



PSI Services LLC  
 3210 E Tropicana  
 Las Vegas, NV 89121  
<https://test-takers.psiexams.com/gabarb>

## PROFESSIONAL LICENSING BOARDS DIVISION GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS

### MASTER BARBER EXAMINATIONS CANDIDATE INFORMATION BULLETIN

#### PLEASE NOTE

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.

Examinations by PSI Services LLC .....	1	Taking the Written Examination by Computer .....	4
Examination Eligibility Procedures .....	1	Identification Screen .....	4
Examination Scheduling Procedures .....	1	Tutorial.....	4
Scheduling an Examination .....	1	Test Question Screen.....	4
Canceling an Examination .....	2	Examination Review .....	4
Scheduling a Re-Examination .....	2	Score Reports.....	4
Missed Appointment or Late Cancellation.....	2	Application for Licensure.....	4
Exam Accommodations.....	2	Taking the Practical Examination .....	4
Examination Site Locations.....	2	Tips for Preparing for Your License Examination .....	5
Reporting to the Examination Site .....	2	Examination Content Outlines .....	5
Required Identification .....	3	Health and Safety Standards Blood Procedure .....	6
Security Procedures .....	3	Eligibility Form .....	7
Emergency Examination Center Closing .....	3	Examination Registration Form.....	8
		Out-of-State Testing Request Form.....	END OF BULLETIN

Please refer to our website to check for the most updated information at <https://test-takers.psiexams.com/gabarb>

## EXAMINATIONS BY PSI

The Georgia State Board of Cosmetology and Barbers has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI provides examinations through a network of examination centers in Georgia and in many areas throughout the United States.

This Candidate Information Bulletin provides you with information about the examination process for Barber Licensure in the State of Georgia.

The examinations are developed by the National-Interstate Council of State Boards of Cosmetology (NIC) <https://nictesting.org>.

## EXAMINATION ELIGIBILITY PROCEDURES

### CANDIDATES THAT ATTENDED A SCHOOL INSTRUCTIONS

Upon approval of eligibility sent to PSI from your approved educator, you will be mailed an eligibility notice containing instructions for scheduling an appointment to take the examination.

For courses completed after July 1, 2018, your eligibility is valid for 4 years from the date of course completion.

If you fail the examination, you may retake on an unlimited basis, during the 4-year period. If you do not pass within the 4-year period, you must re-apply with the Georgia State Board of Cosmetology and Barbers.

The PSI approval process will take up to 10 days to complete, from the date of receipt.

All questions and requests for information should be directed to PSI. Your email questions will be replied to within 48 hours of receipt.

PSI Services LLC  
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<https://test-takers.psiexams.com/gabarb>  
Email: [gasupport@psionline.com](mailto:gasupport@psionline.com)

### CLOSED SCHOOL CANDIDATE INSTRUCTIONS

Please do not send any documentation to PSI until after you have received an Exam Approval Letter from the Board office. The following steps outline the necessary procedure for obtaining an Exam Approval Letter from the Board office.

You must complete and submit the Request for Verification of School Hours Form. Apprentices would submit a verification of Training Hours Form to the Georgia State Board of Cosmetology and Barbers at the following address. The Request for Verification can be found at <http://sos.ga.gov/index.php/licensing/plb/16>.

The Board will review your training hours and if you meet the requirements for examination they will mail you an Exam Approval Letter. The Exam Approval Letter must be

submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

### APPRENTICE CANDIDATE INSTRUCTIONS

Please do not send any documentation to PSI until after you have received an Exam Approval Letter from the Board office. The following steps outline the necessary procedure for obtaining an Exam Approval Letter from the Board office.

If you have not already received your Request for Verification form, the form can be found at <http://sos.ga.gov/index.php/licensing/plb/16>.

The Board will review your apprentice hours and if you meet the requirements for examination they will mail you an Exam Approval Letter. The Verification of Eligibility Form must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

### ENDORSEMENT CANDIDATE INSTRUCTIONS

Out-of-State or Out-of-Country candidates may be granted endorsement with the State of Georgia and may not be required to take the examination. The Board will send you a letter after reviewing your application. The application can be found at <http://sos.ga.gov/index.php/licensing/plb/16>. Do not apply with PSI. If you do not meet the requirements, the Board will mail you an Exam Approval Letter. The Exam Approval Letter must be submitted with your PSI Examination Registration Form (found at the end of this bulletin) to PSI.

### UNITED STATES VETERAN INSTRUCTIONS

Georgia law (General Provisions Volume 30, Title 43-1-9.(1)(2)(3) provides that veterans meeting certain conditions are eligible for the addition of five or ten points to their examination scores. To qualify, a veteran must have served for a minimum of one year in active duty status and must have served during a period of conflict or war for a minimum of 90 days. The law provides that you may also qualify for veterans' preference points if you were "discharged for injury or illness incurred in [the] line of duty...if [your] disability is rated at 10 percent or above at the time of taking the examination."

To apply for veterans' preference points, you must send a copy of your DD-214 form and documentation of your disability, if applicable, to the Board office along with your completed application for licensure.

## EXAMINATION SCHEDULING PROCEDURES

### SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have received your eligibility notice, you are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. You may schedule for an examination via the Internet 24 hours a day at <https://test-takers.psiexams.com/gabarb>. To schedule with a PSI registrar, call Monday through Friday between 7:30 am and 10:00 pm and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. If space is available in the examination site of



your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. ET. Please be prepared to offer alternate examination appointment choices.

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee **if your cancellation notice is received 2 days prior to the scheduled examination date.** For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 744-0314.

**Note: A voice mail or email is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.**

### SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at <https://test-takers.psiexams.com/gabarb>. You may also call PSI at (855) 744-0314.

### MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled 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.

If you missed your appointment due to an emergency situation, you must provide written documentation. If valid, PSI will allow you to reschedule at no additional charge.

### EXAM ACCOMMODATIONS

All PSI 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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

## GEORGIA EXAMINATION SITE LOCATIONS

### **PSI Atlanta (Written)**

1000 Circle 75 Parkway, Suite 720  
Atlanta, GA 30339

*From I-285 Bypass N, take exit- Exit 51B- toward Chattanooga/Greenville. Merge onto I-285 N. Take the Cobb Pkwy / US-41 exit- Exit 19- toward Dobbins ARB. Turn Left onto Cobb Pkwy SE / US-41 N / GA-3 N. Turn slight right onto Circle 75 Pkwy SE.*

*From the North of Atlanta (I-75 Southbound) exit onto Cobb Parkway and then turn right onto Circle 75 Parkway.*

*From I-285 Southbound take exit 20 and stay right to exit onto Cobb Parkway and then go right onto Circle 75 Parkway.*

*From the Atlanta and South of Atlanta (I-75 N), take exit 259B (this exit is a 270 degree turn). Stay right to exit onto Cobb Parkway.*

*From 285 Northbound, take exit directly onto Cobb Parkway but at Exit 19 and go left toward Circle 75 and turn right.*

*You must park on Level P-2 in the parking deck.*

### **PSI Atlanta/Smyrna (Practical)**

2400 Lake Park Drive, Suite 245  
Smyrna, GA 30080

*From I-75N, take exit 259B for I-285W. Follow signs for US-41/Cobb Pkwy/Dobbins Airbase. Turn right on US-41N/Cobb Pkwy follow US-41N for 1 mile. Turn left on Lake Park Dr.*

### **PSI Atlanta (Duluth) (Written)**

3505 Koger Blvd, Suite 175  
Duluth, GA 30096

*From I-85 N: Use the right lane to take exit 104 for Pleasant Hill Rd. Use the second to the right lane to turn right onto Pleasant Hill Road. Use the left two lanes to turn left onto Breckinridge Blvd. Turn right onto Centerview Dr. NW. Turn right onto Koger Blvd. The building is on the right.*

### **PSI Atlanta (Marietta) (Written)**

The Pavilions at East Lake Shopping Center  
2100 Roswell Road NE, Suite 2128

Marietta, GA 30062

*Exit I-75 at North Marietta Parkway (Loop 120/Exit 263). Drive approximately 1.5 miles to the 120 Roswell Road exit (go past Powers Ferry and Lower Roswell Roads). Exit at the 120 East Roswell Road and head east for approximately 1 mile. The Pavilions at East Lake Shopping Center is on the right side of the road.*

### **PSI Macon (Written and Practical)**

3902 Northside Dr, Suite C5  
Macon, GA 31210

*From the North, take I-75 South to exit 169. Turn right onto Arkwright Road. Turn right at the second traffic light. Turn left at Ashley Park Office Building. You must enter and park from rear of buildings.*

*From the South, take I-75 North to exit 169. Turn left onto Arkwright Road. Turn right at the third traffic light. Turn left at Ashley Park Office Building. You must enter and park from the rear of buildings.*

### **PSI Tifton (Written)**

251 Southwell Blvd., Suite A  
Tifton, GA 31794

*I-75 S / GA-401 S. Take the Southwell Blvd exit- Exit 59. Turn Left onto CR-204 / Southwell Blvd. Continue to follow Southwell Blvd.*

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 following the instructions on the Out-of-State Request Form found at the end of this bulletin. *Note that the practical examination is only offered at the Georgia testing centers. Practical examinations must be taken in Georgia.*

## REPORTING TO THE EXAMINATION SITE

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



## REQUIRED IDENTIFICATION AT EXAMINATION SITE

*You must provide 2 forms of identification.* One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.

If you cannot provide the required identification, you must call (855) 744-0314 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

## SECURITY PROCEDURES

The following security procedures will apply during the examination:

- ✓ Candidates may take only approved items into the examination room. All personal belongings should be left home. There are no storage areas for personal items at the testing sites. Candidates will be responsible to secure any such items not allowed in the testing rooms at their own risk.
- ✓ Personal belongings include, but are not limited to, the following items: - Electronic devices of any type, including phones, recording devices, 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, vests, jackets and coats are not permitted in the testing room.

**In the event candidates are asked to remove the outerwear, appropriate attire 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.

**NOTE: 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 there is secure storage provided or 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 on an examination, 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 examination sponsor.
- Copying or communicating examination content is 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. Candidate will not receive extra time to complete the examination.

## IMPORTANT NOTICE FOR ALL CANDIDATES

Due to many complaints from the building's tenants, the use of aerosol sprays of any kind (i.e. hairspray, aerosol spray disinfectant) is **Strictly Prohibited** anywhere within the properties which house the PSI test centers. If it is discovered or reported that you or anyone you are associated with, are using or have used an aerosol spray (i.e. hairspray, aerosol spray disinfectant) within the property prior to or during the practical exam, you will not be allowed to test and will forfeit your testing fees.

Also of note; arriving hours before your exam start time is **NOT ACCEPTABLE**. Please plan to arrive 30 minutes before the start-time of your exam. This will provide plenty of time for check-in. If you arrive more than 30 minutes prior to the testing start-time, you will not be allowed to wait in the test center, inside the building or on the building's property. Additionally, person(s) accompanying you may not wait in the test 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. PSI understands that test Candidates are often comforted by having guests accompany them to their exams. It may also be necessary for a guest to drive the Candidate to the test center; however, incidents from previous guests have prompted warnings from Property Management. For this reason, PSI has adopted this policy.

## 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 (855) 744-0314. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at <https://test-takers.psiexams.com/gabarb>.

## TAKING THE WRITTEN 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.

### TEST QUESTION SCREEN

The “function bar” at the top of the test question provides mouse-click access to the features available while taking the examination.



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, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main content area shows question 3: "What do the stars on the United States of America's flag represent?". Below the question is a text input field and a prompt "(Choose from the following options)". There are four radio button options: 1. Presidents, 2. Colonies, 3. States, and 4. Wars. At the bottom of the question area are two buttons: "<< Back" and "Next >>".

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.

### EXAMINATION REVIEW

The Georgia Board of Barber is utilizing the National Interstate Council of Cosmetology (NIC) exams. The NIC conducts ongoing analysis and review of their examinations to ensure

the examinations accurately measure minimal competency in the required knowledge area.

### SCORE REPORTS

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

Official score results of the practical examination will be released to you within 30 business days after the examination. Please DO NOT contact the State Board regarding test results or score reports.

You may request a duplicate written or practical score report after your examination by emailing [scorereport@psonline.com](mailto:scorereport@psonline.com) or by calling (855) 744-0314.

### APPLICATION FOR LICENSURE

Once you have taken and passed both the Written and Practical examinations, you may apply online by going to the following link: <https://secure.sos.state.ga.us/mylicense/>. Applying online is the most efficient way to have your application processed. On this site, you may submit your application and pay your application fee using a Visa, Mastercard, American Express, credit or debit card. Application fees are non-refundable.

If you cannot apply online, you may download a paper application from the website at: <http://sos.ga.gov/index.php/licensing/plb/16> and submit along with your non-refundable application fee to:

Georgia State Board of Cosmetology and Barbers  
237 Coliseum Drive  
Macon, GA 31217-3858  
(844) 753-7825

## 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 10 minutes for client protection

and to set up the general supplies that they will use throughout the examination.

- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance.
- Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public
- 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.
- For Instructor Exam only: 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. You must wear a sleeved smock/lab coat. You must wear closed-toe shoes. If you do not have the appropriate attire, you will not be allowed to take the Practical examination.

**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 only in English.
- Original manufacturer's labels are required for all disinfectants and hand sanitizers.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- NO AEROSOLS or DISINFECTANT SPRAYS are allowed in the testing environment.
- DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT
- EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used.

**INSTRUCTOR PRACTICAL PORTION**

- If registering on line, call customer service to receive your lecture and demonstration topics.
- Instructors must bring 3 copies of each lesson plan.

**MANNEQUIN(S)**

Candidates must use a mannequin head and a mannequin hand for the examination.

It is the candidate's responsibility to appear at the practical examination with their mannequin head and mannequin hand, along with a table clamp.

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

**TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION**

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

**STATE OF GEORGIA BARBER WRITTEN AND PRACTICAL EXAMINATION CONTENT OUTLINES**

THE EXAMINATIONS ARE DEVELOPED BY THE NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC). YOU WILL FIND THE DETAILED EXAMINATION CONTENT OUTLINES ON THE NIC CIB AT THE END OF THIS PSI BULLETIN.

**THE EXAMINATION CONTENT SECTIONS ARE AS FOLLOWS:**

**MASTER BARBER WRITTEN**

SCIENTIFIC CONCEPTS

FACIAL AND SHAVING SERVICES



HAIR CARE SERVICES
<b>MASTER BARBER PRACTICAL</b>
SET UP AND CLIENT PROTECTION
HAIRCUTTING
SHAVING WITH A STRAIGHT RAZOR
BASIC FACIAL
BLOW DRY STYLING
THERMAL CURLING
CHEMICAL WAVING
VIRGIN HAIR LIGHTENING & HAIR COLOR RETOUCH
CHEMICAL RELAXING, VIRGIN AND RETOUCH

*pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.

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

**DRY STORAGE STANDARD**

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

**HAND WASHING**

(Anti-bacterial soap is recommended)

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

Adopted as amended October 2002

**HEALTH AND SAFETY STANDARDS  
BLOOD EXPOSURE PROCEDURE**

**BLOOD EXPOSURE PROCEDURE FOR EXAM PURPOSES**

- A. For Injury on the Candidate:
  1. Stop the service
  2. Sanitize hand or puts on glove (over minor cut)
  3. Remove supplies from the First Aid Kit
  4. Remove gloves and dispose
  5. Wipe minor cut with antiseptic
  6. Apply adhesive bandage
  7. Place all single use items in trash
  8. Apply finger guard or glove
  9. Return to service
  
- B. For Injury on the Client:
  1. Stop the service
  2. Sanitize hands or puts on gloves
  3. Remove supplies from First Aid Kit
  4. Wipe minor cut with antiseptic
  5. Apply adhesive bandage
  6. Place all single use items in trash
  7. Return to service

**EXAMINERS:**

- EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.
- FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.
- DOCUMENT INCIDENT IN BLOOD EXPOSURE LOG.

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

**WET DISINFECTION STANDARD**

All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and*







9. **Total Fee \$**\_\_\_\_\_. Pay by money order, cashier's check, company check, or credit card. Personal checks and cash are not accepted. NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. FEES ARE VALID FOR ONE YEAR.

If paying by credit card, check one:  VISA  MasterCard  American Express  Discover

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

10. **Affidavit:** I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complete and forward this registration form with the applicable examination fee to:

PSI Services LLC  
ATTN: Examination Registration - GA COS  
3210 E Tropicana Ave  
Las Vegas, NV 89121

Fax (702) 932-2666 \* (855) 744-0314 \* TTY (800) 735-2929 \* <https://test-takers.psiexams.com/gabarb>



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## EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

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All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

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

### Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded 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

**MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE  
REQUESTING EXAMINATION 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.*

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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.**

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**

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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 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, watches (of any kind), 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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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

GEORGIA MASTER BARBER CANDIDATE INFORMATION BULLETIN (CIB)

**EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS**

Please visit your official examination provider website OR [www.nicesting.org](http://www.nicesting.org) for the most current bulletin prior to testing.

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**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.
  - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.**

- 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](http://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, watches (of any kind), 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.
  - **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.** 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 OR DISINFECTANT SPRAYS*** 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**

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**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:

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- 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

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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)
10. **Cleansing Facial** – (15 minutes) (Additional Section)
12. **Blow Dry Styling** – (10 minutes) (Additional Section)
13. **Thermal Curling** – (10 minutes) (Additional Section)

## 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 disinfectant that is virucidal, bactericidal, and fungicidal**
- 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 disinfectant that is virucidal, bactericidal, and fungicidal**
- 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.”*

## 10. CLEANSING FACIAL WITH MASSAGE (15 minutes)

+ *ADDITIONAL SECTION* +

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

*“You have 2 minutes to set up the supplies for the Cleansing Facial with Massage section of this examination.”*

*“Do not demonstrate any procedures until the verbal instructions have been read 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 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 perform a Cleansing Facial with Massage.”*

*“You will prepare your client for the service.”*

*“You will be expected to perform at least three types of massage movements.”*

*“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:**

**10.1 Sets up work area with supplies labeled in English**

**10.2 Implements and supplies are visibly clean**

**10.3 Cleanses face**

**10.4 Steam towel is applied and removed**

**10.5 Demonstrates massage**

**10.6 Completes the facial**

**10.7 Maintains drape throughout section**

**10.8 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.”*

## 12. BLOW DRY STYLING (10 minutes)

+ADDITIONAL SECTION+

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

*“You will have 2 minutes to set up the supplies for the Blow Dry Styling section of this examination.”*

*“Do not demonstrate any procedures until the verbal instructions have been 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.”*

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

*“You will perform Blow Dry Styling.”*

*“You will prepare your client for the service.”*

*“The hair must be wet.”*

*“You will blow dry only one front quadrant/section using a brush.”*

*“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:**

- 12.1 Blow dry styling supplies are labeled in English
- 12.2 Implements and supplies are visibly clean
- 12.3 Demonstrates safe use of blow dryer
- 12.4 Controls hair with brush
- 12.5 Final result of blow dry styling
- 12.6 Maintains drape throughout section
- 12.7 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.”*

### 13. THERMAL CURLING (10 minutes)

*+ADDITIONAL SECTION+*

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

*“You will have 2 minutes to set up the supplies for the Thermal Curling section of this examination.”*

*“Do not demonstrate any procedures until the verbal instructions have been 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 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 perform Thermal Curling.”*

*“You will prepare your client for the service.”*

*“You will form two curls on the top of the head and two curls on one side of the head in a front quadrant/section.”*

*“A complete curl must be formed from base to end.”*

*“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:**

**13.1 Thermal curling supplies are labeled in English**

**13.2 Implements and supplies are visibly clean**

**13.3 Tests temperature of iron**

**13.4 Subsections hair for thermal curling**

**13.5 Demonstrates safe use of iron**

**13.6 Final appearance of curls**

**13.7 Maintains drape throughout section**

**13.8 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 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.”*

## 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***

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### **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)
- EPA-registered disinfectant wipes with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant wipes)
- 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

### **CLEANSING FACIAL SUPPLIES (Additional Section)**

- hair band or draping
- body drape
- bowl and water (if needed)
- sponges, 4X4's, cotton rounds
- steam towel(s)
- facial cleanser
- massage product
- toner, talc, or moisturizer

### **BLOW DRY STYLING SUPPLIES (Additional Section)**

- blow dryer
- brush(es)

**THERMAL CURLING SUPPLIES (Additional Section)**

- protective capes (recommended: child size capes)
- thermal curling iron with cord unbound and/or unaltered
- comb(s)
- material for testing temperature of iron

**BARBERING (BARBER STYLING, BARBER, BARBER 1) REFERENCES:**

Pivot Point Fundamentals: Barbering, (101B – 113B); ©2018 Pivot Point International, Inc. 1<sup>st</sup> Edition, 1st Printing, March 2018 ISBN 978-1-940593-96-8 Pivot Point International, Inc. [www.pivot-point.com](http://www.pivot-point.com) Contact: Debbie Mack, dmack@pivot-point.com 800-886-4247, Ext. 7368

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