



PSI Services LLC  
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 www.psiexams.com



**DEPARTMENT OF REGULATORY AGENCIES (DORA)  
 COLORADO OFFICE OF BARBER AND COSMETOLOGY LICENSURE**



**CANDIDATE INFORMATION BULLETIN  
 BARBER**

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## COLORADO EXAMINATION PROCEDURE CHECKLIST

Before registering for an examination, make sure that you have reviewed the following checklist.

Become eligible to take the examination:

**STEP 1: Complete the *Licensure by Examination Application* either online at [co.cos.brighttrac.com](http://co.cos.brighttrac.com) or by printing the paper application.** NOTE: The on-line system allows for the uploading of documents such as the Record of Completion, the affidavit of Eligibility Form and any supporting documentation required to complete the application. Payment for the on-line application is required to be made in the form of a credit/debit card.

Mail the completed application, including all required documents, and the \$28 application fee to:

**PSI/Colorado Barber Cosmetology Program**

PO Box 887  
Wheat Ridge, CO 80034  
[www.psiexams.com](http://www.psiexams.com)  
[cocos@psionline.com](mailto:cocos@psionline.com)  
[co.cos.brighttrac.com](http://co.cos.brighttrac.com)  
(855) 229-9302 or (800) 733-9267

- Within 48 business hours of the application received date, you will be notified, via email, that your application has been approved or that your application is deficient (specifying the outstanding requirements).
- Upon approval, PSI will email a confirmation notice. You will then be responsible for contacting PSI to pay and schedule for the Practical examination.
- You must pass the Practical examination before you can pay the fee and schedule the Written examination.
- You have 1 year, from the application approval date, to pass the practical and written examinations.
- If you fail an examination, you may retest unlimited times, during the 1-year eligibility period. However, you must wait 14 days between attempts.
- After 1 year, the application will expire and you will be required to submit a renewal application, the application fee as well as examination fee, and retake the entire examination including any previously passed parts.

NOTE: All fees are **non-refundable** and **non-transferable**

**STEP 2: Take the examinations:**

- Bring two forms of identification (I.D.), which bear the signature. One of these forms of I.D. must also have the photograph. The forms of identification will be required each time you appear to take an examination.
  - The name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site(s).
- Arrive 30 minutes prior to appointment time.

**STEP 3: Upon passing both examinations:**

- If you answered “NO” to all screening questions in Section 3 of the *Licensure by Examination Application*, and have never worked in Colorado as a barber, you will immediately receive a successful notification containing a wall license as well as a photo-bearing pocket card.
- If you answered “Yes” to one or more of the screening questions in Section 3 of the *Licensure by Examination Application*, and or have previously worked in Colorado as a barber, approval from the Office of Barber and Cosmetology Licensure will be necessary before PSI can mail the wall license and photo-bearing pocket card.



## EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides information about the examination and application process for becoming licensed as barbers in the State of Colorado.

The Department of Regulatory Agencies (DORA), Colorado Office of Barber and Cosmetology Licensure has contracted with PSI Services LLC (PSI) to conduct its examinations. PSI works closely with the State to be certain that examinations meet state and national requirements in basic principles and examination development standards.

## GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

Complete the *Licensure by Examination Application* either online at [co.cos.brighttrac.com](http://co.cos.brighttrac.com) or by printing the paper application. NOTE: The on-line system allows for the uploading of documents such as the Record of Completion, affidavit of Eligibility Form, and any supporting documentation required to complete the application. Payment for the on-line application is required to be made in the form of a credit/debit card.

Mail the completed application, including all required documents, and the \$28 application fee to:

**PSI/Colorado Barber Cosmetology Program**  
PO Box 887  
Wheat Ridge, CO 80034  
[www.psiexams.com](http://www.psiexams.com)  
[cocos@psionline.com](mailto:cocos@psionline.com)  
[co.cos.brighttrac.com](http://co.cos.brighttrac.com)  
(855) 229-9302 or (800) 733-9267

- If the application was filed on-line, it is not necessary to also submit a paper application.
- Within 48 business hours of the application received date, you will be notified, via email, that your application has been approved or that your application is deficient (specifying the outstanding requirements).
- Upon approval, PSI will email a confirmation notice. You will then be responsible for contacting PSI to pay and schedule for the Practical examination.
- You must pass the Practical examination before you can pay the fee and schedule the Written examination.
- You have 1 year, from the application approval date, to pass both the practical and written examination.
- If you fail an examination, you may retest an unlimited number of times, during the 1 year eligibility period. However, you must wait 14 days between attempts.
- After 1 year, the application will expire and you will be required to resubmit the application and the application fee as well as re-exam for all portions of the examinations including any previously passed parts.

### LAWFUL PRESENCE REQUIREMENT

House Bill (HB) 06S-1009 requires that the Department of Regulatory Agencies (DORA) only issue or renew a license if the individual is lawfully present in the United States. The law requires individuals prove their identity with **secure and verifiable** documents.

For candidates filling out an application, the **Affidavit of Eligibility** found in the Candidate Application will be required to be completed and submitted with the application. Along with the Affidavit of Eligibility form, candidates will be required to submit information from one of the following secure and verifiable documents:

- Valid Colorado Driver License, Colorado Driver Permit or Colorado Identification Card,( A current Temporary paper license with invalid Colorado Driver License, Colorado Driver Permit, or Colorado Identification Card is permitted).
- A valid Out-of-state issued photo Driver's License or photo identification card, photo driver's permit
- Valid foreign passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa.
- Valid I-551 Resident Alien or Permanent Resident card.
- Valid foreign passport accompanied by an "I-94" indicating a specific future "until" date.
- Valid I-94 issued by Canadian government with L1 or R1 status and a valid Canadian Driver's License or valid Canadian Identification card.
- Valid Temporary Resident Card.
- Valid I-94 with refugee/asylum stamp.
- Valid 1688B or 1766 Employment Authorization Card.
- Valid US Military ID (active duty, dependent, retired, reserve and National Guard).
- Tribal Identification Card with intact photo (US or Canadian).
- Certificate of Naturalization with intact photo.
- Certificate of (US) Citizenship with intact photo.
- Passport issued by the U.S. Government with one of the following documents: Social Security card; marriage, divorce or separation certificate or decree; or a Colorado or Federal tax return.
- Colorado Department of Corrections Inmate Identification Card with a Social Security card issued by the United States Government.

### UNACCEPTABLE DOCUMENTATION:

- Border crosser or U.S.A. B1/B2 Visa/BCC cards
- Non-US passport

## EXAMINATION FEES AND SCHEDULING PROCEDURES

### EXAMINATION FEES

Practical Examination	\$71
Written Examination	\$56
Practical Examination (Retake)	\$66
Written Examination (Retake)	\$51

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



## INTERNET SCHEDULING

For the fastest and most convenient test scheduling process, it is recommended that candidates register for the exams using the Internet. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day.

- Candidates will need to Log onto PSI's website and create an account. Email address and first and last name are required. The information provided must match exactly with the information PSI has on file. For candidates that may have registered before, **check the box next to "Check here to attempt to locate existing records for you in the system"**.
- Candidates will be asked to select the examination and enter their PSI ID# which is included in the authorization to test email that is sent by PSI once the application is determined to be complete. The record will be found and the candidate will now be ready to pay and schedule for the exam. Candidates will enter their zip code and a list of the testing sites closest to the zip code entered will appear. The candidate will select the desired test site and available dates will appear. For issues with scheduling contact PSI at (855) 229-9302 for help.

## TELEPHONE SCHEDULING

PSI registrars are available at (800) 733-9267 to receive payment and to schedule your appointment for the examination. Please call Monday through Friday between 5:30 am and 8:00 pm, or Saturday-Sunday between 7:00 am and 3:30 pm, Mountain Time.

To schedule by phone, you will need a valid credit card (VISA, MasterCard, American Express or Discover.)

## CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received a minimum of 2 calendar days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at [www.psiexams.com](http://www.psiexams.com) or call PSI at (855) 229-9302.

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

## MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment 2 calendar days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination. See page 5 for specific requirements.

## EXAMINATION ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations may be made in meeting a candidate's testing needs. Candidates with disabilities or those who require reasonable and appropriate testing accommodations are not guaranteed improved performance or test completion.

Exam accommodations are individualized and considered on a case-by-case basis. All candidates who need a testing accommodation must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666. This form also includes out-of-state testing requests for written examination only.

## 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) 229-9302. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at [www.psiexams.com](http://www.psiexams.com).

## SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores 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.

## EXAMINATION SITE LOCATIONS

**Denver (Centennial) (Written Only)**  
12150 E. Briarwood Ave, Suite 125  
Centennial, CO 80112

*EXIT I-25 AT ARAPAHOE ROAD. HEAD EAST ON ARAPAHOE (AWAY FROM THE MOUNTAINS) TO PEORIA (5 TRAFFIC LIGHTS). TURN RIGHT ON PEORIA AND LEFT ON BRIARWOOD.*

**Denver (Wheat Ridge) (Practical and Written)**  
4891 Independence St., Ste 220  
Wheat Ridge, CO 80033

*FROM I-70 W MERGE ONTO KIPLING ST/CO-391 N. TURN RIGHT ONTO W 49<sup>TH</sup> AVE. TAKE THE 1<sup>ST</sup> RIGHT ONTO INDEPENDENCE ST.*

**Pueblo (Written only)**  
803 West 4th Street, #803S  
Pueblo, CO 81003

*FROM I-25 SOUTH, TAKE CITY CENTER DRIVE EXIT (EXIT 98B/CO96). TURN LEFT ONTO CITY CENTER DRIVE. TURN RIGHT ONTO N SANTA FE AVE. TURN LEFT ONTO W 4TH STREET, STAY ON 4TH ST. AFTER YOU PASS WEST ST, THE LOCATION IS ON THE RIGHT SIDE OF THE STREET. PUEBLO CENTRAL PLAZA, LARGE PARKING LOT, ACROSS FROM WAYSIDE CROSS GOSPEL RESCUE MISSION. THE OFFICE COMPLEX ENTRY DOOR IS NEXT TO A LARGE USPS MAIL BOX.*



FROM I-25 NORTH, TAKE THE 6TH ST EXIT, THIS EXIT TURNS INTO 6TH ST. TURN LEFT ONTO N SANTA FE AVE. TURN RIGHT ONTO W 4TH STREET, STAY ON 4TH ST. AFTER YOU PASS WEST ST THE LOCATION IS ON THE RIGHT SIDE OF THE STREET. PUEBLO CENTRAL PLAZA, LARGE PARKING LOT, ACROSS FROM WAYSIDE CROSS GOSPEL RESCUE MISSION. THE OFFICE COMPLEX ENTRY DOOR IS NEXT TO A LARGE USPS MAIL BOX.

**Fort Collins (Practical and Written)**  
3000 S. College Ave, Suite 206  
Fort Collins, CO 80525

FROM I-25N TOWARDS FORT COLLINS, TAKE THE HARMONY ROAD EXIT. TURN LEFT ONTO CO-68/COUNTY HWY-38/E HARMONY RD. TURN RIGHT ONTO S COLLEGE AVE/US-287 N. GO RIGHT ON SWALLOW AND ENTER THE SECOND DRIVEWAY ON THE LEFT. THE TEST CENTER IS IN THE SECOND BUILDING. PARKING IS AT THE BACK OF THE BUILDING.

**Colorado Springs (Practical and Written)**  
5050 Edison Avenue, #121  
Colorado Springs, CO 80915

DRIVING DIRECTIONS COMING FROM DENVER, COLORADO (NORTH OF COLORADO SPRINGS) TAKE I-25 S / US-87 S TOWARD COLO SPRGS. MERGE ONTO N ACADEMY BLVD VIA EXIT 150 TOWARD CO-83. STAY STRAIGHT TO GO ONTO N ACADEMY BLVD/CO-83 S. TURN LEFT TO TAKE THE US-24-BL E RAMP TOWARD LIMON. MERGE ONTO E PLATTE AVE / US-24 BL E. TURN LEFT ONTO WOOTEN RD. TURN RIGHT ONTO EDISON ST. END AT COLORADO SPRING.

DRIVING FROM WOODLAND PARK, COLORADO (WEST OF COLORADO SPRINGS) START OUT GOING EAST ON US-24 E TOWARD N PINE ST. MERGE ONTO I-25 S / US-24 E. MERGE ONTO US-24 E VIA EXIT 139 TOWARD LIMON / AIRPORT. TURN LEFT ONTO S ACADEMY BLVD / CO-83 N. TAKE THE US-24-BL E RAMP TOWARD LIMON. MERGE ONTO E PLATTE AVE / US-24 BL E. TURN LEFT ONTO WOOTEN RD. TURN RIGHT ONTO EDISON ST. END AT COLORADO SPRINGS.

DRIVING DIRECTIONS FROM PUEBLO, COLORADO (SOUTH OF COLORADO SPRINGS) START OUT GOING NORTH ON I-25 N / US-87 N / US-85 N. TAKE THE CO-83 / ACADEMY BLVD EXIT- EXIT 135. MERGE ONTO S ACADEMY BLVD / CO-83 N TOWARD AIRPORT. TAKE THE US-24-BL E RAMP TOWARD LIMON. MERGE ONTO E PLATTE AVE / US-24 BL E. TURN LEFT ONTO WOOTEN RD. TURN RIGHT ONTO EDISON ST. END AT COLORADO SPRINGS.

DRIVING DIRECTIONS FROM LIMON, COLORADO (EAST OF COLORADO SPRINGS) PROCEED ON US-24 W. STAY STRAIGHT TO GO ONTO E PLATTE AVE / US-24 BL W. TURN RIGHT ONTO BABCOCK RD. TURN LEFT ONTO EDISON ST. END AT COLORADO SPRINGS.

**Grand Junction (Practical and Written)**  
743 Horizon Court, #203  
Grand Junction, CO 81506

FROM I-70 WEST TURN RIGHT ONTO HORIZON DRIVE EXIT, #31. GO FOR 0.3 MILES TURN RIGHT ONTO HORIZON CT.

FROM I-70 EAST TURN LEFT ONTO HORIZON DRIVE EXIT, #31 AND TURN RIGHT ONTO HORIZON CT.

FROM US-50 TURN RIGHT ON 32 RD. GO FOR APPROXIMATELY 5 MILES. TURN RIGHT ONTO I-70 BUSINESS LOOP. CONTINUE ON I-70 BUSINESS LOOP UNTIL IT MERGES WITH US I-70. TAKE US I-70 WEST TOWARDS GREENRIVER. TAKE THE HORIZON DRIVE EXIT #31. TURN RIGHT ONTO HORIZON DR AND RIGHT ONTO HORIZON CT. THE SITE IS THE LAST BUILDING ON YOUR RIGHT. THE DOOR ON THE EAST SIDE OF THE BUILDING IS THE ENTRANCE TO USE.

**Durango (Practical and Written)**  
799 East 3rd Street, Suite 3  
Durango, CO 81301

FROM HWY 550: TURN EAST ON COLLEGE DRIVE. GO STRAIGHT THEN TURN RIGHT ON EAST 8TH AVENUE. FOLLOW UNTIL EAST 3RD STREET. PSI TESTING IS ON THE RIGHT IN SUITE 3.

For testing facilities in other states please visit our website at [www.psiexams.com](http://www.psiexams.com).

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by submitting the out-of-state testing request form found in the back of this Bulletin.

The Practical examination must be taken in Colorado.

### REPORTING TO THE EXAMINATION SITE

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

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

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

#### PRIMARY IDENTIFICATION (with photo) - Choose One

- State issued driver's license
  - State issued identification card
  - US Government Issued Passport
  - US Government Issued Military Identification Card
  - US Government Issued Alien Registration Card
- NOTE: ID must contain candidate's photo, be valid and unexpired.

#### SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
- Social Security 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 permitted to take the examination.*

### SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, 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:



## TAKING THE WRITTEN EXAMINATION (COMPUTER BASED)

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

### EXAMINATION REVIEW

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

### TUTORIAL

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

### TEST QUESTION SCREEN

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

The screenshot shows a computer interface for a test question. At the top, there is a function bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main 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)". There are 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.

### EXAMINATION REVIEW

PSI, in cooperation with DORA, are consistently evaluating the examinations to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

- **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, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
- **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.

## SCORE REPORTING

Examination results are provided to you immediately following completion of the examination. The following summary describes the score reporting process:

- If you answered “NO” to all screening questions in Section 3 of the *Licensure by Examination Application*, and have never worked in Colorado as a barber, you will immediately receive a successful notification, photo-bearing pocket card
- If you answered “Yes” to one or more of the screening questions in Section 3 of the *Licensure by Examination Application*, or have previously worked in Colorado as a barber, approval from the Office of Barber and Cosmetology Licensure will be necessary before PSI can mail the photo-bearing pocket card.
- If you **do not pass**, you will immediately receive an unsuccessful score report including the diagnostics indicating your strengths and weaknesses by examination type.

### DUPLICATE SCORE REPORTS

You may request a duplicate score report after completing the examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling (855) 229-9302.

## REFERENCE MATERIALS

The answers to all questions are consistent with the reference materials listed below. Candidates should be familiar with the following:

### LAWS, RULES and POLICIES

- Barber and Cosmetologist Act Title 12, Professions and Occupations Article 8, Barbers and Cosmetologists, Effective July 1, 2015
- Rules and Regulations of the Colorado Office of Barber and Cosmetology Licensure 4 CCR 731-1 January 30, 2007

### TEXTBOOKS

#### Barbers

- Milady's Standard Professional Barbering, Maura T. Scali-Sheahan, 2011. Cengage Learning, (800) 347-7707, [Milady.Cengage.com](http://Milady.Cengage.com).

## PREPARATION TIPS FOR THE WRITTEN EXAMINATION

The following suggestions will help you prepare for the examination.

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

### REINSTATEMENT INSTRUCTIONS

If your license has expired, you must contact the Office of Barber and Cosmetology Licensure to obtain the application for reinstatement.

#### DEPARTMENT OF REGULATORY AGENCIES (DORA) COLORADO OFFICE OF BARBER AND COSMETOLOGY LICENSURE

1560 Broadway, Suite 1350 \* Denver, CO 80202  
Phone: (303) 894-7800 \* Fax: (303) 894-7693  
[www.dora.colorado.gov/professions/barbers](http://www.dora.colorado.gov/professions/barbers)  
[www.dora.colorado.gov/professions/cosmetology](http://www.dora.colorado.gov/professions/cosmetology)



## 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.

- TWO mannequin heads are needed.
- 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.
- An evaluator will be monitoring the time during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.
- During the Practical portion, you must follow all appropriate rules for patron client protection that will ensure the health, safety, and welfare of the public.
- No conversing or any other form of communication among candidates is permitted once you enter the examination area.
- You may not observe other candidates during the examination.
- All tasks listed in this bulletin must be performed in the order listed or candidates will NOT receive points.
- It is important to have all needed supplies and equipment when you arrive for the exam. You will not be permitted to leave the exam area once you arrive and are signed in.
- All supplies must be clean. Products must be labeled for its intended use in English ONLY. (Manufacturers labels ARE acceptable.)
- Candidates must step back and raise hand at the end of each section indicating completion.
- An additional two minutes will be given before each section for setup.
- Candidate Information Bulletins, cheat sheets and written notes (e.g., written task lines on containers, bags that are numbered and/or bags with a written supply list or written instructions) are NOT to be used during the practical exam. To do so will result in loss of points for all Procedure Criteria throughout the exam (identifying a bag for any particular service is allowed).
- Wearing gloves and changing them throughout the exam will NOT be accepted in lieu of sanitizing hands.
- If you do NOT bring the items listed in the "Kits/Supplies and Equipment" section or bring a wrong item (e.g., real hair color or real permanent wave solution), you will NOT receive points for completing those steps.
- Items left behind will be discarded. Please check for and remove all personal items at the end of exam.
- Cell phones are NOT allowed in the practical examination room.
- Possession of firearms, dangerous or unauthorized materials are **strictly prohibited** at the testing facility properties.

## SUPPLIES AND EQUIPMENT

The following list is meant to be a suggested list. Candidates are responsible for bringing all necessary supplies/equipment needed to perform all services. Review the practical examination content outlines to ensure you bring all supplies/equipment you need to perform these services. All items requiring labeling NEED to be labeled in ENGLISH.

### PRE EXAM SET UP (THESE ITEMS SHOULD BE IN A ZIP LOCK BAG LABELED "PRE SANITIZED")

- Disinfectant (Labeled: EPA disinfectant)
- Hand sanitizer (Labeled: Hand Sanitizer)
- Paper towels
- Trash bag labeled trash
- Spray bottle with water labeled water
- Blood Spill Kit/First Aid Kit

### OTHER ITEMS TO BRING

- Plain colored smock
- All exams will use mannequins and or hand mannequins
- Mannequin stand and/or extender

### THERMAL STYLING

- Marcel Iron and Flat Iron
- Towel
- Tissue/neck strip
- Styling cape
- Combs
- Clippies
- Styling aids (non aerosol) Optional

### CHEMICAL RELAXER - RETOUCH OR VIRGIN

- Towels
- Chemical cape
- Comb or applicator brush
- Mock Base cream
- Disposable gloves
- Mock Relaxer (Labeled: Relaxer)

### LIGHTENER RETOUCH

- Towel
- Chemical cape
- Disposable gloves
- Comb
- Bottle or brush & bowl
- Mock bleach

### MALE FACIAL

- Head drape
- Mock Cleanser
- Mock steam towels
- Mock massage cream
- Mock toner or astringent
- Spatulas

### HAIRCOLOR - HIGHLIGHTING

- Towels
- Chemical cape
- Disposable gloves
- Foils
- Comb
- Applicator brush & bowl
- Mock haircolor



## HAIRCOLOR - RETOUCH OR VIRGIN

- Towels
- Chemical cape
- Disposable gloves
- Applicator bottle or bowl and applicator brush
- Mock haircolor
- Comb

## TAPERED HAIRCUT - CLIPPERS

(Barbers please use second mannequin to perform this section)

- Neckstrip
- Styling cape
- Combs
- Clippers
- Clips

## TAPERED HAIRCUT - SCISSORS OVER COMB

(Barbers please use second mannequin to perform this section)

- Neckstrip
- Styling cape
- Scissors
- Combs
- Clips
- Spray water bottle

## BASIC LAYERED HAIRCUT - RAZOR

- Neckstrip
- Styling cape
- Spray water bottle
- Combs
- Razor
- Clips

## BASIC LAYERED HAIRCUT - SHEARS

- Neckstrip
- Styling cape
- Spray water bottle
- Combs
- Razor
- Shears
- Clips

## PERMANENT WAVE

- Towels
- Chemical cape
- Permanent rods
- End papers
- Combs
- Mock protective cotton
- Disposable gloves
- Perm bottle with water inside

## FACIAL MANIPULATIONS

- Head drape
- Client drape or towel
- Mock massage cream
- Spatulas
- Cotton rounds/tissue
- Mock toner or astringent
- Mock moisturizer
- Towels

## SHAVING FACE AND NECK

- Haircutting cape
- Towels
- Shaving cream
- Razor without blade
- Mock toner or astringent

## BARBER

- I. Infection Control & Safety
- II. Shaving
- III. Skin Care
- IV. Haircutting/Hairstyling
- V. Haircoloring/ Bleaching/Highlighting
- VI. Permanent Waving
- VII. Chemical Hair Straightening and Relaxing

## SUMMARY OF BARBER PRACTICAL SKILLS

- Chemical Application Preparation ONLY
- Chemical Services for
  - Virgin Color
  - Color Retouch
  - Highlights and Bleach
  - Retouch
  - Virgin Relaxer and Relaxer
  - Retouch
- End of Exam Disinfection
- Hair Cut Service
  - Shears and Razor
  - Clipper
- Male Facial Service
- Permanent Waving Service
- Pre-Exam set up and Disinfection
- Shaving Service
- Thermal Curling Service
  - Marcel Iron and Flat Iron

The following information will be used by evaluators to grade your performance during the Practical Portion:

All procedure criteria **MUST** be performed in the order listed and demonstrated on a mannequin for candidate to receive points for the tasks. It is **NOT** necessary to perform additional or altered steps/tasks not listed below. Items **NOT** listed below are **NOT** rated during the examination. Please step back and raise your hand at the end of each section indicating completion.

## Chemical Services

**Time Allowed: 30 minutes**

### Chemical Application Preparation ONLY for Virgin Color and Color Retouch

**Time Allowed: 10 minutes**

#### Procedure Criteria

1. Sanitizes/cleans hands
2. Sections hair into four equal quadrants and clips hair
3. Applies protective cream around entire hairline

### Virgin Color to Darker on Right Front Quadrant

**Time Allowed: 10 minutes**

#### Procedure Criteria

1. To entire right front quadrant divides hair into ¼-inch subsections
2. Applies tint from scalp to hair ends
3. Maintains even saturation of hair strands
4. Ensures no chemical products are left on mannequin skin or ears

### Relaxer Retouch on Left Front Quadrant

**Time Allowed: 10 minutes**

*Complete relaxer retouch on Left front quadrant assuming 2 inch regrowth.*

#### Procedure Criteria

1. To entire left front quadrant divides hair into 1/8-inch subsections
2. Applies relaxer onto 2 inch of new growth
3. Maintains even saturation of hair strands with relaxer
4. Ensures no chemical products are left on mannequin skin or ears

### No-Base Virgin Relaxer on Left Rear Quadrant

**Time Allowed: 10 minutes**

*Complete no-base virgin relaxer application on left rear quadrant.*

#### Procedure Criteria

1. To entire left rear quadrant divides hair into 1/8-inch subsections
2. Maintains even saturation of hair strands with relaxer
3. Applies relaxer ½ inch away from scalp to 1 inch from hair ends
4. Ensures no chemical products are left on mannequin skin or ears

### Color Retouch on Right Rear Quadrant

**Time Allowed: 10 minutes**

*Complete color retouch on right rear quadrant assuming 2-inch regrowth.*

## Procedure Criteria

1. To entire right rear quadrant divides hair into ¼ to ½ inch subsections
2. Saturates new growth with color evenly over front and back of hair strands
3. Applies color to new growth area
4. Ensures no chemical products are left on mannequin's skin or ears

### Highlights Using Foil on Right Rear Quadrant

**Time Allowed: 10 minutes**

*Complete 3 foil highlight subsections in right rear quadrant.*

#### Procedure Criteria

1. Working in right rear quadrant, divides hair into 1/4 inch subsections
2. To 3 subsections weave hair strands and position hair over the foil and apply product
3. Maintains even saturation of hair strands
4. Seal weaved hair strands in foil

### Lightener Retouch on Left Front Quadrant

**Time Allowed: 10 minutes**

*Complete lightener retouch on left front quadrant assuming 2 inch regrowth.*

#### Procedure Criteria

1. Working in left front quadrant, divides hair into 1/8 inch subsections
2. To entire left front quadrant, applies lightener on to 2 inch of new growth
3. Maintains even saturation of hair strands with lightener
4. Ensures no chemical products are left on mannequin's skin or ears

#### Safety Criteria

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures chemical 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. Ensures all containers remain closed when not in use
7. Kit remains closed
8. Avoids cross contamination
9. Protective gloves are worn throughout chemical services (same pair is acceptable)

### End of Exam Disinfection

**Time Allowed: 10 minutes**

#### Safety Criteria

1. Removes cape
2. Disposes of used towel (s), cape(s), neckstrips(s), and glove (s)
3. Disinfects work surfaces
4. Sanitizes/cleans hands using hand sanitizer
5. Removes all supplies, materials, personal belongings



**Hair Cut Service** (90-degree using Shears and Razor/Razor only or tapered haircut using clippers)

**Time Allowed: 30 minutes**

*Candidates will be instructed to perform either a tapered haircut using clippers or 90 degree using shears and Razor/Razor only)*

**Procedure Criteria**

Sanitizes/cleans hands

1. Drapes mannequin
2. Holds Clippers as for freehand clipper cutting
3. Holds shears by placing thumb in thumb grip of moving blade and ring finger in finger grip of still blade
4. Safely establishes a guideline at nape using razor to determine length
5. Holds comb so that fingers are on tip of the teeth with the thumb on back of comb
6. Razor guard is on correctly, hair is wet, and ensures candidates' skin is not cut and mannequin surface is not damaged
7. Palms shears when not in use
8. Safely palms razor and shears when in use
9. Ensures arch over ears is apparent at end of haircut
10. Follows established guideline throughout haircut with traveling guide using shears
11. Ensures haircut is blended and balanced
12. Removes a measurable amount of hair throughout entire head
13. Ensures hair is tapered from shorter to longer
14. Ensures hair is cut at a 90 degree angle
15. Cleans up loose hair from mannequin
16. Removes at least 1 inch of hair throughout entire head and finished haircut is no shorter than 4 inches
17. Cleans hair off workstation and sweeps hair from floor

**Safety Criteria**

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
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. Kit remains closed

**Male Facial Service**

**Time Allowed: 15 minutes**

*Cleanse face, and demonstrates proper manipulations.*

**Procedure Criteria**

1. Sanitizes/cleans hands
2. Secures hair with head drape
3. Cleanses face with cleansing cream
4. Removes cleansing cream
5. Applies facial massage cream
6. Demonstrates one full set of proper manipulations each for effleurage, petrissage, and tapotement

7. Removes facial massage
8. Applies astringent, freshener, or toner

**Safety Criteria**

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit remains closed
7. Avoid cross contamination

**Permanent Waving Service**

**Time Allowed: 20 minutes**

*Wraps 6 permanent rods in the center back section of the head from crown to nape area and apply mock chemical waving solution (i.e., water).*

**Procedure Criteria**

1. Sanitizes/cleans hands
2. Applies chemical draping
3. Sections hair equal to length and diameter of all 6 rods
4. Spreads hair evenly across end papers of all 6 rods
5. Extends end papers beyond hair ends
6. Spreads hair evenly around all 6 rods
7. Maintains consistent rod/base relationship
8. Wraps all 6 rods for proper tension ensuring proper band placement
9. Applies protective cotton around wrapped section
10. Wears gloves, saturates hair evenly with waving lotion,
11. Demonstrates test curl to confirm curl development

**Safety Criteria**

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures chemical 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. Ensures all containers remain closed when not in use
7. Kit remains closed

**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. Sanitizes/cleans work surfaces with EPA-approved disinfectants
4. Ensures all containers remain closed when not in use
5. Kit remains closed
6. Avoids cross contamination

### Shaving Service (mannequin)

Time Allowed: 20 minutes

Perform a basic shave using a straight razor (no blade)

#### Procedure Criteria

1. Sanitizes/cleans hands and wrist
2. Drapes mannequin
3. Lays towel across chest
4. Lathers face using fingertips
5. Wrings out wet towel thoroughly and tests for temperature
6. Places steam towel on face
7. Removes lather with towel
8. Re-lathers face using fingertips
9. Demonstrates use of free-hand strokes in the proper position and area
10. Demonstrates use of back-hand strokes in the proper position and area
11. Demonstrates use of reverse free-hand strokes in the proper position and area
12. Stretches skin while shaving
13. Removes all traces of lather
14. Demonstrate blood spill procedure on mock cut

#### Safety Criteria

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Ensures tools and implements are in good working condition
5. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
6. Replaces contaminated items
7. Ensures all containers remain closed when not in use
8. Kit remains closed
9. Avoids cross contamination

### Thermal Curling Service (Marcel and Flat iron)

Time Allowed: 15 minutes

Completes 3 curls in top section of the head and 2 curls on right front quadrant using a cold Marcel curling iron.

#### Procedure Criteria

1. Sanitizes/cleans hands
2. Drapes mannequin with neck strip/towel and cape
3. Tests Marcel iron or Flat iron for proper temperature
4. Subsections hair such that width of partings are equal to barrel size of the marcel curling or Flat iron
5. Rolls/manipulates Marcel iron to establish a base for each curl
6. Protects scalp with comb
7. Ensures smooth, open curl formation without securing with clips
8. Glides hair strands through Flat iron to demonstrate smoothing the hair ensuring no lines of demarcation

#### Safety Criteria

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
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. Kit remains closed
7. Avoids cross contamination

### BARBER WRITTEN PORTION

The written examination will consist of multiple choice questions and “pretest” questions. (Pretest questions are questions on which information is being collected for use in making future exams. Your answers to pretest questions do not affect your score. Pretest questions are mixed in with the scored questions and are not identified.) The chart below identifies how many items you will see for both the general and state portion as well as the total time allotted for each examination. You will have 2 hours to take this examination.

## Colorado Barber Written Exam Content Outline

120 Questions

Effective Date: September 1, 2015

- 1 Safety, Cleaning, and Disinfection 25%**
  - 1.A Safe working conditions and practices
    - 1.A.1 Environment
    - 1.A.2 Protective coverings
    - 1.A.3 Water temperature
    - 1.A.4 Chemical labeling and storage
    - 1.A.5 Safety Data Sheet (SDS)
    - 1.A.6 Patch test
    - 1.A.7 Prohibited materials
  - 1.B Safety agencies
    - 1.B.1 Occupational Safety and Health Agency (OSHA)
    - 1.B.2 Food and Drug Administration (FDA)
    - 1.B.3 Environmental Protection Agency (EPA)
  - 1.C Infection control
    - 1.C.1 Infectious diseases and pathogens
    - 1.C.2 Cleaning and disinfection
      - 1.C.2.a Cleansers and disinfectants
      - 1.C.2.b Procedures for tools, equipment, and work surfaces
    - 1.C.3 Storage of tools and equipments
    - 1.C.4 Single and multiuse items
    - 1.C.5 Prevention of cross-contamination
  - 1.D Standard Precautions for exposure incidents
    - 1.D.1 Procedures
    - 1.D.2 First aid kit
    - 1.D.3 Blood-spill disinfection and disposal
  - 1.E Adverse or allergic reaction
    - 1.E.1 Signs and symptoms
    - 1.E.2 Corrective action
- 2 Client Consultation and Professional Conduct 5%**
  - 2.A Scope of license
  - 2.B Client consultation
    - 2.B.1 Intake form
    - 2.B.2 Contraindications
  - 2.C Record keeping
  - 2.D Professional ethics
  - 2.E Personal hygiene
- 3 Hair, Scalp & Skin Anatomy 10%**
  - 3.A Hair and scalp structure and physiology
    - 3.A.1 Hair structure
    - 3.A.2 Hair type (e.g., texture, elasticity, density, porosity)
    - 3.A.3 Hair growth phases
    - 3.A.4 Hair and scalp conditions and disorders
  - 3.B Skin structure and physiology

## Colorado Barber Written Exam Content Outline

- 3.B.1 Skin structure
- 3.B.2 Skin types
- 3.B.3 Skin conditions and disorders
  
- 4 Shampooing, Conditioning, and Scalp Care 7%**
  - 4.A Shampoos and conditioners
    - 4.A.1 Purpose
    - 4.A.2 Procedures
  - 4.B Scalp Care
    - 4.B.1 Scalp analysis
    - 4.B.2 Scalp massage
    - 4.B.3 Special procedures for presence of scalp conditions
  
- 5 Hairstyling 8%**
  - 5.A Blow dry styling
  - 5.B Combs and brushes
  - 5.C Temperature precautions
  - 5.D Styling aids and products
  
- 6 Haircutting 20%**
  - 6.A Types of haircuts
    - 6.A.1 Blunt
    - 6.A.2 Tapered/Fade
    - 6.A.3 Layered
  - 6.B Guidelines
  - 6.C Sectioning hair
  - 6.D Thinning and texturizing
  - 6.E Eyebrow, ear, and nose hair trimming
  - 6.F Using a razor
  - 6.G Using clippers
  - 6.H Using scissors/shears
  - 6.I Using trimmers and edgers
  
- 7 Chemical Services 5%**
  - 7.A Hair Coloring
    - 7.A.1 Color theory
    - 7.A.2 Hair color application
      - 7.A.2.a Virgin
      - 7.A.2.b Retouch
    - 7.A.3 Coloring mustache and beard
  - 7.B Permanent waving
    - 7.B.1 Products
    - 7.B.2 Hair and scalp preparation for permanent waving
    - 7.B.3 Application, processing, and removing products
    - 7.B.4 Techniques of wrapping hair with rods and other tools

## Colorado Barber Written Exam Content Outline

- 7.C Relaxing and chemical straightening
  - 7.C.1 Products
  - 7.C.2 Hair and scalp preparation for chemical straightening
  - 7.C.3 Application, processing, and removing products
  
- 8 Shaving and Beard Design 20%**
  - 8.A Procedures
    - 8.A.1 Preparation
    - 8.A.2 Shaving and shaving areas
    - 8.A.3 Post-shave
  - 8.B Techniques
    - 8.B.1 Presoftening the beard with steam towels
    - 8.B.2 Lathering
    - 8.B.3 Shaving strokes
      - 8.B.3.a Freehand
      - 8.B.3.b Backhand
      - 8.B.3.c Reverse freehand
      - 8.B.3.d Reverse backhand
    - 8.B.4 Beard and mustached design
    - 8.B.5 Products and implements
  - 8.C Skin Care
    - 8.C.1 Products
    - 8.C.2 Skin Analysis
    - 8.C.3 Cleansing the skin with steam towels
    - 8.C.4 Massage manipulations



# EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every accommodation may be made in meeting a candidate's testing needs. Candidates with disabilities or those who require exam accommodations are not guaranteed improved performance or test completion.

Exam accommodations are individualized and considered on a case-by-case basis. Requesting to have the test in a language other than English is NOT considered to be a disability and will not be considered for approval.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

### Requirements for exam accommodations requests include the following:

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

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

Date \_\_\_\_\_

PSI ID#: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_

### Colorado Barber & Cosmetology Program exam accommodations requested for:

- Practical Examination
- Written Examination

### Check any exam accommodations you require (requests must concur with documentation submitted)

- Large-print written examination
- Extended time (Additional time requested: \_\_\_\_\_)
- \*Out-of-State Testing Request (For written exam ONLY). This request does not require additional documentation.
- Other \_\_\_\_\_

Site Requested: \_\_\_\_\_  
*\*You may email your out-of-state request to [OutofStateRequest@psionline.com](mailto:OutofStateRequest@psionline.com)*

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

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



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