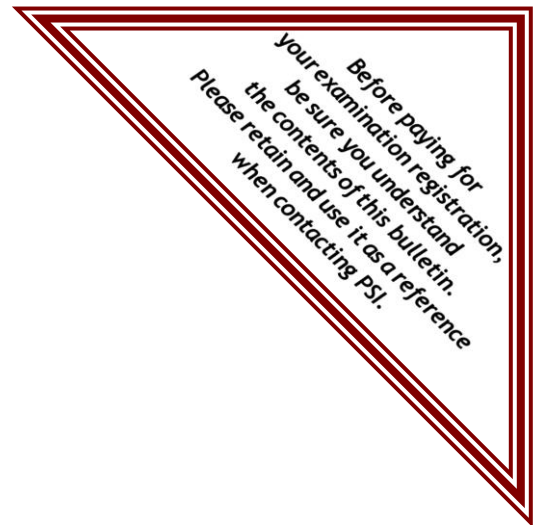




PSI licensure: certification
 3210 E Tropicana
 Las Vegas, NV 89121
www.psiexams.com



MICHIGAN BOARD OF BARBER EXAMINERS



MICHIGAN BARBER EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com.

EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for a barber licensee in the State of Michigan.

The Department of Licensing and Regulatory Affairs (referred to as the Department) has contracted with PSI licensure:certification (PSI) to conduct the examination program. PSI works closely with the Department to make certain that these examinations meet the State's as well as nationally established technical and professional standards for examination development and administration. PSI provides these examinations through a network of computer and practical examination centers in Michigan.

VERY IMPORTANT PRIOR TO TESTING

Before applying to PSI to take your licensing examination(s) you must first access the State of Michigan's MyLicense website located at www.michigan.gov/mylicense, and apply for licensure. Only the State of Michigan may determine your eligibility for a license.

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

Upon approval of eligibility by the Department, you may proceed with the Examination Registration and Scheduling process.

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee.

Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

You must pass both the practical and theory examinations within one year from the date of passing the practical portion.

EXAMINATION FEES

Examination	Fee
Barber Theory and Practical	\$167
Barber Practical Portion only	\$93
Barber Theory Portion only	\$93

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

If this is a first time registration, you must mail or fax these documents to PSI and allow 2 weeks for processing your initial application.

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 www.psiexams.com. To schedule with a PSI registrar, call Monday through Friday between 7:30 am and 10:00 pm, or 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.

Note: You must pass the practical portion of the examination before you can schedule to take the theory portion of the examination.

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 (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

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

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;
- You do not appear for your examination appointment;
- You arrive after examination start time;
- You do not present proper identification when you arrive for the examination.
- Your model does not present proper identification when you arrive for the examination.

SCHEDULING A RE-TAKE EXAMINATION

To schedule a retake:

■ ON-LINE REGISTRATION (www.psiexams.com)

Upon completing the on-line registration, send it to us via the Internet. You will be given available dates for scheduling your re-examination. Examination fee must be paid by a valid credit card (Visa, MasterCard, American Express or Discover).

■ MAIL (PSI, 3210 E Tropicana, Las Vegas, NV 89121)

Send the completed registration form to the above address. Allow 2 weeks for processing before scheduling the



examination date. Examination fee must be paid by a valid credit card (Visa, MasterCard, American Express or Discover), money order, company check or cashier's check. (Checks and money orders should be made payable to PSI and must show the applicant's social security number). CASH AND PERSONAL CHECKS ARE NOT ACCEPTED FOR MAIL-IN REGISTRATIONS.

■ FAX (702-932-2666)

Fax completed registration form to PSI. Allow 4 business days for processing before contacting PSI to schedule the examination. Examination fee must be paid by a valid credit card (Visa, MasterCard, American Express or Discover).

■ PHONE (800-733-9267)

Contact a PSI registrar by telephone. You will be given available dates for scheduling your re-examination. Examination fee must be paid by a valid credit card (Visa, MasterCard, American Express or Discover).

EXAM ACCOMMODATIONS (ADA)

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. Candidates with disabilities requesting exam accommodations must fill out the exam accommodation request form found at www.psiexams.com. Select Michigan, and the license type, and the form will be found under "Information Links" or click here [Michigan Exam Accommodations](#).

ALTERNATIVE TEST DELIVERY ARRANGEMENTS

FOR THEORY EXAMINATIONS ONLY. The following options are available to candidates seeking assistance taking the Barber and related occupations theory examinations (excluding Instructors.)

First time test takers may take the examination without assistance, however, the following options are also available.

Additional Time While Taking the Examination

Candidates may request to take the examination with extra time. The candidate will be given time & 1/2 and there will be an additional fee of \$50 per examination.

Word-to-Word Translation Dictionary

Candidates may request to use a Word-to-Word dictionary at no cost. PSI provides Arabic, Hebrew, Russian, Spanish and Vietnamese at the test sites. The dictionary cannot contain pictures or definitions. If approved, the State will forward the dictionary directly to the testing site. If time and ½ is requested there will be an additional fee of \$50 per examination.

Request for a Reader

Candidates may request to have the examination read to them in English for an additional fee of \$50 per examination. PSI will provide the reader.

Reader along with Additional Time

Candidates may request to have the examination read to them in English with extra time & 1/2 for an additional fee of \$50 per examination.

Candidates applying for alternative test delivery arrangements must fill out the Exam Accommodations Request Form found at www.psiexams.com. Select Michigan, and the license type, and the form will be found under "Information Links" or click here [Exam Accommodations Request Form](#). You will need to fax this form and supporting documentation to (702) 932-2666. Any costs associated with alternative test delivery arrangements must be paid by the candidate.

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 (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will be rescheduled at no additional charge.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination results to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

DUPLICATE RESULT REPORTS

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

EXAMINATION REVIEW

PSI, in cooperation with the Department and Michigan Board of Barber Examiners, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered during the examination by clicking the Comment link on the function bar of the test question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Department may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the Theory examination available to candidates. There is NO review process for the Practical portion of the exam.**



EXAMINATION SITE LOCATIONS FOR PRACTICAL PORTION

The **Barber Practical** portion is administered at the examination centers listed below:

Southfield-Practical Examination Center

Crossroads Building
16250 Northland Drive, Suite 361
Southfield, MI 48075

From I-75 North and South, exit West 8 Mile Rd. Cross the Lodge Fwy (Hwy 10). Turn right on Northland Drive. Northland Drive is next to the Northland Shopping Center.

From Southfield Fwy North and South, exit East 8 Mile Rd. Go east on 8 Mile to Northland Drive. Northland Drive is next to the Northland Shopping Center.

Grand Rapids Examination Center

4595 Broadmoor Ave SE, Suite 145
Grand Rapids, MI 49512

From I-96, exit East Beltline Avenue and proceed South approximately 4 miles. Once you pass 28th Street, Beltline becomes Broadmoor. Continue South an additional 2 miles. 4595 Broadmoor is just South of 44th Street on the right. The office is in the Davenport University Building. Use the North Entrance and go to Room 145 on the first floor.

From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (left) on Broadmoor. 4595 Broadmoor is just North of Barden street, South of 44th Street on the left. The office is in the Davenport University Building. Use the North Entrance and go to Room 145 on the first floor.

Marquette Examination Center

RockCliff Professional Building
710 Chippewa Square, Ste 110
Marquette, MI 49855

From Highway 41W, turn left onto Grove St. Then turn left onto Anderson St, and turn right onto Chippewa Square.

From Southfield Fwy North and South, exit East 8 Mile. Go east on 8 Mile to Northland Drive. Northland Drive is next to the Northland Shopping Center.

Southfield-Lahser Road Examination Center

26400 Lahser Road, Suite 150
Southfield, Michigan 48033

From I-96 E merge onto I-696 E. Then merge onto MI-10 S. Take the Lahser Road exit. Keep left at the fork in the ramp. Turn left onto Northwestern Hwy. Turn right onto Lahser Road. You may access the building from the back using the NW door.

Grand Rapid Examination Center

4595 Broadmoor Ave SE, Suite 201
Grand Rapids, MI 49512

From I-96, exit East Beltline Avenue and proceed South approximately 4 miles. Once you pass 28th Street, Beltline becomes Broadmoor. Continue South an additional 2 miles. 4595 Broadmoor is just South of 44th Street on the right. The office is in the Davenport University Building. Use the North Entrance. Room 201 is at the top of the stairs.

From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (left) on Broadmoor. 4595 Broadmoor is just North of Barden street, South of 44th Street on the left. The office is in the Davenport University Building. Use the North Entrance to the second floor. Room 201 is at the top of the stairs.

Gaylord Examination Center

440 W. Main St., Suite D
Gaylord, MI 49735

From I-75 take exit # 282 / M-32 toward Alpena / Gaylord. From the exit ramp, turn east onto W Main (M-32) and go about half a mile. 440 W Main is at the northeast corner of Main and Indiana, halfway between KFC and Subway. Suite D opens off the parking lot.

Marquette Examination Center

Mid Towne Office Complex
1229 W. Washington
Marquette, MI 49855

Complex is across the street from Shopko. Enter the building on the left, and go up the stairs. Go left at the top of the stairs; suite is at the end of the hall on the right.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations. Once you have paid for the examination, enter your zip code and a list of the testing sites closest to you will appear.

EXAMINATION SITE LOCATIONS FOR BARBER THEORY

The **Barber Theory** portion is administered at the examination centers listed below:

Dearborn Examination Center

3200 Greenfield Road, Suite 253
Dearborn, MI 48120

From Detroit: Merge onto I-94 W. Take exit 209 (Rotunda Dr.) from I-94 W. Turn left onto Rotunda Dr. Follow Rotunda Dr to Commerce Drive South. Turn left on Commerce Dr S, then turn right onto Greenfield Rd. Site is on the right.

Holt-Lansing Examination Center

4202 Charlar Drive, Suite 1
Holt, Michigan 48842

Follow I-496 E, which becomes US-127 S. Take the Holt Rd exit 70. Turn right onto Holt Rd. Turn left onto Cedar St. Turn right onto Charlar Dr.

Southfield-Crossroads Examination Center

Crossroads Building
16250 Northland Drive, Suite 361
Southfield, MI 48075

From I-75 North and South, exit West 8 Mile. Northland Drive is West of Greenfield Road. Do not go over the Bridge. Pass the Lodge Fwy (Hwy 10). Turn right on Northland Drive.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

Your photograph will be taken upon your arrival at the examination site.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification. This must be a VALID form of government issued identification, which bears your signature and has your photograph. The name on the identification must exactly match the first and last name under which the candidate is registered.

Examples of acceptable identification:

- State-issued driver's license
- State-issued identification card
- US Passport



- US Military Identification Card
- US Alien Registration Card
- US Employment Authorization Card

If you cannot provide the required identification, you must call (800) 733-9267 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:

- 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.
- 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 buildings' tenants, PSI (and the properties which house the PSI test centers) cannot accommodate any individuals other than the person who is being tested and their model (when applicable).

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 the following policy concerning guests.

"Person(s) accompanying a test candidate 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."

Models are allowed to enter the testing center, but all models must exit the building once their involvement in the exam has ended.

There are facilities nearby such as shopping malls, stores or restaurants where guests may go while the candidate takes a test. Please take the time to visit those locations instead of waiting in or around the building.

Also of note, many candidates have been arriving hours before their scheduled exam time. This is not necessary. Please plan to arrive 30 minutes before the start-time of your exam. This will provide plenty of time for check-in.

Thank you for your understanding and for your cooperation.

TAKING THE THEORY PORTION ON THE COMPUTER

Note: You must pass the practical portion of the examination before you can schedule to take the theory portion of the examination.



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 screen provides mouse-click access to the features available while taking the examination.

The screenshot shows a test interface with a top navigation bar containing icons for Mark, Comments, Goto, Help, and End. Below the navigation bar, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?" Below the question, it says "(Choose from the following options)" and lists four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there 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 or you have not ended your examination.

EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified, a small number of five to ten “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 non-scored experimental questions is an essential step in developing future licensing examinations.

BARBER THEORY PORTION

CONTENT OUTLINE

The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics on the outline.

The examination consists of 100 multiple-choice questions and you will have 2 hours. This examination is closed book.

Sanitation, Disinfection and Safety (30%)
1. Safe working conditions and practices
a. Protective coverings (drapes, towels, neckstrips, gloves)
b. Signs of adverse reactions to products (patch test)
c. Chemical labeling and storage
d. Safety Data Sheet (SDS)
e. Prohibited materials
2. Sanitation and Disinfection
a. Cleansers and disinfectants
b. Sanitation and disinfection of tools and implements (procedures, storage, single/multi use, ultraviolet)
c. Barber facilities sanitation maintenance (state laws and rules)
d. Clean and sanitize hands
3. Infectious diseases and pathogens
4. Standard Precautions for exposure incidents
a. Procedures
b. Blood-exposure disinfection and disposal
5. Hair, scalp, and skin anatomy and physiology
Shampooing and Conditioning Hair (5%)
1. Hair Analysis
a. Hair types (e.g., texture, elasticity, density, porosity)
b. Hair growth phases
c. Hair conditions
d. Hair disorders and diseases
2. Purpose and effect
3. Products and procedures (normal, dry, oily)
4. Scalp treatments
Haircutting and Hairstyling (17%)
1. Hairstyling (5%)
a. Purpose and Effects
b. Thermal styling
c. Hairstyling tools and implements
2. Haircutting (12%)
a. Types of haircuts
b. Techniques
c. Guidelines
d. Using haircutting tools and implements (razor, clipper, scissors/shears)
Shaving (15%)
1. Shaving movements and strokes
a. Shaving areas, 14 Areas of the face
b. Methods (freehand, backhand, reverse hand)

c. Sensitive areas
d. Facial hair design
2. Shaving procedures
a. Safety precautions
b. Face preparation for shave
c. Product removal
3. Shaving tools and implements
a. Clippers
b. Blades
c. Edgers
d. Outliners
e. Razors
4. Types of Shaves
Chemical Texture Services (13%)
1. Hair Analysis
a. Prior chemical services
b. Hair Texture
2. Hair and scalp preparation for chemical service
3. Permanent waving
a. Products
b. Application and processing
c. Techniques of wrapping hair with rods and other tools
4. Relaxing and chemical straightening
a. Products
b. Application and processing
5. Chemical Service Precautions
a. Proper rinsing and removal of products
b. Combs and metal clips
c. Strand test
Haircoloring (10%)
1. Preparation and products
2. Color Theory
a. Levels of color
b. Color formula
c. Underlying pigment
3. Types of color
a. Temporary
b. Semi permanent
c. Demi permanent
d. Permanent
e. Lightening products
4. Coloring techniques and procedures
a. Virgin hair lightening

b. Color retouch
c. Bleaching
d. Tinting
e. Coloring grey
g. Corrective color
5. Application and Removal
a. Foiling
b. Brush and bowl
c. Bottle
d. Hair sectioning
e. Process timing
6. Hair coloring precautions
a. Strand test
b. Scalp examination
c. Damaged and overprocessed hair
Skin Care (5%)
1. Skin analysis
a. Skin types
b. Skin conditions
c. Skin diseases and disorders d. Contraindications
2. Facial cleansing
a. Techniques
b. Steaming
c. Cleaning products
d. Facial massage manipulations
3. Masks and packs
a. Products and selection
b. Application and removal procedures
Licensing (5%)
1. Meeting licensure requirements
2. License renewal
3. Displaying the license
4. Change of address and name
5. Board responsibilities and disciplinary actions
6. Shop owner and manager responsibilities

SUGGESTED REFERENCE LIST

Except for the Michigan Laws and Rules, neither the Department nor PSI endorses any of the materials listed. However, we try to ensure that the references are currently available and consist of recognized industry standards.

- *Michigan Administrative Rules for Barbers*, 1980, as amended. <http://www.michigan.gov/barbers>
- *Michigan Occupational Code*, 1980, as amended, Articles 1-6,11. <http://www.michigan.gov/barbers>



- *Milady's Standard Professional Barbering*, Maura T. Scali-Sheahan, 2011. Cengage Learning, (800) 347-7707, Milady.Cengage.com.

BARBER THEORY PORTION RESULT REPORTING

You must score at least 75 percent to pass the examination.

A written result report will be provided to you immediately after completing the theory examination. Examination results are confidential and will be given only to you and the Department.

Candidates passing the examination will receive ONLY a result indication of PASS. Passing numeric results are not available. Candidates who do not pass will receive an overall score and an individual score for each of the test sections. Candidates should use this information to assist them in studying for the re-examination.

BARBER PRACTICAL PORTION

For practical examination questions or concerns, please email barber@psionline.com.

Read the following instructions carefully so that you will be properly prepared for the examination.

- The entire exam is 2 hours and 50 minutes in length.
- An additional two minutes will be given before each section for set up.
- The time will be monitored during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.
- The total number of points on the exam is 132 and the passing score is 75%.
- You must use a model for the shampoo, blow drying, hair cutting, mock shaving, and facial services.
- You must use a mannequin for the chemical application preparation, virgin hair relaxer on left front quadrant, virgin hair color on right front quadrant, and permanent waving service.
- You must use a model that is not pre-cut, has hair on the back of the neck, and appears to be in need of a haircut.
- No markings or colorings around the model/mannequin's hair, scalp, or hairline are permitted. Candidates bringing in models or mannequins with these markings may not receive points for the sections of the exam requiring use of these models/mannequins.
- If you do NOT bring the items listed in the "Kits/Supplies and Equipment" section or bring a wrong item (e.g., non-EPA approved disinfectant), you will NOT receive points for completing those steps.
- During the Practical portion, you must follow all appropriate rules for patron protection that will ensure the health, safety, and welfare of the public.
- You may not observe other candidates during the examination.
- Wearing gloves and changing them throughout the exam will NOT be accepted in lieu of sanitizing hands.

Any violation of the following code of conduct will result in the loss of points for the tasks performed during the time the conduct is taking place and a report of your conduct will be filed with your State Licensing Bureau.

- You may NOT observe the work of other candidates and you must keep your eyes on your own workstation during the examination.
- You may NOT ask questions while performing tasks.
- You are NOT allowed to speak to or assist other candidates throughout the examination.
- Your model must sit quietly during the examination and not actively assist you in any way.
- You may speak to your model only to provide basic directions.
- You may NOT bring any notes (e.g., written task lines on containers), cheat sheets, task lines, or candidate information bulletins into the examination site, nor may you refer to them during the practical examination.

MODEL REQUIREMENTS

Models are required for the shampoo, blow drying, hair cutting, mock shaving and facial services. Mannequins must be used for the chemical application preparation, virgin hair relaxer, virgin hair color, and permanent waving services.

The model, who will accompany you to the exam, must be identified on the Examination Registration Form at the back of this bulletin. The model must present a current government-issued photo identification, such as a driver's license, at the exam site. The model's name on the identification must match the name recorded on the Examination Registration Form (at the end of this bulletin).

Model Requirements:

- Must be at least 18 years of age;
- Must be pre-approved;
- Must be willing to have candidate perform procedures on him/her;
- Must present one piece of identification (government-issued photo identification);
- Must not be a licensee in the field, nor a past licensee (within the last 3 years);
- Must not assist the candidate in any way or speak to the candidate during the examination;
- Must not have hair pre-cut, must have hair on the back of the neck and appear to be in need of a haircut, with a minimum of ½" hair to cut;
- Model's face must be clean and be free of skin disease;
- Must sign Model Affidavit form upon arrival at the examination site.
- Be clean-shaven (recommended)

SUPPLIES AND EQUIPMENT

Candidates are responsible for bringing all necessary supplies/equipment needed to perform all services. Implements should be clean/pre-sanitized. Review the Barber Practical Portion Rating Criteria and be sure you bring all the supplies/equipment you will need to perform these services. Also, bottles must be labeled (manufacturer's labels are acceptable).

- Kit (30" X 30" in size). This can be mesh with a plastic liner. Kit is considered dry storage and should remain closed when not in use.
- Paper towels to dry hands, and to use when cleaning stations
- Combs



- Protective drape (drape MUST be appropriate for chemical services such as water resistant cape)
- Clips (for sectioning)
- Hair cutting shears
- Hair cutting clippers
- Disposable blade straight razor (without blade)/other mock straight razor
- Can of shaving cream
- Permanent wave rods (at least 3)
- End papers
- Cotton coil
- Sanitary neck strips
- One permanent wave lotion applicator containing water (i.e., simulated perm wave lotion)
- Shampoo
- Cholesterol cream
- Tint brush
- Hair brush (vent or round)
- Tint bottle(s) for coloring [containing simulated product (e.g., cholesterol, conditioner)]
- Blow dryer
- Cotton towels
- Paper towels
- T-pin or hair cloth clip (to hold cape in place on mannequin)
- Hand sanitizer
- 70% alcohol
- Massage cream
- Protective cream
- Astringent, freshener, or toner
- Spatula(s)
- Spray bottle for water
- Disposable gloves
- Bag for disposal of waste/soiled materials
- Blood spill kit (including: bandages, labeled blood spill bag, antiseptic, disinfectant, gloves, liquid or powdered alum)
- Means of showing that implements have been disinfected. (e.g., a zip lock bag or barber case labeled “disinfected/sanitized implements” would be appropriate)
- Mannequin with a minimum of 3 inches of hair throughout

ITEMS SUPPLIED BY TESTING VENDOR

- Liquid soap
- Hot and cold water
- Work stations with mirrors
- Chairs for models and candidates
- Covered trash cans (for hair clippings only)
- First aid kit
- Wall clock
- Ultraviolet sanitizers
- Brooms and dust pans
- Diagrams of heads sectioned into 2 quadrants (from ear-to-ear, and down center)

BARBER PRACTICAL PORTION RATING CRITERIA

- The exam will be 2 hours and 50 minutes in length.
- Total number of points is 132.
- The passing score for the entire Practical examination is 75%

The following information will be used by examiners to grade your performance during the practical portion:

It is NOT necessary to perform additional or altered tasks not listed below. Items NOT listed below are NOT rated during the examination. **Candidates MUST step back and raise their hand at the end of each section indicating completion.**

Each task line is worth 1 point each.

Pre-Exam Set Up and Disinfection

Time Allowed: 10 minutes

Safety Criteria:

1. Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
2. Disposes of waste material using trash bag
3. Disinfects work surfaces with approved disinfectants
4. Ensures all containers remain closed when not in use
5. Kit must remain closed
6. Blood Spill Kit is present

Shampoo Service

Time Allowed: 15 minutes

All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes own hands with hand sanitizer
2. Drapes with towel, cape, towel
3. Examines scalp
4. Massages scalp
5. Gently lowers head into shampoo bowl
6. Asks model if water temperature is comfortable
7. Applies shampoo and massages scalp, temples, and neck thoroughly
8. Rinses shampoo thoroughly
9. Towel dries hair

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Ensures draping is maintained throughout service
4. Ensures all containers remain closed when not in use
5. Kit must remain closed
6. Removes products from containers without contamination

Blow Drying Service

Time Allowed: 10 minutes

All tasks must be performed in the order listed.

Procedure Criteria:

1. Blow dries hair safely until hair is dry using comb/brush
2. Ensures hair remains tangle-free

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service

3. Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
4. Ensures tools and implements are in good working condition
5. Kit must remain closed
6. Replaces contaminated items

Hair Cutting Service

Time Allowed: 35 minutes

Remove a measurable amount of hair (at least 1/2 inch) throughout entire head by performing a tapered, blended haircut using clippers and shears.

Procedure Criteria:

1. Sanitizes own hands with hand sanitizer
2. Drapes with neckstrip and cape
3. Holds shears by placing thumb in thumb grip of moving blade and ring finger in finger grip of still blade
4. Safely palms shears when in use
5. Uses clippers to complete outlining hair
6. Ensures arch over ears is apparent at end of haircut
7. Ensures haircut is blended
8. Ensures hair is tapered from shorter to longer
9. Ensures haircut is balanced
10. Ensures at least 1/2 inch of hair is consistently cut from the head
11. Trims remaining hair on neck after lowering neckstrip and cape
12. Cleans up loose hair from model
13. Cleans hair off workstation and sweeps hair from floor

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Ensures draping is maintained throughout service
4. Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
5. Ensures tools and implements are in good working condition
6. Replaces contaminated items
7. Kit must remain closed

Mock Shaving Service

Time Allowed: 25 minutes

Perform a basic shave using a straight disposable blade razor or a mock straight razor without the blade. All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes own hands with hand sanitizer
2. Covers headrest with towel/paper towel/plastic cap
3. Drapes using towel and cape
4. Lays towel across chest
5. Lathers entire shaving areas using fingertips in a circular motion ensuring no lather remains on lips, ears or in nostrils
6. Wrings out wet towel thoroughly and tests for temperature
7. Places steam towel on face such that nose is not covered
8. Removes lather with towel in one operation
9. Re-lathers entire shaving areas using fingertips in a circular motion ensuring no lather remains on lips, ears, or in nostrils
10. Demonstrates use of free-hand strokes on cheek
11. Demonstrates use of back-hand strokes on cheek
12. Demonstrates use of reverse free-hand strokes on neck
13. Stretches skin while shaving
14. Removes all traces of lather from the face using a clean wet towel

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service



3. Ensures draping is maintained throughout service
4. Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
5. Ensures all containers remain closed when not in use
6. Removes products from containers without contamination
7. Replaces contaminated items
8. Kit must remain closed

Facial Service

Time Allowed: 20 minutes

Apply massage cream and demonstrate facial manipulations (choose one of the following: petrissage, effleurage, or tapotement).

All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes own hands with hand sanitizer
2. Drapes with clean towels to protect clothing
3. Applies facial cream with fingers using smooth, flowing motion ensuring cream does not remain on lips, ears or in nostrils
4. Demonstrates facial manipulations while maintaining continuous contact
5. Removes face cream using a wet towel
6. Applies astringent, freshener, or toner

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remain sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Removes products from containers without contamination
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit must remain closed

Chemical Services

Overall Time Allowed: 30 minutes total

Prepare for chemical services.

Chemical Application Preparation for Virgin Relaxer and Virgin Hair Color ONLY

Time Allowed: 10 minutes

All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes own hands with hand sanitizer
2. Applies chemical draping using towel/chemical cape/towel
3. Sections hair into two equal quadrants from ear to ear, forehead to crown
4. Applies protective cream around perimeter of each quadrant

Virgin Hair Relaxer on Left Front Quadrant

Time Allowed: 10 minutes

Complete virgin hair relaxer procedure on left front quadrant.

All tasks must be performed in the order listed.

Procedure Criteria:

1. Works within the left front quadrant
2. Divides hair into 1/8 to 1/4 inch subsections
3. Applies relaxer to three 1/8 to 1/4 inch subsections, beginning 1/2 to 1 inch from scalp up to 1 inch from ends using tint brush/comb
4. Applies relaxer to both sides of three subsections
5. Ensures no chemical products touch mannequin's skin or ears

Virgin Hair Color on Right Front Quadrant

Time Allowed: 10 minutes



Complete virgin hair color on right front quadrant.
All tasks must be performed in the order listed.

Procedure Criteria:

1. Works within the right front quadrant
2. Divides hair into 1/4 to 1/2 inch subsections
3. Applies color to three 1/4 to 1/2 inch subsections using tint bottle/brush
4. Saturates hair in three subsections with color from scalp to ends
5. Ensures no chemical products touch mannequin's skin or ears

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Ensures draping is maintained throughout service
4. Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
5. Replaces contaminated items
6. Removes products from containers without contamination
7. Ensures all containers remain closed when not in use
8. Kit must remain closed
9. Wears protective gloves throughout chemical services (same pair acceptable)

Permanent Waving Service

Time Allowed: 15 minutes

Wrap 3 rods in the center back of crown section area and apply mock chemical waving solution. Protective gloves are not necessary for sectioning and wrapping.

All tasks must be performed in the order listed.

Procedure Criteria:

1. Sanitizes own hands with hand sanitizer
2. Applies chemical draping using towel, chemical cape, towel
3. Sections hair, ensuring section is not wider than length of rods
4. Subsections hair in sections equal to diameter of rods
5. Spreads hair evenly across end papers of 3 rods
6. Spreads hair evenly around 3 rods
7. Extends end papers beyond hair ends
8. Maintains consistent rod/base relationship (all on or half off)
9. Wraps rods for proper tension (without picks) ensuring proper band placement
10. Applies protective cotton around wrapped section
11. Saturates hair with mock waving lotion, safely ensuring excess lotion does not remain on skin (wears protective gloves)
12. Demonstrates test curl to confirm curl development

Safety Criteria:

1. Disposes of waste material using trash bag
2. Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
3. Ensures draping is maintained throughout service
4. Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
5. Uses a clean towel for entire procedure
6. Replaces contaminated items
7. Ensures all containers remain closed when not in use
8. Kit must remain closed

End of Exam Disinfection
Time Allowed: 10 minutes

Safety Criteria:

1. Removes cape
2. Disposes of used towel(s), cape(s), neckstrip(s), and glove(s)
3. Disinfects work surfaces with approved disinfectants
4. Sanitizes own hands with hand sanitizer
5. Cleans and sanitizes workstation area, chair, and mirror
6. Removes all supplies, materials, and personal belongings

BARBER PRACTICAL PORTION RESULT REPORTING

You must score at least 75% (99 points) in order to pass the practical examination.

A written result report will be mailed to you by PSI within 7 business days following the examination. In addition, examination results will be available to candidates on-line one business day after the exam date. Simply go to www.psiexams.com and click the "create an account" button and follow the simple steps. Once you have created an account, you will be able to see your result as well as pay for and schedule your exams. Examination results are confidential and will be given only to you and the Department. Candidates passing the examination will receive ONLY a result indication of PASS. Passing numeric results are not available. Candidates who do not pass will receive an overall score and an individual score for each of the services in the Practical Portion Rating Criteria. Candidates should use this information to assist them in studying for the re-examination.

LICENSURE ELIGIBILITY

To be eligible for licensure, you must complete the license application at the MyLicense website (www.michigan.gov/mylicense), submit the required fee to the State of Michigan, pass the required examination(s), and meet the following requirements:

- be at least 17 years of age;
- be of good moral character;
- have a tenth grade education or equivalent
- have successfully completed a course of study of at least 2,000 hours in a licensed barber college.

A false statement or dishonest answer on the license application may be 1) grounds for denial of licensure; 2) grounds for disciplinary action against any future license; or 3) punishable by law. Furthermore, any conviction(s) for which you did or could have gone to jail may delay your application for a license. If licensure is denied, this action may be appealed to the Board of Barber Examiners.

After the State of Michigan determines your eligibility to test and receive a license, an electronic file will be submitted to PSI. It is at this time that you may submit your completed Examination Registration Form (found at the back of this Candidate Information Bulletin) to PSI.

When you have finished the Examination Registration Form in its entirety, please mail or fax the form, along with the appropriate fees, to the address below.

PSI licensure:certification * ATTN: Examination Registration MI BARBER
3210 E Tropicana * Las Vegas, NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929
www.psiexams.com





Before you begin. . .

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

Legal Name:

_____ Last Name First Name Middle Name

Social Security:

□□□□ - □□□□ - □□□□ (FOR IDENTIFICATION PURPOSES ONLY)

Mailing Address:

_____ Number, Street (Must be a physical address, PO Boxes are NOT accepted) Apt/Ste

_____ City State Zip Code

Telephone:

Home _____ - _____ Office _____ - _____

Email:

_____ @ _____

Date of Birth:

____ - ____ - ____
Month Date Year

Examination: (Check one)

- Barber Theory and Practical (\$167)
- Barber Practical Portion only (\$93)
- Barber Theory Portion only (\$93)

Total Fees Included: _____ Pay by credit card, company check, money order, or cashier's check. Make check or money order payable to "PSI" and write candidate's social security number on it. Cash and personal checks are not accepted.

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: _____

I am requesting exam accommodations due to a documented disability that falls under the Americans with Disabilities Act (ADA) You must fill out the Exam Accommodations Request Form found at www.psiexams.com. Select Michigan, and the license type, and the form will be found under "Information Links". A copy of this form may also be obtained by phoning 1-800-733-9267.

YES NO

When you have finished this form in its entirety, please mail the form, along with the appropriate fees, to the address below.

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3210 E Tropicana * Las Vegas, NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929
www.psiexams.com

YOU MUST FILL OUT THE NEXT PAGE



Live Model Identification

Models are required for shampoo, blow drying, hair cutting, shaving and facial services. All other services must be performed on a mannequin. The model, who will accompany you to the exam, must be identified below. The model must present a current, government-issued photo identification, such as a driver's license, at the exam site. The model's name below must match the model's name on the identification.

Model's Name (First, Middle, Last) _____

Model's Date of Birth _____

Check one of the following:

- First Time Exam Candidate** - has never taken this exam. All First Time candidates must have their school complete the following Affidavit Section.
- Retake Candidate** - has previously taken the exam and did not pass. If no information has changed from your original application, you may call PSI to schedule your exam or schedule online at www.psiexams.com. If information has changed you will need to fill out this registration form again.
- Relicensure Candidate** - an individual whose Barber license has been lapsed for 3 or more years. All Relicensure candidates must have the state complete the Relicensure Section on the bottom of this page.
- Out-of-State Candidate** - All Out-of-State candidates must have the state complete the Out-of-State section on the bottom of this page.

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.

Signature: _____ Date: _____

Affidavit Section

THIS SECTION MUST BE COMPLETED BY AN APPROVED SCHOOL OFFICIAL FOR ALL FIRST-TIME CANDIDATES.

I hereby certify that this applicant has successfully completed the required course of training following the curriculum guidelines as required by Administrative Rule, promulgated by the Department.

Applicant Last Name: _____ First Name: _____ Middle Name: _____

Date of Enrollment: _____ Date of Completion: _____

Name of School: _____ Number of Hours Completed: _____

Address of School: _____ School License Number: _____

Language that classes and school exams were given in: _____ Text book language: _____

Signature of School Owner _____ Date _____

Print Name

Relicensure and Out-of-State Section

THIS SECTION MUST BE COMPLETED BY AN APPROVED STATE OFFICIAL. Call the Board of Barber Examiners at 517-373-8068 for detailed instructions.

Applicant Last Name: _____ First Name: _____ Middle Name: _____

The candidate must complete the following exams:

Practical and Theory Theory Only Practical Only Code _____

Signature of State Official _____ Date _____

Print Name

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121