



PSI NATIONAL COSMETOLOGY TESTING PROGRAM

COLORADO HAIR STYLIST TEST TAKER GUIDE

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



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PSI NATIONAL TESTING - GENERAL INFORMATION

This Test Taker Guide (GTT) provides test takers with information about the PSI National Tests and application process for taking a Hair Stylist test with the Colorado Board of Barber and Cosmetology.

The Colorado Department of Regulatory Agencies, Division of Professional Occupations (DORA) (referred to as the Department) has contracted with PSI Services LLC (PSI) to conduct the PSI National Barber/Cosmetology Testing Program. PSI works closely with the Department to make certain that these tests meet the State's as well as nationally established technical and professional standards for test development and administration. PSI provides these tests through a network of computer and practical testing centers in Colorado and Online.

TEST ELIGIBILITY

Before applying to PSI to take your licensing examination(s) you must first access Colorado Application System located at <https://cocos.useclarus.com>, and apply for licensure.

APPLICATION TO TEST

Online Application

Complete the Licensure by Testing Application online at <https://cocos.useclarus.com>. The on-line system is a fast and easy way to apply for your Colorado test. Just follow the link and create your personal profile to apply. Test takers can upload all the required documents such as the Record of Completion (ROC), transcripts, and any other supporting documentation required to complete the application. Payment for the on-line application is required to be made at the time of application in the form of a credit/debit card.

Applying By Mail

Print the application found on PSI's website and send via US Mail. Include the completed application, all required documents, and the \$28 application fee to:

PSI/Colorado Barber Cosmetology Program
PO Box 887
Wheat Ridge, CO 80034

Please note: For test takers submitting their initial application, test takers are required include all documents with their application. Allow 48 business hours processing time for the initial application. Understand any missing documents or application deficiencies will cause delays in the approval process.



Application is Approved

PSI will email a confirmation notice. Test takers are then responsible for contacting PSI to pay and schedule for a Practical test.

Deficient Applications

In the case an application is deficient in some way. An email notice is sent to the test takers registered email address as to the deficiencies to the submission and steps to follow through with approval. Incomplete applications expire after one year from the date of submission.

Please note:

- Test takers must pass the Practical test before they can pay the fee and schedule for the Theory test.
- Test takers have one (1) year from the date of passing the practical test to complete and pass the theory test. After the one-year period the application will expire, and a new application and fee submitted.
- Test takers who fail a test may retest an unlimited number of times during the one (1) year eligibility period. A waiting period of fourteen (14) days between attempts for the practical test and thirty (30) days for the theory test is required.
- Applications are valid for one (1) year and must be renewed with a new application fee if the test taker does do not pass both tests. Test takers may possibility have to retake the entire test including any previously passed test.

NOTE: All paid application fees are non-refundable and non-transferable. Deficient applications will stop the application process and delay testing. Please ensure all documentation is valid and uploaded.

OUT OF STATE TRAINING OR LICENSURE BY ENDORSEMENT

If training was completed in another state, applicants must provide PSI with a record of completion (ROC) along with a transcript. Colorado laws and rules state the education hour requirement must meet or exceed the training requirements for Colorado test takers.

If an active license is held in another state, apply ONLINE (ONLY) through DORA using either website below and follow the endorsement application process:

www.dora.colorado.gov/professions/barbers OR www.dora.colorado.gov/professions/cosmetology

NOTE: If endorsement requirements are not met, applicants may be required to take one or both Colorado tests.

COLORADO TEST FEES

Hair Stylist Practical Test	\$69	Practical Retake Fee	\$67
Hair Stylist Theory Test	\$55	Theory Retake Fee	\$52

NOTE: Test fees are NOT REFUNDABLE OR TRANSFERABLE.
Test fees are valid for one (1) year from the date of payment.

REINSTATEMENT OF A DORA EXPIRED LICENSE

If a license has expired with DORA and the applicant is choosing to re-take the test to prove competence, they can apply to re-take the theory test by applying and paying the application and testing fee. It is Important to Note: Applicants must also complete a reinstatement application directly with DORA - Office of Barber and Cosmetology Licensure as well and pay the appropriate fees. Utilize the on-line application, as paper applications are no longer available, and you will be required to provide proof of passing the test to DORA.

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

1560 Broadway, Suite 1350 * Denver, CO 80202

Phone: (303) 894-7800 *

www.dora.colorado.gov/professions/barbers
www.dora.colorado.gov/professions/cosmetology



OUT OF STATE REQUESTS

Email out-of-state request to OutofStateRequest@psionline.com. Four (4) business days after receipt of the form and all documentation, PSI Exam Accommodations will email a confirmation of approval to the registration email with instructions for next steps in the process.

SCHEDULING A TEST (TESTING SITE OR ONLINE PROCTOR)

Once a test taker has received an eligibility notice from PSI, the test taker is responsible for scheduling their own test. PSI will make every effort to schedule the testing site or online proctored test at time that is most convenient.

ONLINE REGISTRATION

PSI online registration is fast, easy, and available 24 hours a day 7 days a week! This is the most preferred and convenient way to schedule and pay for a test. Test takers may use this service by going to the PSI web page.

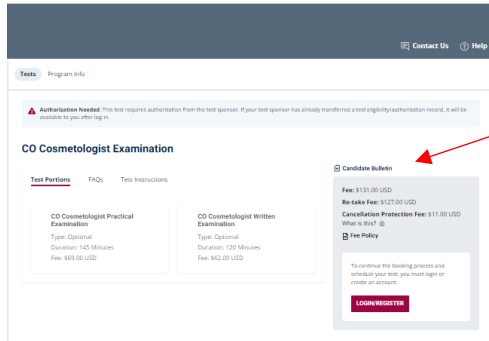
Select “**VIEW AVAILABLE TESTS**”

The screenshot shows the website header for the Colorado Office of Barber and Cosmetology Licensure. Below the header, there is a navigation menu with 'Overview', 'FAQs', and 'Test Instructions'. The 'Overview' link is highlighted with a red arrow pointing to a red button labeled 'VIEW AVAILABLE TESTS'. Another red button labeled 'CHECK FOR AVAILABLE DATES' is also visible. Below the navigation, there is a section titled 'Barber & Cosmetology exams offered for Colorado Office of Barber and Cosmetology Licensure' with an important note: 'Important: Please call 855-744-0312 to speak to a Customer Service Representative.' Below this, there are three sections: 'Subject Matter Expert Form', 'Licensure by Examination Application Form', and 'Licensure by Examination Online Application', each with a brief description and a link to the respective form or application.

Test takers scroll to find their “test, language, and administration” (onsite OR online)

The screenshot shows the 'Tests' section of the website. It displays a list of tests for Tennessee Cosmetology. The first test is 'TN Cosmetologist - 1010', which is an exam to verify competency in the skills needed to be a Cosmetologist in Tennessee. It offers two administration options: 'Onsite (Test Center)' and 'Online Proctored (Live)'. The second test is 'TN Cosmetologist - Spanish - 1010', which is an exam to verify competency in the skills needed to be a Cosmetologist in Tennessee - Presented in Spanish. It also offers 'Onsite (Test Center)' and 'Online Proctored (Live)' options. The third test is 'TN Cosmetologist - Vietnamese - 1010', which is an exam to verify competency in the skills needed to be a Cosmetologist in Tennessee - Presented in Vietnamese. It also offers 'Onsite (Test Center)' and 'Online Proctored (Live)' options. Red arrows point to the test name, language, and administration options for each test.

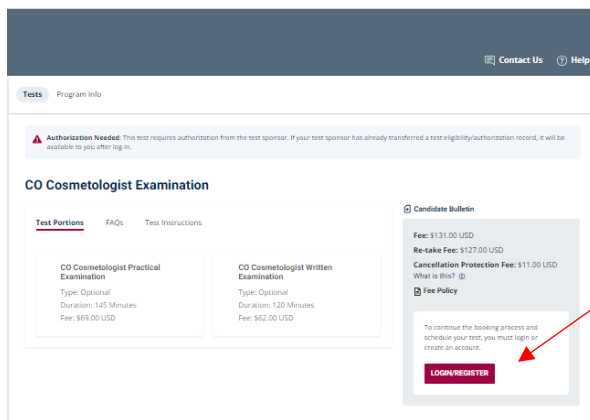
Once testing choices are made, test takers will need to create or sign into their PSI account, pay the test fees, and schedule their online test or test location, date, and time. The Candidate bulletin (“Test Taker Guide TTG”) is found and downloaded from this page.



Follow the easy on-screen directions to pay and schedule for a test.

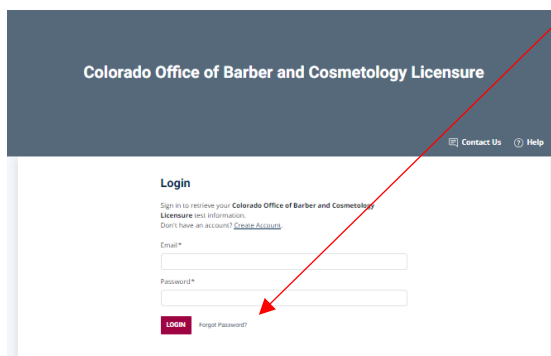
LOGON TO A CURRENT PSI ACCOUNT OR REGISTER FOR A NEW ACCOUNT

When a test taker selects their test and delivery method, they will be then asked to LOGON/REGISTER



If the test taker has ever created an account with PSI they will need to continue with that same account. Please enter the username and password the account was created with.

If the password is lost, test takers may click on the “Forgot Password” to reset their account password. If test takers have difficulty entering their PSI account, please email cosmetology@psionline.com and request the assistance of a PSI testing professional. Test takers follow the easy instructions to pay and schedule their test.



IMPORTANT! DO NOT CREATE ANOTHER TEST TAKER ACCOUNT! SEE THE INFORMATION BELOW

RETURNING TO AN EXISTING ACCOUNT

When a test taker is in our system with an existing PSI account, and are having issues logging on, **please *do not* create new account** to attempt to bypass the old account. Creating a new account will only confuse the PSI system. The system does not know which file to choose and will not allow their information to become available. Test takers use the login information they currently have with PSI, if that does not work, please email cosmetology@psionline.com for assistance.

DELETING A DUPLICATE ACCOUNT

If a test taker is certain another account exists, follow the instructions below to delete the duplicate account.

Please go to <https://test-takers.psiexams.com>

1. Click on "FIND YOUR TEST"
2. Click on "Barber & Cosmetology"
3. Locate your State and Industry - use the dropdown menus
4. At the top right, click "Sign In / Create Account"
 - a. If there is an existing account at www.candidate.psiexams.com, please use the existing username and password.
 - b. If #1 does not work, test takers will need to send an email to OADelete@psionline.com with their Name and email address and request that they delete the old online account.
 - c. After confirmation has been received, it is completed, test takers can create a new account.
5. After logging in, click on "MANAGE" at the top and continue.

Test takers who encounter questions or difficulty with registration, account location, paying, scheduling, or other issues, please *do not* call the Colorado Board Office as they do not have any information to aid test takers in their registration process. Please email cosmetology@psionline.com to create a work ticket and resolve your issues as soon as possible.

REGISTRATION BY TELEPHONE

Test takers may also choose to schedule over the telephone.

- To register by phone requires a valid credit or debit card (VISA, MasterCard, American Express or Discover).

Call (855) 744-0312, Monday through Friday, between 6:30 AM and 9:00 PM CST, and Saturday-Sunday between 8:00 AM and 4:30 PM CST, to speak to a live PSI Customer Service Representative.

CANCELING OR RE-SCHEDULING

Test takers may cancel and reschedule a test without forfeiting the fee if PSI receives a confirmed cancellation at **least 48 hours prior the scheduled test.**

- To cancel a test, use the PSI web page <http://test-takers.psiexams.com/cocos> or call PSI Customer Support at (855) 229-9302, Monday through Friday, between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to speak to a Customer Service Representative.

Leaving a voice mail message will *NOT* cancel a test, test takers need to speak directly to a live Customer Service Representative.

LATE CANCELTION OR MISSED TEST

Testing fees will be forfeited for the following reasons.

- The test taker *does not cancel the test* at least 48 hours prior the scheduled time.
- The test taker *leaves a voice mail message* to attempt to cancel the test.
- The test taker arrives at the location *after the test start time*.
- The test taker is a *no-show* for the scheduled test.
- The test taker does not present *proper identification* when arriving for the test.



NAME CHANGE INSTRUCTIONS

If a test taker name differs on any paperwork, they will need to provide documentation of legal name changes. This may require marriage certificates, or other legal documents, additional documentation may be required if the name has changed multiple times.

TEST PAYMENT AND SCHEDULING

Upon approval of eligibility by the Department, you may proceed with the test registration and scheduling process. The Test Registration Form is found at the end of this Test Taker Guide. You must pay for the test at the time you schedule. Your testing fee will be forfeited if you do not test within 1 year of the date your testing fee is received by PSI.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

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

TEST TAKER ACCOMMODATIONS

All PSI testing centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and testing accommodations will be made in meeting a test taker's needs. Test takers with disabilities requesting test accommodations must fill out the test accommodation request form [CLICK HERE](#) . Fill in ALL the requested information and upload documentation at the end of the form.

Test takers who require test accommodations, must create an account in the PSI system prior to requesting an accommodation.

PSI TEST CENTER EXPERIENCE

Please visit the following link to watch a short video of the PSI Test Center Experience.

<https://psi.wistia.com/medias/3321yp1ic8>

PSI COLORADO TESTING LOCATIONS

The **PSI National Hair Stylist Practical and Theory** tests are administered at the testing centers listed below:

Denver/Wheat Ridge

4891 Independence St. Suite 220
Wheat Ridge, Co. 80033

Fort Collins

3000 S. College Avenue Suite 206
Fort Collins, Co. 80525

Colorado Springs

5050 Edison Avenue Suite 117
Colorado Springs, Co. 80915

Grand Junction

743 Horizon Court Suite 203
Grand Junction, CO. 81506

Durango

799 East 3rd Street Suite 3
Durango, Colorado 8130

The **PSI National Hair Stylist Theory** test is also administered at the testing centers listed below:



Denver (Centennial)
12200 E Briarwood Avenue Suite 270
Centennial, Colorado 80112

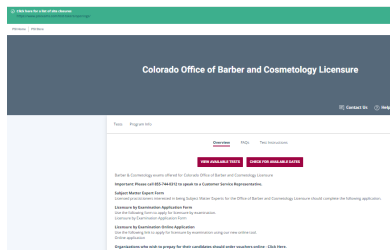
Pueblo
803 West 4th Street Suite 803S
Pueblo, Co.

Additionally, PSI has theory testing centers in many other regions across the United States. You may take a test at any of these locations. Once you have paid for the test, enter the test takers zip code and a list of the testing centers closest to the zip code will appear. Choose the one most convenient to travel to. Practical tests must be completed and passed in Colorado.

EMERGENCY TEST SITE CLOSURE

In the event of severe weather or any other emergency could cause a test center to close. PSI will contact the test taker and re-schedule a test date. PSI Customer Support will attempt to contacting the test taker as soon as a closure is imminent. If a situation is happening in the area, test takers may check the status of a test center by calling (855) 744-0312. We will make every effort to reschedule the test at a convenient time, and as soon as possible. Test takers may also check our website at <https://test-takers.psiexams.com/cocos> for any posted notices of a site closure.

Test takers may also check the status of testing sites by accessing the PSI Colorado webpage at <https://test-takers.psiexams.com/cocos> go to the green area at the top of the page.



REPORTING TO A TESTING SITE

Test takers should arrive at least 30 minutes prior to their scheduled testing start time. This allows time for test takers to sign-in and provide the testing staff with identification verification and to be seated. Test takers need to provide 2 forms of I.D. upon check in as outlined below.

Test takers who arrive after the start time, will not be admitted to the testing room, and will forfeit all their testing fee(s).

REQUIRED IDENTIFICATION FOR ENTRY TO THE TEST

Test takers are required to provide 2 forms of identification.

- One I.D. must be a VALID, government issued identification (driver's license, state ID, passport), which bears the test takers name exactly as it appears in the test registration, signature and photograph or a complete physical description.
- The second ID must have the test takers signature and preprinted legal name exactly as it appears on the test takers registration form.

Again, all identification must display the test takers name *exactly* as it appears in the approved test application form, or the test taker will be denied entry to the test.

Test takers who are not able to provide the required identification must call (855) 744-0312 at least 21 days prior to the scheduled test, to discuss possible solutions to this test requirement.

Test takers failing to provide all required identification at the time of the test is considered a missed test, and they will be dismissed.



Passing both the practical and theory tests:

- If the answers are “NO” to all screening questions in Section 3 of the application form, and the applicant has never worked as a Hair Stylist in Colorado, the license will immediately be issued, and the test taker will receive a successful notification containing a wall license as well as a photo-bearing pocket card.
- If the answers are “Yes” to one or more of the screening questions in Section 3 of the application form, or have previously worked in Colorado as a Hair Stylist, the test taker will need approval from DORA, (Office of Barber and Cosmetology Licensure) before PSI can mail the test taker a wall license and photo-bearing pocket card and that office will be in contact with the test taker.

Implementation of SB 21-077

On May 27, 2021, Governor Jared Polis signed [SB21-077 Remove Lawful Presence Verification Credentialing](#). The bill specifies that the verification of lawful presence is not required of an applicant for a license, certificate, or registration to practice a regulated profession, and removes such requirements from the Department of Education and the Department of Regulatory Agencies. The bill also authorizes applicants for licensure to utilize their Individual Taxpayer Identification Number (ITIN), or other forms of identification as authorized by each board or program by rule, in addition to a Social Security Number (SSN). The bill also clarifies that this exclusion is state law with regards to eligibility for state and local public benefits.

GENERAL SECURITY RULES AND PROCEDURES

The following security procedures will apply during the test:

- Test takers may take only approved items into the testing room.
- All personal belongings of test taker should be placed in the secure storage provided at each site prior to entering the testing room. Personal belongings include, but are not limited to, the following items:
 - **Electronic devices of any type, including but not limited to; cellular/mobile phones, recording devices, watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players or headphones (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats:** 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 test takers are asked to remove the outerwear, appropriate attire such as a shirt should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel are prohibited including but not limited to hats, baseball caps, or visors.
 - **Other personal miscellaneous items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items, etc.
- Although secure storage for personal items is provided at the testing site for 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 test 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 prohibited items are found during check-in, test takers will place them in the provided secure storage or leave these items outside the restricted area at their own risk. PSI is not responsible for the security of any personal belongings or prohibited items. Any test taker possessing prohibited items in the testing room shall immediately have their test results invalidated, and PSI shall notify the government officials in the state in detail of the occurrence.
- If a test taker leaves any items at the test site after testing and is not claimed within 30 days, items will be disposed of or donated, at PSI’s sole discretion.
- Person(s) accompanying a test taker may not wait in the testing 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, vaping, eating, or drinking is allowed inside the testing center.
- During the check in process, all test takers will be asked if they possess any prohibited items. Test takers may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. Proctors will ask to inspect any such items in their pockets. Test takers may also be asked to lift the ends of their sleeves and the bottoms of their pant legs to ensure that restricted items do not enter testing areas.
- Proctors also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a restricted device.
- Any test takers seen giving or receiving assistance on a test, found with unauthorized materials or devices, disrupts the administration of a test or who violates any security rule or procedure, will be asked to surrender



all test materials and to leave the testing center. PSI will notify government officials in the state in detail of the occurrence.

- Copying or communicating test content is violation of the test takers contract with PSI, and federal and state law. Either may result in the disqualification of test results and may lead to legal action.
- Once the test begins, test takers may obtain permission from a proctor to leave the testing room if an emergency arises or to use the restroom. Test takers will not receive extra time to complete the test for leaving the testing room for any reason.

PSI NATIONAL PRACTICAL TEST- IMPORTANT GUIDELINES

Prior to registration, test takers should familiarize themselves with the following instructions to be properly prepared to sit for a test. Practical test questions or concerns, test takers and instructors please email cosmetology@psionline.com for solutions.

General rules for testing:

- During the practical test, test takers must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- A proctor will be monitoring time during the test. Personal timers are not allowed in the testing room. Test takers will not receive a score for any activities not completed within the allotted topic area time limits. When the proctor gives an instruction to “Please stop working”, test takers are to immediately stop what they are doing, stand quietly, and wait for the next instruction to be given.
- Test takers are required to prepare and bring a closable container (“supply kit”), with all products, supplies, and equipment necessary to perform the topic areas included in this test. The suggested container dimensions should not exceed 24” wide, 36” long and 30” high. This will allow the test taker to place the supply kit under the table when not in use. There are no *supply lists* or *suggested supplies* for the PSI National Tests. PSI recommends the test taker bring the equipment and supplies needed to perform a Topic Area as they would in their own professional environment.
- Test takers are *required* to bring to the test, two containers to dispose of used items. One marked “Single-use” and one marked “multi-use”. All items used in the test are categorically disposed of in one of these containers.
- Products that are *not* grouped as “dangerous chemicals” by OSHA and are required to be listed on an actual business SDS sheet, may be fictitious with a self-created or actual label attached. Some other substance may be used inside the container to simulate a product.
- Chemical products that are required be listed on SDS sheets in an actual business, are required to be used from the original container with an original manufacturers label attached or in a container with the manufacturers label attached.
- Absolutely NO aerosols are allowed into the testing area.
- Disinfectant containers must have the manufacturers label attached and legible. Disinfectants used must have **virucidal, bactericidal and fungicidal** properties listed on the manufacturers label.
- Monomer being used for the test must be factory sealed and manufacture labeled as a “low odor or odorless” product. Product not meeting the test requirement will not be allowed into the testing room.
- Test takers may not observe other test takers during the test. PSI views and responds to this behavior as form of cheating. The test taker will be warned up to and including dismissal from the test. Please focus on individual tasks and do not depend on viewing the performance of other test takers to be successful.
- Test takers’ name and/or school names are to be covered on their person and supplies while in the test.
- The number one safety rule in our industry is: “Following Instructions”. There is no necessary or required style or technique a school needs to teach, or a test taker needs to perform. All topic areas are observed in the manner a Hairdresser would normally complete a task. Tasks should be taken seriously and performed as instructed in the test and to the highest skill level they are capable. Scores are based on the test taker displaying a solid knowledge of workplace Infection Control and Safety Precautions.

WORKPLACE INFECTION CONTROL PRECAUTIONS

Test takers need to be familiar and follow all workplace infection control precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker with some of the industries infection control standards.

- Cleaning hands before starting a service. Knowing when hands become contaminated and keeping them clean as to not infect a client or themselves.
- Keeping the supply kit from becoming contaminated, such as: returning items to the kit, leaving a kit open or otherwise contaminating a kit. The supply kit represents a clean and disinfected storage in a Hair Stylist's workstation and should be treated as such.
- Knowledge of single-use and multi-use items and where to dispose of them properly.
- Disinfecting workstation surfaces and keeping them from becoming contaminated. If a worksurface becomes unhealthy a test taker has the knowledge to know when they would require the station to be cleaned and disinfected.
- Knowing how to use and dispense products without contamination. For example, double dipping, or any other cross contamination with the skin or worksurfaces.
- When items are set on a contaminated work surface, they may not be inserted into product containers or touch dispensing tips of bottles and jars.
- Keeping clients from becoming contaminated by the Hair Stylist.
- Keeping containers being used free from contamination.
- Making sure our tools are clean and disinfected.
- If a body fluid becomes present during a service (i.e., blood, vomit, feces), how we deal with the situation without contaminating ourselves and others.

WORKPLACE SAFETY PRECAUTIONS

Test takers also need to be familiar and follow all workplace safety precautions. Here are some examples of the expectations of the test as well as an everyday business to familiarize a test taker with some of the industry safety standards.

- A Hair Stylist must know and have a working understanding of workplace safety regulations issued by federal and state regulatory entities.
- Cross-contamination of chemicals and products on the workstation.
- Chemical mixing procedures, storage of chemicals and SDS sheets.
- Keeping the workstation safe from injury, cleaning up spills and picking up dropped items. Reducing a slip and fall or tripping incidents.
- Making certain tools and equipment are in safe working order, no frayed or exposed wires, rusty metals, etc.
- Tools and equipment are used in a safe manner.

KITS/SUPPLIES AND EQUIPMENT

Test takers are required to prepare and bring an unmarked closable container ("supply kit"), with all products, supplies, and equipment necessary to perform the topic areas included in this test. The suggested container dimensions should not exceed 24" wide, 36" long and 30" high. This will allow the test taker to place the supply kit under the table when not in use.

Monomer being used for the test must be a "low odor or odorless" product. Product that does not meet the test requirement will not be allowed into the testing room.

There are no *supply lists* or *suggested supplies* for the PSI Practical National Tests. PSI recommends the test taker bring the equipment and supplies needed to perform a Topic Area as they would in their own professional environment. There are no right or wrong supplies or is there a right or wrong technique to demonstrate a Topic Area. Professionals learn and do tasks as they learn in school, apprenticeship programs, or manufacturer training. Please demonstrate Topic Areas with the equipment and supplies and as you do now and will continue once you are licensed, demonstrating their *utmost attention* to public health and safety. (See the and follow the Infection Control Precautions and Safety Precautions listed in this guide for examples.)

IMPORTANT NOTICE

A PSI Evaluator may not score a test taker who is a, current employee, employer, or co-worker, or is related to the evaluator by family, personal or financial interest or other relationship. If a test taker knows the evaluator that is assigned to them falls into one or more of these categories, they must notify the site proctor/supervisor immediately. In the case an evaluator has observed and scored a test taker in violation of this policy, the test results may be voided.

Evaluators are responsible for observing and scoring a test takers performance and are not allowed to converse with test takers except to provide a general salutation. Test takers who ask questions will be told one of two statements “Do the best with what you have” or “Demonstrate as you learned”. Evaluators do not instruct nor discuss test results in anyway. Direct all score questions and/or concerns to cosmetology@psionline.com.

PSI NATIONAL HAIR STYLIST PRACTICAL TEST TOPIC ORDER

TOPIC AREA: 1	WORKSTATION PREPARATION	10 MINUTES
TOPIC AREA: 4	HAIRCUTTING	25 MINUTES
TOPIC AREA: 5	CHEMICAL WAVE	VARIED TIMING
TOPIC AREA: 6	FOIL HIGHLIGHTS	25 MINUTES
TOPIC AREA: 7	HYDROXIDE VIRGIN RELAXER	25 MINUTES
TOPIC AREA: 8	HAIRCOLOR RETOUCH	25 MINUTES
TOPIC AREA: 9	END OF DAY CLEAN UP	10 MINUTES

PSI NATIONAL HAIR STYLIST PRACTICAL TEST RATING CRITERIA

Test takers must score at least 70% to pass the PSI National Hair Stylist Practical test.

- The practical test is approximately 220 minutes (3.75 hours) in length. (There is a varied time in topic area 5)
- Each task line listed is worth 1 point each.

The following information will be used by evaluators to grade test taker performance during the practical test. Please read and follow the instructions as listed.

PSI NATIONAL HAIR STYLIST PRACTICAL TEST

INSTRUCTIONS:

We would like to welcome you to the **PSI National Hair Stylist Practical** test. The prompter will read instructions for each topic, and the proctor will facilitate the timing for each topic area and supervise the test. Proctors are only permitted to answer general questions that do not direct nor instruct in any manner related to this test. A Certified National Evaluator is responsible for observing and rating test taker performance and are not allowed to converse with test takers except for to provide instruction when required during specific sections of the test. Test takers are responsible to provide all necessary equipment and supplies needed for the performance of the practical test. Test takers are not permitted to speak to or assist other test takers throughout the test. Test takers will be always monitored for scoring. Electronics of any kind are strictly prohibited in the testing facility. Any test taker possessing prohibited items in the testing facility, PSI will stop your test and you will be required to leave the testing facility. A report to your actions will be submitted to governing authorities. If you need to use the restroom during the test, please raise your hand for proctor assistance in leaving the testing area. You will be required to sign out and sign back in when returning. Keep in mind the time will continue to elapse and any instructions you miss will not be repeated. Only one test takers at a time may leave the area at a time, please return as quickly as possible. Does anyone have any questions about the instruction you have been given?

TOPIC AREA: 1 WORKSTATION PREPARATION ♦ 10 MINUTES

INSTRUCTIONS:

We will begin with **Daily Workstation Preparation**. 10 minutes will be provided to prepare your daily workstation. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:

- 1.1 Prepares daily workstation
- 1.2 Adheres to workplace infection control precautions
- 1.3 Adheres to workplace safety precautions

INSTRUCTION:

- There are 5 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue the test.

TOPIC AREA: 2 HAIRCUTTING ♦ 25 MINUTES

INSTRUCTIONS:

This evaluation is **Haircutting**. 10 minutes will be provided to set up your haircutting station and prepare your client for a haircut. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:

- 2.1 Prepares workstation for haircutting
- 2.2 Adheres to workplace infection control precautions
- 2.3 Adheres to workplace safety precautions
- 2.4 Preparation of client for haircutting
- 2.5 Adheres to workplace infection control precautions
- 2.6 Adheres to workplace safety precautions

INSTRUCTION:

- There are 5 minutes left to finish.
- Please stop working, the timing has ended.

INSTRUCTIONS:

The haircutting evaluation requires the use of shears and a razor with a blade. Cut at least one inch of hair from each subsection. Cut the hair with shears for 5 minutes. The proctor will direct you when to stop. Start haircutting with shears, timing begins now.

EVALUATION:

- 2.7 Haircutting with shears
- 2.8 Adheres to workplace infection control precautions
- 2.9 Adheres to workplace safety precautions

INSTRUCTION:

- Please stop and stand quietly.

INSTRUCTION:

You will now cut hair with a razor for 5 minutes. The proctor will direct you when to stop. Start haircutting with a razor, timing begins now.

EVALUATION:

- 2.10 Haircutting with a razor
- 2.11 Adheres to workplace infection control precautions
- 2.12 Adheres to workplace safety precautions

INSTRUCTION:

- Please stop and stand quietly.
- All scoring has been completed. We will now continue the test.

INSTRUCTIONS:

We will now continue with haircutting. 5 minutes will be provided to clean-up your haircutting workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your task, please stand quietly. Start your clean-up, timing begins now.

EVALUATION:

- 2.13 Cuts minimum 1 inch hair throughout haircut
- 2.14 Cleans-up haircut workstation
- 2.15 Adheres to workplace infection control precautions
- 2.16 Adheres to workplace safety precautions

INSTRUCTION:

- You have 2 minutes left to finish.
- Please stop working, timing has ended.
- All scoring has been completed. We will now continue the test.

TOPIC AREA: 3 CHEMICAL WAVE ♦ VARIED TIMING

INSTRUCTIONS:

This evaluation is **Chemical Wave**. 10 minutes will be provided to set up your workstation for a chemical wave and prepare your client for a chemical service. Divide the head into 5 sections. The proctor will announce when there are 5 minutes left to finish. When you complete your task, please stand quietly. Start your preparation, timing begins now.

EVALUATION:

- 3.1 Prepares chemical wave workstation
- 3.2 Adheres to workplace infection control precautions
- 3.3 Adheres to workplace safety precautions
- 3.4 Prepares client for chemical wave
- 3.5 Adheres to workplace infection control precautions
- 3.6 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, timing has ended.

INSTRUCTIONS:

10 minutes will be provided to wrap 3 permanent wave rods in one section of the head. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. The evaluator will direct you to demonstrate saturation and a test curl. Start your chemical wave, timing begins now.

EVALUATION:

- 3.7 Wraps 3 permanent wave rods
- 3.8 Adheres to workplace infection control precautions
- 3.9 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, timing has ended.
- Stand quietly and wait for the evaluator.

Note: Evaluator will observe and score each test taker one-on-one after timing has been stopped.

EVALUATOR INSTRUCTION:

Please saturate, stand back quietly when you finish.

EVALUATION:

- 3.10 Demonstrates saturation on all wrapped rods
- 3.11 Adheres to workplace infection control precautions
- 3.12 Adheres to workplace safety precautions

EVALUATOR INSTRUCTION:

Please perform a test curl, stand back quietly when you finish.

EVALUATION:

- 3.13 Demonstrates a test curl
- 3.14 Adheres to workplace infection control precautions
- 3.15 Adheres to workplace safety precautions

EVALUATOR INSTRUCTION:

Thank you, please stand quietly and wait for further instructions.

INSTRUCTIONS:

We will now continue the chemical wave. 5 minutes will be provided to remove all rods and clean-up your chemical wave workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your clean-up, timing begins now.

EVALUATION:

- 3.16 Cleans-up of chemical wave workstation
- 3.17 Adheres to workplace infection control precautions
- 3.18 Adheres to workplace safety precautions

INSTRUCTIONS:

- You have 2 minutes left to finish.
- Please stop working, timing has ended.

TOPIC AREA: 4 FOIL HIGHLIGHTS ♦ 25 MINUTES**INSTRUCTIONS:**

This evaluation is **Foil Highlights**. 10 minutes will be provided to set up your workstation and prepare your client for a foil highlight. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:

- 4.1 Prepares workstation for foil highlights
- 4.2 Adheres to workplace infection control precautions
- 4.3 Adheres to workplace safety precautions
- 4.4 Prepares client for foil highlights
- 4.5 Adheres to workplace infection control precautions
- 4.6 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, timing has ended.

INSTRUCTION:

10 minutes will be provided to place 3 foils in one section of the head. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your foils, timing begins now.

EVALUATION:

- 4.7 Applies three (3) highlight foils
- 4.8 Adheres to workplace infection control precautions
- 4.9 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, timing has ended.

INSTRUCTION:

We will now continue the foil highlight. 5 minutes will be provided to clean-up your foil highlight workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your clean-up, timing begins now.

EVALUATION:

- 4.10 Cleans-up foil highlight workstation
- 4.11 Adheres to workplace infection control precautions
- 4.12 Adheres to workplace safety precautions

INSTRUCTIONS:

- You have 2 minutes left to finish.
- Please stop working, timing has ended.
- All scoring has been completed. We will now continue the test.

TOPIC AREA: 5 HYDROXIDE VIRGIN RELAXER ♦ 25 MINUTES

INSTRUCTIONS:

This evaluation is Hydroxide Virgin Relaxer. 10 minutes will be provided to set up your workstation and prepare your client for a hydroxide virgin relaxer. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your preparation, timing begins now.

EVALUATION:

- 5.1 Prepares virgin relaxer workstation
- 5.2 Adheres to workplace infection control precautions
- 5.3 Adheres to workplace safety precautions
- 5.4 Prepares client for a virgin relaxer
- 5.5 Adheres to workplace infection control precautions
- 5.6 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop, the timing has ended.

INSTRUCTIONS:

10 minutes will be provided to apply 3 subsections of a hydroxide virgin relaxer in one section of the head. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your hydroxide virgin relaxer, timing begins now.

EVALUATION:

- 5.7 Applies a virgin relaxer to three (3) individual subsections
- 5.8 Adheres to workplace infection control precautions
- 5.9 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop, the timing has ended.

INSTRUCTIONS:

We will now continue the hydroxide virgin relaxer. 5 minutes will be provided to clean-up your hydroxide virgin relaxer workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your clean-up, timing begins now.

EVALUATION:

- 5.10 Cleans-up of virgin relaxer workstation
- 5.11 Adheres to workplace infection control precautions
- 5.12 Adheres to workplace safety precautions

INSTRUCTION:

- You have 2 minutes left to finish.
- Please stop, the timing has ended.
- All scoring has been completed. We will now continue the test.

TOPIC AREA: 6 HAIRCOLOR RETOUCH ♦ 25 MINUTES

INSTRUCTION:

This evaluation is **Haircolor Retouch**. 10 minutes will be provided to set up your workstation and prepare you client for a haircolor retouch. The proctor will announce when there are 5 minutes left to finish. When you complete your task, please stand quietly. Start your preparation, timing begins now.

EVALUATION:

- 6.1 Prepares hair color retouch workstation
- 6.2 Adheres to workplace infection control precautions
- 6.3 Adheres to workplace safety precautions
- 6.4 Prepares client for a haircolor retouch
- 6.5 Adheres to workplace infection control precautions
- 6.6 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop, the timing has ended.

INSTRUCTIONS:

10 minutes will be provided to apply there (3) subsections with a 2-inch haircolor retouch in one section of the head. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your haircolor retouch, timing begins now.

EVALUATION:

- 6.7 Applies a 2-inch retouch to three individual subsections of hair
- 6.8 Adheres to workplace infection control precautions
- 6.9 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop, timing has ended.

INSTRUCTION:

We will now continue the haircolor retouch. 5 minutes will be provided to clean-up your haircolor retouch workstation. The proctor will announce when there are 2 minutes left to finish. When you complete your tasks, please stand quietly. Start your clean-up, timing begins now.

EVALUATION:

- 6.10 Cleans-up color retouch workstation
- 6.11 Adheres to workplace infection control precautions

6.12 Adheres to workplace safety precautions

INSTRUCTION:

- You have 2 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue the test.

TOPIC AREA: 7 END-OF-DAY CLEAN-UP ♦ 10 MINUTES

INSTRUCTIONS:

This evaluation is **End-of-Day Clean-Up**. 10 minutes will be provided to clean-up your workstation. The proctor will announce when there are 5 minutes left to finish. When you complete your tasks, please stand quietly. Start your daily clean-up, timing begins now.

EVALUATION:

- 7.1 Day end clean-up of workstation
- 7.2 Adheres to workplace infection control precautions
- 7.3 Adheres to workplace safety precautions

INSTRUCTION:

- You have 5 minutes left to finish.
- Please stop working, the timing has ended.
- All scoring has been completed. We will now continue the test.

FINAL INSTRUCTIONS:

This concludes the PSI National Hair Stylist Test. Please clear your work area of all items you brought into the room, make certain your floor is clear of hair and debris, and wipe your workstation with disinfectant. When you are finished, raise your hand, and wait for the proctor to sign off your work area. You will receive your score report via email. Please direct any questions about your results to the email address or phone number listed on your score report. We cannot answer any questions about the test or your test results. Hair Stylist test takers begin your test clean-up.

PSI would like to thank you for coming today and best wishes in your exciting new career. Have a great day, you are excused.

HAIR STYLIST PRACTICAL SCORE REPORTING

A result report will be mailed to you by PSI within 7 business days following the test. In addition, test results are available to test takers on-line one (1) business day after the test date.

Go to <https://test-takers.psiexams.com> and log into the test takers account.

THEORY TESTING EQUIPMENT

The PSI National theory tests will be administered using a computer, a mouse and computer keyboard.

IDENTIFICATION SCREEN

Test takers will be accompanied to a testing station. Once test takers are seated at their testing station, they will be prompted to confirm their name, identification number, and the test for which they registered.

TUTORIAL

Before a test taker begins a test, an introductory tutorial is provided on the computer screen. The time used to watch the tutorial is not deducted from any test timing. The tutorial takes up to 15 minutes, sample questions are introduced during tutorial so a test taker may familiarize themselves on how questions are written and how to review the answers given.

TEST QUESTION SCREEN

The “function bar” at the top of the test question, provides mouse-click access to any features available while taking the test. During the test, one question will appear on the screen at a time. There is also a timer feature that at the top of the screen that displays the time a test taker has remaining to complete the test.

Note:

Even though a test taker has entered a response to a question, the system will allow the response to be changed anytime the test is active. Once a test taker signs out of a test or timing expires; this feature will no longer be available.

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

EXPERIMENTAL QUESTIONS

In addition to the number of test questions specified in the "Test Content Outline". There are a small number of "experimental questions" may be administered to test takers during the tests. There are typically at least five (5) experimental questions on a test. The results of these questions not included in the final test takers score. Administration of such unscored experimental questions is an essential step in developing future PSI tests.

HAIR STYLIST THEORY TEST

The test content outline is prepared and is periodically updated by committees of professional subject matter experts in Cosmetology, Hair Stylist instruction, or regulatory issues. The test content outline identifies areas of importance to licensees for them to perform their duties on the public in a competent and in a safe and responsible manner. The content outline lists topics that are on the test and the number of questions for each topic. We advise test takers not schedule a test until they are familiar with the topics on the outline. Test takers may use this outline as a guide as well as the test references as a guide for a pre-test review.

HAIR STYLIST THEORY CONTENT OUTLINE

The following content outline lists the topics that are on the test and the number of questions for each topic. We recommend not scheduling a test until a test taker is familiar with all topics in the outline. The Hair Stylist test consists of 75 scored questions and 10 non-scored experimental questions. Test takers will have 90 minutes (1.5 hours) to complete the test.

- I. Safety and Infection Control (25%)**
 - a. Workstation and environment
 - 1. Chemical labeling, storage, and disposal
 - 2. OSHA Safety Data Sheet (SDS)
 - b. Safe working practices
 - 1. Hand Hygiene
 - 2. Client protection
 - c. Regulatory agencies
 - d. Infection control
 - 1. Infectious diseases and pathogens
 - 2. Cleaning and disinfection
 - a. Single vs. multiuse items
 - b. Disinfectants
 - c. Procedures for tools, equipment, and work surfaces
 - d. Storage of tools and equipment
 - e. Standard Precautions for exposure incidents
 - f. Effective safety responses for client injury
- II. Client Consultation (2%)**
 - a. Client intake form
 - b. Client release form
 - c. Contraindications
- III. Hair and Scalp, (15%)**
 - a. Hair and scalp structure, type, conditions, and disorders
- IV. Hairstyling (6%)**
 - a. Blow-dry and thermal irons
 - 1. Heat precautions
 - 2. Tool safety
 - 3. Styling
- V. Haircutting (12%)**
 - a. Haircutting tools
 - 1. Razors
 - 2. Scissors/Shears
 - 3. Trimmers/Edgers
 - 4. Clippers
- VI. Chemical Services (15%)**
 - a. Products and product chemistry
 - 1. Hair coloring and lightening
 - 2. Permanent waving
 - 3. Chemical relaxing
 - b. Hair and scalp preparation
 - c. Precautions
 - 1. Metallic and compound dyes
 - 2. Minerals
 - d. Application procedures
 - 1. Hair color and lightening
 - 2. Permanent waving
 - 3. Chemical relaxing
- VII. Makeup (2%)**
 - a. Procedures
 - b. Eyelash extensions and enhancements

HAIR STYLIST TEST REFERENCE MATERIALS

This test is CLOSED BOOK.

The reference materials listed below were used to develop the questions for this test.

Pivot Point Fundamentals: Cosmetology, (101-113); ©2016 Pivot Point International, Inc.
1st Edition, 1st Printing, November 2016 ISBN 978-1-940593-56-2
Pivot Point International, Inc.
Contact: info@pivot-point.com 847-886-0500, Ext. 7399
<https://www.pivot-point.com/shop/>

Milady Standard Cosmetology 2016
Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

PSI SCORE REPORTING INFORMATION

Test takers must score at least 70% to pass the PSI National Hair Stylist *Theory* test.

- Test Scores will be emailed to the test taker upon completion of their test.
- Test scores results are confidential and will be given only to the test taker and the Board office.
- Numeric test results are not available. Test takers who are successful, will receive a “PASS” report.
- Test takers who score below the required passing score will receive an overall score, and an individual score for each of the test topic areas. Test takers use this information to assist them in studying for a re-examination.

To better prepare for the PSI National Hair Stylist Theory test, test takers can now review by taking an online practice test. Practice tests are intended to aid test takers with example test questions. The purpose is to familiarize a test taker with the general types of questions that will appear on a Hair Stylist test. Though questions are based on Hair Styling, these questions are NOT a substitute for education and study. Scoring well on the practice test also will not guarantee a positive outcome on the actual licensing test. This is the ONLY official PSI practice test; PSI does not recognize nor endorse any other study guides that may be offering information on the PSI National Cosmetology Program. The PSI practice tests are offered to review an unlimited number of times; however, a fee is assessed for *each time the test is utilized for review*.

Go to <https://www.psionlinestore.com> for more information and to register!

EXAMINATION REVIEW

PSI, in cooperation with the Department and Colorado Board of Barber and Cosmetology will be continually evaluating the tests being administered to ensure that the tests accurately measure competency in the required knowledge areas. Comments may be entered during the test by clicking the Comments link on the function bar of the test question screen. Test taker comments regarding the questions and the tests are welcomed. Comments will be analyzed by PSI test 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 test taker’ result and adjust them accordingly. This is the only review of the Theory test available to test takers. There is not a review process for the Practical portion of the test.

OBTAINING A DUPLICATE SCORE REPORT

To request a duplicate score report test takers may email cosmetology@psionline.com .

HAIR STYLIST TEST ACCOMODATION REQUEST FORM

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

Applicants with disabilities or those who would otherwise have difficulty taking the test request for alternative arrangements by [CLICKING HERE](#).

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

- ✓ Description of the disability and limitations related to testing
- ✓ Recommended accommodation/modification



- ✓ Name, title and telephone number of the medical authority or specialist
- ✓ Original signature of the medical authority or specialist

MAKE SURE YOU ARE ELIGIBLE AND REGISTERED FOR THE TEST BEFORE REQUESTING TEST ACCOMMODATIONS

