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# 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 <https://test-takers.psiexams.com/micos>.

## EXAMINATIONS BY PSI SERVICES LLC

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 Services LLC (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/miplus](http://www.michigan.gov/miplus), 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 for the examination at the time you schedule.

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

### 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 <https://test-takers.psiexams.com/micos>. 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.

## 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) 579-4635. 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.

## SCHEDULING A RE-TAKE EXAMINATION

To schedule a retake:

- **ON-LINE REGISTRATION**  
(<https://test-takers.psiexams.com/micos>)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/micos>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.



■ PHONE ((855) 579-4635)

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 follow the instructions on the exam accommodation request form found at <https://test-takers.psiexams.com/micos>. 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 1/2 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 <https://test-takers.psiexams.com/micos>. Select Michigan, and the license type, and the form will be found under "Information Links" or click here [Exam Accommodations Request Form](#). 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 (855)

579-4635. 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.

**DUPLICATE RESULT REPORTS**

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling (855) 579-4635.

**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.

## 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. 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.

## 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 (855) 579-4635 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.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance 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.

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."

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**

### 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

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.

|   |
|---|
| <b>Sanitation, Disinfection and Safety (30%)</b>  |
| 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   |
| <b>Shampooing and Conditioning Hair (5%)</b>  |
| 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   |
| <b>Haircutting and Hairstyling (17%)</b>  |

|   |
|---|
| 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) |
| <b>Shaving (15%)</b>  |
| 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  |
| <b>Chemical Texture Services (13%)</b>                                      |
| 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  |
| <b>Haircoloring (10%)</b>   |

|   |
|---|
| 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 over processed hair                  |
| <b>Skin Care (5%)</b>                               |
| 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               |
| <b>Licensing (5%)</b>                               |
| 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](mailto:barber@psionline.com).*

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

- Trainer hands for nail procedures are NOT permitted.
- No markings or colorings around the mannequin's hair, scalp, or hairline are permitted. Candidates bringing in mannequins with such markings will not receive points for the sections of the examination requiring use of these mannequins.
- 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 mannequin 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 mannequin 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 mannequin's hair, scalp, or hairline are permitted. Candidates bringing in mannequins with these markings may not receive points for the sections of the exam requiring use of these 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.
- 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.

### 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 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. Applies shampoo and massages scalp, temples, and neck thoroughly
7. Rinses shampoo thoroughly
8. 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 neck strip 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 neck strip and cape
12. Cleans up loose hair
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), neck strip(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 <https://test-takers.psiexams.com/micos> 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/miplus](http://www.michigan.gov/miplus)), 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 1,800 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 email, mail or fax the form to the address below.

**PSI Services LLC \* ATTN: Examination Registration MI COSMO**  
**3210 E Tropicana \* Las Vegas, NV \* 89121**  
**Fax (702) 932-2666 \* (855) 579-4635 \* TTY (800) 735-2929**  
[MI.ApplicationProcessor@psionline.com](mailto:MI.ApplicationProcessor@psionline.com)  
<https://test-takers.psiexams.com/micos>







# Michigan Barber Test Application Form

## Check one of the following

- First Time Test Taker** - Test taker has never taken the test. All first-time test takers must have their school complete the **Affidavit Section** of this application.
- Retake Test Taker** – Test taker has previously taken the test and did not pass. If no information has changed from the original application, test takers may schedule their test online at <https://test-takers.psiexams.com/micos> or call PSI customer service at (855) 579-4635 to schedule.
- Re-licensure Test Taker** – A former licensee who has let their license lapse for a period of 3 years or more. All re-licensure test takers must have the state complete the re-licensure Section on the bottom of this page.
- Out -of State Test Taker** – All out-of-state test takers must have the state complete the out-of-state section at the bottom of this page.
- Apprenticeship Test taker** – All apprenticeship test takers must have the state complete the apprenticeship section at the bottom of this page.

## Affidavit Section

### **FIRST TIME TEST TAKER SECTION**

THIS SECTION MUST BE COMPLETED BY AND APPROVED SCHOOL OFFICIAL

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

### **Applicant Name**

|           |            |             |
|-----------|------------|-------------|
| 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 | Textbook(s) Language |
|--|----------------------|

|   |      |
|---|------|
| Signature of School Owner (School Official) | Date |
|---|------|

Print Name



# Michigan Barber Test Application Form

## Affidavit Section (cont.)

### RE LICENSURE, OUT-OF-STATE and APPRENTICESHIP SECTION

THIS SECTION MUST BE COMPLETED BY AN APPROVED STATE OFFICIAL. Call the Board of Cosmetology at (517) 241-9288 for detailed instructions.

### Applicant Name

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Name

### The applicant must complete the following tests:

Practical and Theory     Theory ONLY     Practical ONLY    Code \_\_\_\_\_

\_\_\_\_\_

Signature of State Official

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

PSI Services LLC  
\* ATTN: Examination Registration MI COSMO  
3210 E Tropicana \*  
Las Vegas, NV \* 89121  
Fax (702) 932-2666  
\* (855) 579-4635  
\* TTY (800) 735-2929  
[MI.ApplicationProcessor@psionline.com](mailto:MI.ApplicationProcessor@psionline.com)  
<https://test-takers.psiexams.com>



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Las Vegas, NV 89121

