and upper back
 - 3. Identify muscles and joints and their functions related to
 - a. Head and face
 - b. Neck, shoulders, and upper back
 - 4. Understand the functions of body systems
 - a. Nervous system
 - b. Circulatory system
 - c. Endocrine system
 - d. Integumentary system
- C. Identify signs and symptoms of conditions, disorders, and diseases related to skin
 - 1. Types
 - 2. Treatments
- D. Identify signs and symptoms of conditions, disorders, and diseases related to hair
 - 1. Types
 - 2. Treatments
- E. Basic chemistry of products used in barbering
 - 1. Understand the chemical pH scale
 - 2. Understand purpose and effects of products, ingredients, and their interactions
 - 3. Understand interactions among chemicals
 - 4. Understand chemical reactions (e.g., overexposure, chemical burn, inhalation)

2. Implements and Equipment - 10%

- A. Identify function, purpose, and care of tools used in hair services
 - 1. Equipment (e.g., chair, workstation)
 - 2. Implements (e.g., razors, shears, combs/brushes)
 - 3. Supplies and materials (e.g., towels, drape, neck strips)
 - 4. Electrical tools (e.g., clippers, blow dryers)
- B. Understand and apply safety and sanitation practices for use of implements and equipment

3. Hair Care Services - 40%

- A. Client consultation, analysis, and documentation for hair care services
 - 1. Analyze condition of client's hair and scalp (i.e., assessment)
 - 2. Recognize conditions that would prohibit service (i.e., contraindications)
 - 3. Determine services and/or products
 - 4. Document and maintain client records (e.g., consultation card, service history, medical history)
- B. Hair Care
 - 1. Apply knowledge of draping (e.g., chemical, shampoo, haircutting)
 - 2. Apply knowledge of principles and procedures for shampooing and conditioning
 - 3. Apply knowledge of principles and procedures for scalp treatments and scalp massage/manipulation
- C. Hair Design
 - 1. Apply knowledge of principles, procedures, and safety of haircutting
 - a. Shaping
 - b. Outlining
 - c. Neck shave
 - 2. Apply knowledge of principles, procedures, and safety of hair styling
 - a. Wet styling
 - b. Blow-dry styling
 - c. Thermal styling
 - d. Natural hair styling (e.g., braiding, locks)
 - 3. Apply knowledge of hair enhancement options
- D. Apply knowledge of preparation, procedures, and safety for head shaving
- E. Apply knowledge of principles, procedures, and safety for chemical services
 - 1. Understand preliminary tests (e.g., purposes, uses, applications):
 - a. Predisposition
 - b. Strand test
 - 2. Hair coloring (including facial hair)
 - 3. Hair lightening
 - 4. Foiling
 - 5. Chemical hair relaxing/restructuring and curl reduction
 - a. Hydroxide
 - b. Thio
 - c. Keratin
 - 6. Chemical waving/texturizing:
 - a. Alkaline
 - b. Acid
 - c. Non-thio

4. Facial Hair and Skin Care Services - 15%

- A. Client consultation, analysis, and documentation for facial hair and skin care services
 - 1. Evaluate client's skin (e.g., type, condition)
 - 2. Identify contraindications:
 - a. Disorders
 - b. Diseases
 - 3. Determine services and/or products
 - 4. Document and maintain client records (e.g., consultation card, service history, medical history)
- B. Apply knowledge of draping for facial hair and skin care services
- C. Apply knowledge of principles, procedures, and safety for facial hair and skin care services
 - 1. Complete shave service with required strokes
 - 2. Facial hair design
 - 3. Facial (e.g., cleansing, steam towel, massage)
 - 4. Electrotherapy and light therapy
- D. Apply knowledge of purpose and types of electrotherapy and light therapy

**BARBER STYLING THEORY EXAMINATION
SAMPLE QUESTIONS**

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

1. Anthrax and tetanus bacilli form which type of spores?
 - a. Mitosis
 - b. Flagella
 - c. Spherical
 - d. Infectious
2. All French style shears
 - a. are cobalt metal.
 - b. have a finger brace.
 - c. are made in France.
 - d. have tight pivots.
3. Prior to a shaving service the headrest **MUST** be
 - a. washed and dried.
 - b. disinfected and covered.
 - c. washed and removed.
 - d. sanitized and sterilized.
4. To avoid damage to muscle tissue, the movements of a massage are directed
 - a. away from the origin of the muscle.
 - b. toward the origin of the muscle.
 - c. around the origin of the muscle.
 - d. above the origin of the muscle.
5. Which of the following can permanently relieve split ends?
 - a. Applying oil to the ends
 - b. Using a styling gel on the ends
 - c. Moistening the ends
 - d. Cutting the ends
6. The diameter of a single strand of hair is also called
 - a. growth pattern.
 - b. porosity.
 - c. density.
 - d. texture.
7. What should be performed **FIRST** before applying permanent haircolor?
 - a. Strand test
 - b. Patch test
 - c. Curl test
 - d. Texture test
8. Before sodium hydroxide processing, hair should be analyzed to determine its
 - a. acidity.
 - b. alkalinity.
 - c. texture, porosity, and elasticity.
 - d. density, color, and end bonds.

Answers

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



NATIONAL BARBER STYLING
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

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

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

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

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

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

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

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. **Picture ID is required for re-entry into the examination.**
- Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however **nothing** may be returned to the kit.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere to the following standards:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions or an emergency situation, the proctors and/or examiners are

- not allowed to communicate with candidates.
 - Examiners are not allowed to speak with candidates.
 - Candidates requesting information during the examination will be told one of the following statements:
 - “Do the best you can with what you have available.”
 - “Do as you were taught.”
 - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
 - Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, please step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
 - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
 - During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidates will be expected to follow the NIC Blood Exposure Procedure.
- Failure to do so may result in your dismissal from the examination.**
- *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Blood Exposure Procedure, OR go to www.nictesting.org for a current downloadable copy.*
 - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate’s actions reported to the proper authorities.*
- **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-manufacturers created labels must be only in English.
 - Original manufacturer’s labels are *required* for all 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 any further state specific requirements for supplies and products.
 - Simulated products are *not* allowed for disinfectants and hand sanitizers.
 - **NO AEROSOLS** are allowed in the testing environment
 - Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled “*Suggested Examination Supplies*” provided for each section of the

examination. Suggested Supplies can be found after the “Content Domains” section of this bulletin.

NIC MODEL OR MANNEQUIN REQUIREMENTS

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

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

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

SPECIAL ATTENTION

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

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

**BARBER STYLING PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS**

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

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

CONTENT DOMAINS

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

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your work area for your client.”

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

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

“You will prepare your client for services.”

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

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

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

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

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

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

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

“Please stop working.”

2. HAIRCUTTING (40 minutes)

Proctor – Verbal Instructions: Read to all candidates:

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

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

“You will demonstrate use of shear over comb.”

“You will demonstrate fingers and shear cutting.”

“You will cut at least ½ inch of hair throughout the haircut.”

“You will be expected to complete and blend the haircut.”

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

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

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

“You will have 40 minutes to complete this section.”

“You will be informed when you have 20 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

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

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

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

“Please stop working. Please do nothing until the next verbal instructions are given.”

Examiner – Verbal Instructions: Read to each candidate individually:

“May I please use your comb to check the haircut?”

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

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

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

2.12 Removes hair from work area

2.13 Maintains drape throughout section

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

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

“All examiners have indicated they are ready to proceed.”

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

Proctor – Verbal Instructions: Read to all candidates:

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

“You will prepare your work area for a NEW client.”

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

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

“You will prepare your client for a shave.”

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

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

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

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

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

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

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

“Please stop working.”

4. SHAVING WITH A STRAIGHT RAZOR (Variable Timing)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare to perform shaving with a straight razor.”

“You will prepare the model’s face by lathering and steaming.”

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

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

“You will have 5 minutes to complete this section.”

“You will be informed when you have 2 minutes remaining.”

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

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

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

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

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

“Please stop working. Please do nothing until the next verbal instructions are given.”

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

“You will perform Shaving with a Straight Razor.”

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

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

“This is an untimed section.”

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

(1) *“The instructions will be repeated.”*

Examiner – Verbal Instructions: Read to each candidate individually:

“Please remove the steam towel, re-lather, and demonstrate the first 5 shaving strokes.”

- 4.5 Removes steam towel and lather
- 4.6 Re-lathers beard and mustache
- 4.7 Demonstrates freehand stroke in areas 1, 3, and 4 safely

4.8 Demonstrates backhand stroke in area 2

4.9 Demonstrates reverse freehand stroke in area 5

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

“Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates after demonstrated strokes are evaluated:

“All examiners have indicated they are ready to proceed.”

Proctor – Verbal Instructions: Read to all candidates:

“Do not demonstrate any additional shaving strokes.”

“You will perform the finishing steps of the service.”

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

“You will have 5 minutes to complete this section.”

“You will be informed when you have 2 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

4.10 Completes the shaving service

4.11 Maintains drape throughout section

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

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

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

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

“Please stop working.”

5. BLOOD EXPOSURE PROCEDURE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will demonstrate the Blood Exposure Procedure.”

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

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

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

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

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

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

“Please stop working.”

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

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

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

Chemical Waving

Predisposition and Strand test

Chemical Relaxer – Virgin Application

Hair Color – Retouch Application

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

“You will have 10 minutes to complete your set up.”

“You will be informed when you have 5 minutes remaining.”

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

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

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

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

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

“Please stop working.”

6. CHEMICAL WAVING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Chemical Waving.”

“You will prepare your client for services.”

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

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

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

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

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

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

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

6.1 Chemical waving supplies are labeled in English

6.2 Implements and supplies are visibly clean

6.3 Performs scalp analysis

6.4 Subsections hair for chemical waving

6.5 Wraps hair

6.6 Correct rod placement used throughout entire section

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

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

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

“Please stop working. Please do nothing until the next verbal instructions are given.”

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate saturation”

6.7 Demonstrates saturation

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate a test curl.”

6.8 Demonstrates a test curl

Examiner – Verbal Instructions: Read to each candidate individually:

“Please remove one rod from the hair.”

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

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

Proctor – Verbal Instructions: Read to all candidates:
“You will remove all remaining rods from the head and create 4 quadrants/sections for the remaining chemical services.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 5 minutes to complete this section.”
“You will be informed when you have 2 minutes remaining.”
“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

6.9 Maintains drape throughout section

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

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

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

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

Proctor – Verbal Instructions: Read to all candidates:

“You will complete a simulated Predisposition Test and Strand Test.”

“You will demonstrate the predisposition test behind the ear.”

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

“There is no required wait time for results.”

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

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

7.1 Predisposition test and strand test supplies are labeled in English

7.2 Implements and supplies are visibly clean

7.3 Demonstrates predisposition test behind the ear

7.4 Demonstrates strand test

7.5 Maintains drape throughout section

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

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

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

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

“Please stop working.”

8. CHEMICAL RELAXER - VIRGIN APPLICATION (15 Minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Chemical Hair Relaxer - Virgin Application.”

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

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

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

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

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

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

“Please stop working.”

9. HAIR COLOR - RETOUCH APPLICATION (15 minutes)

Proctor – Verbal Instructions: Read to all candidates

“You will perform a Hair Color Retouch Application.”

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

“The client has 1 inch of regrowth.”

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

“You have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

9.1 Hair color retouch supplies are labeled in English

9.2 Implements and supplies are visibly clean

9.3 Subsections hair for hair color retouch

9.4 Applies simulated hair color product

9.5 Final result of hair color retouch application

9.6 Maintains drape throughout section

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

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

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

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

“Please stop working.”

CANDIDATE CLEANUP AND FINAL SUMMARY

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

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

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

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

“Thank you for your participation.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

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

Information related to labeling of supplies:

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

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

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

HAIR CARE – UNIVERSAL/GENERAL SUPPLIES

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

HAIRCUTTING SUPPLIES

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

SHAVING SUPPLIES

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

BLOOD EXPOSURE PROCEDURE SUPPLIES

- additional bag for disposal of blood-contaminated materials

CHEMICAL WAVING SUPPLIES

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

PREDISPOSITION TEST AND STRAND TEST SUPPLIES

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

CHEMICAL RELAXER SUPPLIES

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

HAIR COLOR SUPPLIES

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



EXAMINATION ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Candidates with disabilities or those who would otherwise have difficulty taking the examination may request examination accommodations.

REQUEST ACCOMMODATION VIA ONLINE

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Requirements for examination accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- ✎ Description of the disability and limitations related to testing
- ✎ Recommended accommodation/modification
- ✎ Name, title and telephone number of the medical authority or specialist
- ✎ Original signature of the medical authority or specialist

REQUEST ACCOMMODATION VIA FAX OR EMAIL

If you prefer you may fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com. After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

Date: _____ ID#: _____

Legal Name: _____

Last Name

First Name

Address: _____

Street

City, State, Zip Code

Telephone: (_____) _____ - _____ Email Address: _____

Check any examination accommodations you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended time (Additional time requested: _____)
- Large-print written examination
- Other: _____
- *Out-of-State testing request for the Written exam only (this request does not require additional documentation).

Site Requested: _____

- ESL Accommodation (If English is not your primary language and you are taking the written English version of the examination), you may qualify for additional time for your test by requesting an ESL authorization from PSI, specifically time and a half. Please include:
 - A personal letter requesting the authorization; and
 - A letter from your English instructor or sponsoring company (on company letterhead), certifying that English is not your primary language.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.