

DL ROOPE

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D.L. Roope Administrations Inc.
Candidate Handbook

MONTANA
BARBER STYLING



D.L. Roope Administrations Inc.
1.888.375.2020
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D.L. Roope Administrations Inc. Candidate Handbook

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The NIC Blood Exposure Procedures are published on NIC's website at NICTesting.org.

Included with this handbook is the NIC Candidate Information Bulletin (CIB) that includes the examination sections administered in Montana.

NIC Barber Styling Practical CIB NIC pages #1 – 19

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D.L. ROOPE ADMINISTRATIONS INC. CONTACT INFORMATION

To request examination information you may write, phone, or visit our web site:

D.L. Roope Administrations Inc.

P.O. Box 631

Hampden, ME 04444-0631

Toll Free: 1-888-375-2020 ~ Direct: 1-207-848-7720

Fax (207) 848-5511 ~ www.DLRoope.com

ELIGIBILITY REQUIREMENTS

Eligibility requirements for the licensure examinations are set by the Montana Board of Barbers and Cosmetologists (Board). D.L. Roope Administrations Inc. is contracted by the Board to administer the National Interstate Council of State Boards of Cosmetology (NIC) examinations. All questions regarding eligibility for licensure must be directed to the Board office, you may visit the Board's website at <http://www.cosmetology.mt.gov> or contact the Board office at 1-406-444-5711.

MONTANA SCHOOL CANDIDATES

If you graduated from a licensed school in the State of Montana, you may obtain a paper exam application from your school or you may complete an online exam application on our website at www.DLRoope.com. If you apply online, your school will be notified electronically that you have applied. You may apply for your practical examination once you have completed 90% of the required training hours.

Student's final record of instruction must be submitted to the Board. Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Board before a license will be issued.

REINSTATEMENT & OUT OF STATE CANDIDATES

If your license has lapsed or you did not graduate from a school licensed in the State of Montana, you may visit the Board's website at <http://www.cosmetology.mt.gov> or contact the Board office at 1-406-444-5711 for information regarding requirements for licensure. Please visit our website at www.DLRoope.com to apply online or to print the Reinstatement & Out of State exam application. If approved, the Board will issue a Verification of Eligibility form (VOE) that must be submitted with your examination application to D.L. Roope Administrations Inc.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Standard testing conditions may represent an artificial barrier to candidates with disabilities. Candidates may request accommodations that will be evaluated on the basis of the Americans with Disabilities Act. You may contact D.L. Roope Administrations Inc. or your school to request information and the appropriate forms (Form A, B & C). Form A must be completed by the candidate. Form B must be completed by the medical professional or you may attach previous medical documentation for review (e.g. IEP, PET etc.). Form C must be completed by a school official indicating accommodations provided during testing while in school for this profession. **Candidates must submit the appropriate forms with the application to D.L. Roope Administrations Inc. by the application deadline date.**

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EXAM APPLICATIONS

If you graduated from a school licensed by the Montana Board, a paper exam application may be obtained from your school or you may complete an online exam application. If you graduated in another state, you may visit our website at www.DLRoope.com to print a paper "Out of State" exam application or to apply online.

Online exam applications are available on our website at www.DLRoope.com. Exam fees may be paid with any debit or credit card through a secure payment processing service. Your online application will transfer to your school if you graduated from a licensed school in Montana. Once you are approved by your school for testing, your online application is transferred to our system, our staff reviews your application for completeness, and if it is complete you will be sent an e-mail letting you know that you are approved and that you will be scheduled for your examination.

If your application is not approved, our staff will contact you by phone or e-mail regarding the deficiencies in your application.

Complete applications must be received by D.L. Roope Administrations by the deadline date indicated next to the requested exam week. Applications received after the deadline date will be scheduled based on space availability. If you have missed the deadline date and the requested examination week is full, you will be scheduled for the next available exam week.

Practical exam weeks and deadline dates are listed on the exam applications on our website at www.DLRoope.com.

EXAMINATION SCHEDULING PROCEDURES

Candidates submit an exam application online or they may submit a paper application if they prefer along with the examination fee for the written and practical examination to D.L. Roope Administrations Inc. to be received by the deadline date indicated on the back of the application. Applications received after the deadline date are scheduled based on space availability. Practical examination admission letters are mailed to the candidates following the examination deadline date of the candidate's requested exam week. This letter confirms the scheduled practical examination. It also includes the date, time, location and directions to the practical examination testing location.

EXAMINATION FEE POLICY

Examination fees are not refundable or transferable and will be applied to the scheduled examination. Examination fees are valid for 6 months from date of receipt. You must request a practical examination week on your application prior to the 6 month expiration of your examination fee. If no examination week is indicated on the application, you will be scheduled for the next available examination week.

If you do not attend your scheduled examination, cannot be admitted, or if you arrive late, your examination fee will be forfeited. To be rescheduled you must submit a rescheduling application and another examination fee.

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EXAMINATION FEE POLICY CONTINUED

If you are unable to attend your scheduled examination due to an emergency situation, you must provide written documentation. The following situations may be considered for rescheduling:

- You are in a car accident on the way to the examination - documentation from a law enforcement officer is required.
- You have a medical emergency - documentation from a medical professional is required.
- A death in your immediate family – a copy of the obituary indicating your relation or a letter from the funeral home stating your relation to the deceased.

Documentation must be faxed to 207-848-5511 within 24 hours after your scheduled examination for review. If approved, you will be rescheduled to the next available examination week. Examinations may be rescheduled one time only due to a documented and approved emergency situation.

ADMISSION TO THE EXAMINATION

Practical exam admission letters will be mailed after the deadline date. This letter will confirm the scheduled examination. It will also include the date, time, location and directions for your examination. Please note that D.L. Roope Administrations Inc. schedules the examinations over 1 to 4 days according to the number of candidates that apply for an examination week.

Report to the practical examination site on the date and time indicated on your admission letter. Registration begins 30 minutes prior to the scheduled examination time. Examinations begin promptly at the scheduled time. Please allow for unexpected delays on route to the testing location, it is your responsibility to report to the examination location on time. Late candidates will be required to re-apply and re-pay the examination fee. **You must present your admission letter and a valid government issued photo identification that must include a photo and signature.**

The following are examples of appropriate forms of identification:

- Current driver's license or State Issued Identification Card
- Passport, Military Identification Card or Voter's Card

Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the applications will be indicated on your admission letter. Please verify that your name, address, photo identification number and date of birth is correct on your admission letter **PRIOR** to your scheduled examination. Please make any necessary corrections on your admission letter and fax to our office or send an e-mail with the needed corrections to Support@DLRoope.com. Please include a fax number or e-mail address and our office will verify the corrections and send a corrected admission letter.

If your name has changed or is different than indicated on your admission letter, you must submit legal documentation showing your previous name and current name (marriage license, divorce decree, court order, or notarized affidavit) to D.L. Roope Administrations Inc. **PRIOR** to your scheduled examination. Our office will verify the changes and send an updated admission letter.

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TESTING SITE VISITOR POLICY

NO VISITORS WILL BE ALLOWED AT THE TESTING SITE. Candidates are not allowed visitors or to receive messages during the exam.

People that are not scheduled for an examination are not permitted inside of the building where the exams are administered. If another person (parent, spouse, teacher etc.) is bringing you to your exam, you must be dropped off and they can return to pick you up. The approximate amount of time for each exam is indicated in this handbook in the section titled “EXAMINATION SECTIONS” Your driver should wait in their vehicle until you are done and have exited the building.

PROFESSIONAL ATTIRE

Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name).

In consideration of other candidates in the examination room, please refrain from wearing perfume or cologne.

KIT & SUPPLY INFORMATION

Candidates are responsible for bringing all needed supplies for their examination and cannot borrow or use anything that they did not bring with them. A suggested supply list is included in the NIC Candidate Information Bulletin (CIB) that is included with this handbook.

Recommended kit size is no larger than 30” x 30”. For safety reasons all kits, trash bags, etc. must be able to fit completely under your work area.

A flat bottom bag (grocery bag, gift bag, etc.) may be used for “items to be disinfected, soiled linens and trash” and placed on the floor, under the station and clearly labeled. The bags or containers on the floor may be open during the examination so that the candidates can drop items as appropriate into each bag. Bags or containers **MUST** be kept under the work area and cannot be placed in the walking areas. If placing a container with “Items to be Disinfected” on the work area, it **MUST** have a cover.

Candidates are not permitted to use aerosol products at any time during the examinations. All disinfectants, sanitizers and products **MUST** be non-aerosol.

Candidates may bring a container of water if needed for any section of the examination and may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.

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PROHIBITED ITEMS - NOT ALLOWED

Due to exam security reasons, the following items are **NOT** permitted: No electronic devices, cellular phones, textbooks, study materials, watches, purses, etc. These items should be left at home or locked in your vehicle during the examinations. Cell phones or any electronic device cannot be in the exam room even if it is turned off. **If it is discovered that you have a cell phone in the exam room once the exam has started, you will be immediately dismissed from the exam and your actions will be reported to the proper authorities.**

You may bring one clear plastic ziplock bag with the following items into the examination rooms: Photo identification, admission letter, medication & personal hygiene items. You will be instructed to place your zip lock bag under your work area and it may not be touched during the examination. If you have medication that you may need during the examination, please raise your hand and a proctor will assist you. You may bring a second clear ziplock bag with car keys or fob that will be placed in a secure area by the Supervisor.

Due to safety issues during the examinations, tripods may **NOT** be used during the Cosmetology, Barbering or Esthetics practical examinations. Candidates may only use mannequin stands that attach to the work station. Instructors may use a tripod during their Theory Lecture or Demonstration as this does not cause a safety issue.

MANNEQUIN INFORMATION

Candidates must bring one mannequin head for the practical examination and a table clamp. No more than two mannequin heads will be allowed into the examination. **Models will NOT be permitted.**

Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination. Candidates that bring a marked mannequin head to the examination will be informed that they are not permitted and cannot be used.

Mannequin heads must be approved by the examination provider prior to admittance into examination.

REFERENCES

Examination textbook references are available on the NIC website at www.NICTesting.org.

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BARBER STYLING PRACTICAL EXAMINATION SECTIONS

The examination sections of the NIC Barber Styling practical examination are outlined in the NIC Candidate Information Bulletin (CIB) that is included with this handbook. The duration of this examination is approximately 3 hours.

The Montana practical exam consists of the following sections as indicated in BOLD and CAPS:

- 1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES**
- 2. HAIRCUTTING**
- 3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES**
- 4. SHAVING WITH A STRAIGHT RAZOR**
- 5. BLOOD EXPOSURE PROCEDURE**
- 6. CHEMICAL WAVING**
- 7. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT**
- 8. CHEMICAL RELAXER – VIRGIN APPLICATION**
- 9. HAIR COLOR – RETOUCH APPLICATION**

This practical examination is demonstrated on models and mannequins. Please refer to the model and mannequin information section of this Candidate Handbook for the requirements in your state.

EXAMINATION SURVEY INFORMATION

Examination surveys are available for candidates to complete after the exam has concluded. We encourage all candidates to complete a survey regarding their testing experience.

Please note that the examiners are not permitted to have conversations with or interact with the testing candidates. This should not be interpreted as them being rude as they are required to strictly follow standardized verbal instructions and procedures at all times.

If you have questions or need assistance, you may also send an e-mail to support@DLRoope.com.

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MONTANA SCORING INFORMATION

A scaled score of 75.00 is required on the practical examination. Candidates must achieve an overall passing score on the examination in order to be assigned a pass status on that examination. No pass or fail decisions are made on individual content areas or services within the examinations. If a candidate fails the examinations, the candidate is required to retake the failed examination in its entirety.

MONTANA EXAMINATION RESULT INFORMATION

If you indicated on your application that you will download a copy of your result letter from our website, our web address is www.DLRoope.com. A message will be posted on the website when the result letters are available, please allow 7 to 10 business days. **Please do not call our office to ask when examination results will be posted as they will be posted as soon as we have received them from the National Interstate Council of State Boards of Cosmetology.**

This is a secure website and you will need your candidate number and your date of birth to access your result letter. Your candidate number will be sent with your admission letter. You will not be able to log in until the result letters are posted.

If you are unable to log onto our website, please check the message center to see if a message has been posted that the results are available. You will not be able to log into the webscore system until after your results have been posted. Please read all instructions on the website to ensure that you are entering your information correctly. **You must have the most current version of Adobe Acrobat PDF Reader to view and print your result letter. Adobe may be downloaded from our website at www.DLRoope.com.**

Please print a copy of your result letter as you will not receive an additional copy in the mail. **Result letters are only available on the webscore system for 2 weeks after posting.** Your test results will be sent directly to the Board.

If you do not have access to the internet and you need your result letter mailed to you, please check the appropriate box on the application. If your result letter is mailed to you, it will **NOT** be available on our website to view or print.

Candidates that have passed all required examinations and have met all requirements of the Board will be issued a license by the Board. Please refer to the result letter for instructions regarding your license.

If you have failed your examination, you will receive a result letter with review information. This review information can be used to assess those areas where your performance was weak or strong. Please refer to this Candidate Information Bulletin (CIB) for the list of tasks that are evaluated. Candidates will need to complete and submit a rescheduling application and fee to D.L. Roope Administrations Inc. at the address listed on the application.



NATIONAL BARBER STYLING
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org, for the most current bulletin prior to testing.

National Barber Styling Practical Examination is the licensure examination for Barbering, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Barber Styling Practical Examination content and administration for Barber Styling core services and additional sections.

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Important Instructions and Examination Core Domain Content** – This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations.

The references will always be the same for both Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. **Picture ID is required for re-entry into the examination.**
- Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however **nothing** may be returned to the kit.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere to the following standards:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions or an emergency situation, the proctors and/or examiners are

- not allowed to communicate with candidates.
- Examiners are not allowed to speak with candidates.
- Candidates requesting information during the examination will be told one of the following statements:
 - “Do the best you can with what you have available.”
 - “Do as you were taught.”
- If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, please step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
 - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidates will be expected to follow the NIC Blood Exposure Procedure.

Failure to do so may result in your dismissal from the examination.

- *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Blood Exposure Procedure, OR go to www.nictesting.org for a current downloadable copy.*
- **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate’s actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers’ labels must have English and may also include other languages. All non-manufacturers created labels must be only in English.
 - Original manufacturer’s labels are *required* for all disinfectants and hand sanitizers.
 - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the “*Suggested Examination Supplies*” section to see any further state specific requirements for supplies and products.
 - Simulated products are *not* allowed for disinfectants and hand sanitizers.
 - **NO AEROSOLS** are allowed in the testing environment
 - Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled “*Suggested Examination Supplies*” provided for each section of the

examination. Suggested Supplies can be found after the “Content Domains” section of this bulletin.

NIC MODEL OR MANNEQUIN REQUIREMENTS

Please refer to your state specific guidelines for model and mannequin requirements.

If your state requires that you use a mannequin head(s) or hand(s):

- Candidates who are required to use a mannequin head(s), it is the candidate’s responsibility to come prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads and/or hands must be approved by the examination state/vendor prior to admittance into examination.

SPECIAL ATTENTION

The following information is vital and specific to the
NIC National Barber Styling Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are ***required*** to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled “**To be disinfected**”
 - Container labeled “**Soiled linens**”
 - Container labeled “**Trash**”
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Barber Styling Practical Examination Content Domains Sections).
- The following sections are new to the Barber Styling Practical Examination:
 - Blood Exposure Procedure (Content Domain Section 5)
 - Predisposition Test and Strand Test with Simulated Product (Content Domain Section 7)
- **Candidates are expected to brace any time they are working around the eye and mouth areas.**
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.
- Clippers **MUST** have a cord, or a cord simulated.
- A straight razor **MUST** be used.
- Check your state examination regulations for razor blade and live model and/or mannequin requirements.

**BARBER STYLING PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS**

The scope of the National Barber Styling Practical Examination includes 9 (nine) core domain sections. The Core Domain Sections are based on the national job analysis.

1. **Work Area and Client Preparation, and Set Up of Supplies** (First client, 10 minutes)
2. **Haircutting** (40 minutes)
3. **Work Area and New Client Preparation, and Set Up of Supplies** (Second client, 15 minutes)
4. **Shaving with Straight Razor** (Variable Timing)
5. **Blood Exposure Procedure** (10 minutes)
6. **Chemical Waving** (20 minutes)
7. **Predisposition Test and Strand Test with Simulated Product** (10 minutes)
8. **Chemical Relaxer – Virgin Application** (15 minutes)
9. **Hair Color – Retouch Application** (15 minutes)

CONTENT DOMAINS

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your work area for your client.”

“You will set up the universal supplies you will use throughout the examination.”

“You will also set up the supplies for the Haircutting section of the examination.”

“You will prepare your client for services.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English as EPA- registered, hospital-grade disinfectant**
- 1.2 Sanitizes hands with product labeled in English**
- 1.3 Universal supplies are labeled in English**
- 1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

2. HAIRCUTTING (40 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a tapered Haircut with no blocked line at the nape.”

“You will demonstrate clipper cutting with and without guard or detachable blade.”

“You will demonstrate use of shear over comb.”

“You will demonstrate fingers and shear cutting.”

“You will cut at least ½ inch of hair throughout the haircut.”

“You will be expected to complete and blend the haircut.”

“You will also be expected to shave both sides of the neck with a straight razor.”

“Do not remove your hair clippings from your work area until you are instructed individually, by the examiner, to do so.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 40 minutes to complete this section.”

“You will be informed when you have 20 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 **Haircutting supplies are labeled in English**
- 2.2 **Implements and supplies are visibly clean**
- 2.3 **Performs scalp analysis**
- 2.4 **Demonstrates safe use of clippers and comb without guard or detachable blade**
- 2.5 **Demonstrates safe use of clippers with guard or detachable blade**
- 2.6 **Demonstrates safe use of comb and shears**
- 2.7 **Establishes outline around ears**
- 2.8 **Shaves sides of the neck using straight razor to include reverse backhand stroke**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working. Please do nothing until the next verbal instructions are given.”

Examiner – Verbal Instructions: Read to each candidate individually:

“May I please use your comb to check the haircut?”

- 2.9 **Hair in front of ear is uniform in length (sideburns)**
- 2.10 **Haircut blended without weight line**
- 2.11 **At least ½ inch of hair is cut throughout**

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of the haircut has been examined:

“Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given.”

2.12 Removes hair from work area

2.13 Maintains drape throughout section

2.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read to candidates when all examiners have indicated they have completed their assessment:

“All examiners have indicated they are ready to proceed.”

3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”

“You will prepare your work area for a NEW client.”

“You will set up the universal supplies you will use for the remainder of the examination.”

“You will also set up the supplies for the Shaving with a Straight Razor section of the examination.”

“You will prepare your client for a shave.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 3.1 Disinfects all work areas completely with product labeled in English as EPA-registered, hospital-grade disinfectant
- 3.2 Sanitizes hands with product labeled in English
- 3.3 Universal supplies are labeled in English
- 3.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

4. SHAVING WITH A STRAIGHT RAZOR (Variable Timing)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare to perform shaving with a straight razor.”

“You will prepare the model’s face by lathering and steaming.”

“Do not remove the steam towel until instructed to do so by the examiner.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 5 minutes to complete this section.”

“You will be informed when you have 2 minutes remaining.”

“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 4.1 Shaving supplies are labeled in English**
- 4.2 Sets up implements that are visibly clean**
- 4.3 Lathers beard and mustache area**
- 4.4 Steam towel is applied**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates after all candidates have stepped back to indicate that they have completed their preparation:

“You will perform Shaving with a Straight Razor.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will be instructed individually by the examiner when to remove the towel, re-lather, and begin the shave.”

“This is an untimed section.”

“Do not remove the steam towel or demonstrate any strokes until instructed individually by the examiner to do so.”

(1) *“The instructions will be repeated.”*

Examiner – Verbal Instructions: Read to each candidate individually:

“Please remove the steam towel, re-lather, and demonstrate the shaving strokes in the first 5 areas.”

- 4.5 Removes steam towel and lather**
- 4.6 Re-lathers beard and mustache**
- 4.7 Demonstrates freehand stroke in areas 1, 3, and 4 safely**

4.8 Demonstrates backhand stroke in area 2

4.9 Demonstrates reverse freehand stroke in area 5

Examiner – Verbal Instructions: Read to each candidate individually after the shaving with a straight razor has been examined:

“Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates after demonstrated strokes are evaluated:

“All examiners have indicated they are ready to proceed.”

Proctor – Verbal Instructions: Read to all candidates:

“Do not demonstrate any additional shaving strokes.”

“You will perform the finishing steps of the service.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 5 minutes to complete this section.”

“You will be informed when you have 2 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

4.10 Completes the shaving service

4.11 Maintains drape throughout section

4.12 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

5. BLOOD EXPOSURE PROCEDURE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will demonstrate the Blood Exposure Procedure.”

“You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. Your work area or client has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 5.1 Blood exposure supplies are labeled in English**
- 5.2 Removes materials from first aid kit**
- 5.3 Supplies and materials are visibly clean**
- 5.4 Cleans injured area with antiseptic**
- 5.5 Covers with dressing that is absorbent and secured**
- 5.6 Candidate wears glove or finger guard**
- 5.7 Disposes of all contaminated supplies**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions: Read when all examiners have indicated they are ready to proceed:

“You will breakdown your work area and dispose of supplies used in the previous sections of the examination.”

“You will set up the supplies for the following sections of the examination:

Chemical Waving

Predisposition and Strand test

Chemical Relaxer – Virgin Application

Hair Color – Retouch Application

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete your set up.”

“You will be informed when you have 5 minutes remaining.”

“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

6. CHEMICAL WAVING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Chemical Waving.”

“You will prepare your client for services.”

“You will wrap the entire center back section of the head, from crown to nape.”

“Once you are finished wrapping, please step back and do nothing until the next verbal instructions are given.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Do not perform the saturation procedure, a test curl, or remove a rod until instructed individually by the examiner to do so.”

“Do not remove the remaining rods until you are instructed to do so.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

6.1 Chemical waving supplies are labeled in English

6.2 Implements and supplies are visibly clean

6.3 Performs scalp analysis

6.4 Subsections hair for chemical waving

6.5 Wraps hair

6.6 Correct rod placement used throughout entire section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working. Please do nothing until the next verbal instructions are given.”

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate saturation”

6.7 Demonstrates saturation

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate a test curl.”

6.8 Demonstrates a test curl

Examiner – Verbal Instructions: Read to each candidate individually:

“Please remove one rod from the hair.”

Examiner – Verbal Instructions: Once rod is removed from the hair, read individually to candidate:
“Do not remove the remaining rods until instructed to do so.”

Proctor – Verbal Instructions: Read when all examiners have indicated they are ready to proceed:
“All examiners have indicated they are ready to proceed.”

Proctor – Verbal Instructions: Read to all candidates:

“You will remove all remaining rods from the head and create 4 quadrants/sections for the remaining chemical services.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 5 minutes to complete this section.”

“You will be informed when you have 2 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

6.9 Maintains drape throughout section

6.10 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

7. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will complete a simulated Predisposition Test and Strand Test.”

“You will demonstrate the predisposition test behind the ear.”

“You will demonstrate the strand test on any area of the head.”

“There is no required wait time for results.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

7.1 Predisposition test and strand test supplies are labeled in English

7.2 Implements and supplies are visibly clean

7.3 Demonstrates predisposition test behind the ear

7.4 Demonstrates strand test

7.5 Maintains drape throughout section

7.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

8. CHEMICAL RELAXER - VIRGIN APPLICATION (15 Minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform a Chemical Hair Relaxer - Virgin Application.”

“You will apply simulated relaxer product on one back quadrant/section of hair.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 8.1 Virgin hair relaxer supplies are labeled in English**
- 8.2 Implements and supplies are visibly clean**
- 8.3 Subsections hair for relaxer application**
- 8.4 Applies simulated relaxer product**
- 8.5 Maintains drape throughout section**
- 8.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

9. HAIR COLOR - RETOUCH APPLICATION (15 minutes)

Proctor – Verbal Instructions: Read to all candidates

“You will perform a Hair Color Retouch Application.”

“You will apply simulated product to the other back quadrant/section of hair.”

“The client has 1 inch of regrowth.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

9.1 Hair color retouch supplies are labeled in English

9.2 Implements and supplies are visibly clean

9.3 Subsections hair for hair color retouch

9.4 Applies simulated hair color product

9.5 Final result of hair color retouch application

9.6 Maintains drape throughout section

9.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

CANDIDATE CLEANUP AND FINAL SUMMARY

Proctor – Verbal Instructions: Read to all candidates at the conclusion of the examination:

“All examiners have indicated they have completed their assessment.”

“Make sure that all kit supplies and disposable materials are taken with you.”

“This concludes the National-Interstate Council of State Boards of Cosmetology, National Barbering Practical Examination.”

“Thank you for your participation.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (**must be closeable**)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (**must be actual disinfectant**)
- hand sanitizer and manufacturer's label (**must be actual hand sanitizer**)
- container labeled "items to be disinfected" (recommended: free-standing paper sack with plastic liner)
- container labeled "soiled linens" (recommended: free-standing paper sack with plastic liner)
- container labeled "trash" (recommended: free-standing paper sack with plastic liner)
- first aid kit
- paper towels

HAIR CARE – UNIVERSAL/GENERAL SUPPLIES

- mannequin head(s) and a table clamp(**pre-markings or pre-sectioning on mannequins is not permitted**)
- protective capes (**recommended: child size capes**)
- neck strip(s)
- cloth towels
- hair clip(s) and/or clamp(s)
- comb(s)
- hair brush(es)
- shaving cream (**non-aerosol**)
- spray bottle with water
- spatula(s)
- gloves

HAIRCUTTING SUPPLIES

- protective capes (**recommended: child size capes**)
- shears
- clippers (**clippers MUST have actual electrical cord**)
- guards/detachable blades
- straight razor(s)
- shaving cream (**non-aerosol**)

SHAVING SUPPLIES

- protective capes (recommended: child size capes)
- straight razor(s)
- shaving cream (non-aerosol)
- steam towel
- toner, talc, or moisturizer

BLOOD EXPOSURE PROCEDURE SUPPLIES

- additional bag for disposal of blood-contaminated materials

CHEMICAL WAVING SUPPLIES

- protective capes (recommended: child size capes)
- chemical wave rods
- cotton
- protective cream
- end papers
- simulated waving lotion (water)

PREDISPOSITION TEST AND STRAND TEST SUPPLIES

- skin cleanser
- applicator brush
- bowl or bottle applicator with colored simulated product

CHEMICAL RELAXER SUPPLIES

- protective capes (recommended: child size capes)
- protective cream
- applicator brush
- bowl or bottle applicator with colored simulated product

HAIR COLOR SUPPLIES

- protective capes (recommended: child size capes)
- protective cream
- applicator brush
- bowl or bottle applicator with colored simulated product