



# NATIONAL BARBER 1 (NO CHEMICAL) PRACTICAL EXAMINATION



## WASHINGTON CANDIDATE INFORMATION BULLETIN

Please visit [www.dlroope.com](http://www.dlroope.com) for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Barber 1 Practical Examination content and administration. Please review all information carefully.

### ELIGIBILITY AND APPLICATION REQUIREMENTS

Eligibility requirements for the Barber 1 licensure examinations are set by the Washington State Department of Licensing. To apply for this examination you must submit a completed application and cashier's check or money order to DL Roope Administrations Inc.

### WASHINGTON SCHOOL CANDIDATES

If you graduated from a licensed school in the state of Washington, an application must be obtained from your school.

### OUT OF STATE/COUNTRY CANDIDATES

Out of state and out of country candidates must have passed both the NIC practical and written examinations in order to be eligible for licensure with the Washington State Department of Licensing. If you have not taken and passed both the NIC practical and written examination you will be required to take that examination.

### REINSTATE CANDIDATES (LAPSED LICENSE)

If you have not renewed your professional license within one year of your expiration date, your license has been canceled. You must take the NIC practical and written examination to be eligible for licensure.

Examination information may be printed from our web site or you may contact our office at the following:

DL Roope Administrations Inc.  
P. O. Box 631  
Hampden, ME 04444-0631  
1-888-375-2020  
Fax (207) 848-5511  
[www.DLRoope.com](http://www.DLRoope.com)

### APPLICATION PROCEDURES

Applications must be received by the deadline date. 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 examination week. Admission letters will be mailed after the deadline date. This letter will confirm the scheduled examinations. It will also include the date, time, location and directions for your examinations. This will allow approximately 10 days for travel and hotel arrangements. Please note that DL Roope Administrations Inc. schedules the examinations over 1 – 4 days according to the number of candidates that apply for an examination week.

### ADMISSION TO THE EXAMINATION

Report to the examination site on the date and time indicated on your admission letter. Registration begins 45 minutes prior to the scheduled examination time. Examinations begin promptly at the scheduled time. Please allow for unexpected delays en route to the testing facility, it is your responsibility to report to the examination facility on time. Late candidates will be required to re-apply and repay the examination fee. **You must present your admission letter and a valid driver's license or State ID card for admittance to the examination.** Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the application will be indicated on your admission letter. The name on your admission letter **MUST** match the ID presented for admittance to the examination. Please verify that your name, address, photo identification number and date of birth has been recorded correctly on your admission letter **PRIOR** to your scheduled examination. Please make any necessary corrections on your admission letter and fax to our office. Please include a fax number and our office will verify the corrections and fax 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 DL Roope Administrations Inc. **PRIOR** to your scheduled examination. Please include a fax number and our office will verify the changes and fax an updated admission letter.

### EXAMINATION FEE POLICY

Examination fees are not refundable or transferable and will be applied to the scheduled examination week. All examination fees must be used within 6 months from date of receipt.

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

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:

- A car accident on the way to the examination requires documentation from a law enforcement officer.
- A medical emergency requires documentation from a medical professional.
- A death in the candidate's immediate family requires documentation from the funeral home or a copy of the obituary.

Documentation must be faxed to 207-848-5511 within 24 hours after your scheduled examination.

## 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 of 1991. You may contact DL 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 DL Roope Administrations Inc. by the application deadline date.**

## STATE SPECIFIC INSTRUCTIONS

- Upon approval of your application you will be assigned a candidate number. Candidate numbers are assigned for the purpose of protecting your social security number from being transmitted electronically. This candidate number will be printed on your admission letter. Please be certain to use the candidate number that has been assigned to you and not your social security number when taking your examinations.
- Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. A lab jacket, smock or apron over slacks or skirts is acceptable. Hats are NOT allowed during the practical or written examinations. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name). You may choose to dress in layers to accommodate changes in the room temperature.
- In consideration of other candidates in the examination room, please refrain from wearing perfume or cologne.
- **ABSOLUTELY NO VISITORS WILL BE ALLOWED AT THE TESTING SITE.** Candidates are not allowed visitors or to receive messages during the examination.
- Practical examination stations at the testing facility are countertops that are attached to the wall. The stations are 32" from the floor to the bottom of the station. Your work area is 36" wide and 18" deep. The countertops are 2" thick. Please make sure that your mannequin stand will open wide enough to accommodate the countertops. Practical examination stations at the hotel are tables that are elevated on leg risers. The tables are 32" from the floor to the bottom of the table. Your work area is 18" wide and 36" long.
- Recommended kit size is no larger than 30" x 30". For safety reasons all kits must be able to fit completely under the countertop or table area.
- Masking tape is recommended for the practical examination. Scotch tape causes damage to the candidate stations and is not permitted during any section of the practical examination.
- Candidates are not permitted to use aerosol products at any time during the examinations. All products and sanitizers must be non-aerosol.

## 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.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates 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.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the next section of this examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers.

**MODEL AND/OR MANNEQUIN  
INFORMATION**

Candidates may choose to bring a model and/or a mannequin for the Barber 1 examination.

Models must be at least 15 years of age and cannot be licensed or a student studying in this field. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all services in the practical examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

Candidates may choose to bring one mannequin head for the practical examination and a table clamp. No more than two mannequin heads will be allowed into the examination.

**Mannequin heads that have been purchased presectioned 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 instructed by the examination coordinator that they are not permitted and it must be put away.**

**BARBER 1  
EXAMINATION SECTIONS**

The Barber 1 examination consists of 2 sections.

**1. National Barber 1 Written Examination**

The written examination will be administered at a computer based testing center. A referral letter will be mailed with your practical examination admission letter. The referral letter will contain contact information to schedule and pay your written examination fee.

The time allotment for this examination is 90 minutes.

**2. National Barber 1 Practical Examination**

The duration of this examination is approximately 2 hours and consists of the following sections:

**SET UP AND CLIENT PROTECTION  
(10 minutes)**

**Verbal Instructions:**

*"You will now set up the general supplies that you will use throughout your examination."*

*"You will also set up the shaving supplies."*

*"You will be observed for 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."*

**(1)** *"The instructions will be repeated."*

**(2)** *"You may begin set up."*

**Candidates will be evaluated on the following tasks:**

- Disinfects work area
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and drape
- Re-sanitizes hands

**SHAVING WITH A STRAIGHT RAZOR**  
(20 minutes)

**Verbal Instructions:**

*"You will now perform the shaving with a straight razor section of this examination."*

*"You will be observed for 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."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sets up implements that are visibly clean and sanitary
- Sanitizes hands to include wrist
- Applies drape across front of model covering shoulders but not touching neck skin
- Applies towel securely by tucking into neckband
- Places residue towel across chest/shoulder area

**Demonstration of Shaving with a Straight Razor**

- Lathers beard and mustache area using a circular motion with cushions of fingers evenly and safely
- Wrings wet steam towel thoroughly
- Tests temperature of wet steam towel on inside of wrist
- Applies steam towel around face folding ends over forehead and leaving nostrils exposed
- Removes steam towel and lather together in a continuous fluid motion
- Re-lathers beard and mustache area using a circular motion with cushions of fingers safely
- Keeps stretching hand dry and lather-free to prevent slipping
- Strokes straight razor at an angle with grain of beard
- Holds straight razor in correct freehand position with palm facing toward model/mannequin safely
- Uses freehand stroke in appropriate areas
- Holds straight razor in correct backhand position with palm facing away from model/mannequin safely
- Uses backhand stroke in appropriate areas
- Holds straight razor in correct reverse freehand position with palm facing toward model/mannequin safely
- Uses reverse freehand stroke in area 14 safely
- Performs shaving stroke(s) with leading point of straight razor safely
- Applies steam towel to remove all residue safely
- Applies toner or astringent safely

**Safety and Infection Control**

- Maintains towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**HAIRCUTTING**  
(30 minutes)

**Verbal Instructions for Set Up:**

*"You have 2 minutes to remove the supplies from your kit for the haircutting section of this examination. "Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

**Verbal Instructions:**

*"You will now perform the haircutting section of this examination."*

*"You will complete a tapered haircut using clippers and shears."*

*"You will use your clippers to cut the back and sides of the head."*

*"You will be expected to demonstrate clipper over comb."*

*"Clipper guards or attachments may not be used."*

*"You will complete the haircut using shears."*

*"Please do not sweep the hair from the floor until you are instructed."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 30 minutes to complete this section."*

*"You will be informed when you have 15 minutes remaining."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and drape

**Demonstration of Haircutting**

- Uses clippers to establish graduated haircut with no blocked line (taper/fade)
- Handles clippers safely at all times
- Demonstrates use of shears on top of head
- Handles shears safely at all times
- Blends haircut evenly with clippers or shears without leaving weight line
- Cut sides in front of ear uniform in length with clippers
- Establishes outline around ears and sides of neck that follows natural hairline
- Cuts at least ¼ inch of hair throughout haircut

**Safety and Infection Control**

- Removes hair clippings from skin, drape, and work area
- Sweeps hair from floor
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**Examiners will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:**

*"May I please use your comb to check your haircut?"*

**Examiners will read the following to each candidate after checking their haircut:**

*"You may clean up only your hair at this time."*

**BLOW DRY STYLING**  
(15 minutes)

**Verbal Instructions for Set Up:**

*“You have 2 minutes to remove the supplies from your kit for the blow dry styling section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”*

**Verbal Instructions:**

*“You will now perform the blow dry styling section of this examination.”*

*“You will be observed for 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.”*

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

**(2)** *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sets up implements that are visibly clean and sanitary
- Sanitizes hands
- Uses neck strip or towel and drape properly

**Demonstration of Blow Drying**

- Dries hair from scalp to ends to create volume
- Directs air flow to protect scalp
- Controls hair with a brush
- Demonstrates drying of hair on top and one side of head

**Safety and Infection Control**

- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**CANDIDATE SUMMARY  
AND FINAL CLEANUP**

**Verbal Instructions:**

*“This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”*

**RECOMMENDED GENERAL SUPPLIES**

**ALL SUPPLIES MUST BE LABELED IN ENGLISH**

- dry storage kit/container
- Spokane hotel location only: Drop cloth (Must be taped securely to carpet for safety reasons.)
- hand sanitizer
- model or mannequin head(s) and a table clamp (pre-marked mannequin head(s) are **NOT** permitted)
- a towel to place between the clamp and the table
- spray disinfectant (non-aerosol)
- astringent
- toner
- disposal bag for waste materials
- cloth and paper towel(s)
- neck strip(s)
- shampoo cape (child size is appropriate for mannequin)
- hair clamp(s)
- comb(s)
- hair brush(es)
- spray bottle
- first aid supplies (blood spill kit)
- masking tape (scotch tape is not permitted)

**SHAVING SUPPLIES**

- shaving cream
- razor
- towel

**HAIRCUTTING SUPPLIES**

- haircutting shears
- clippers
- comb(s)

**BLOW DRY STYLING SUPPLIES**

- blow dryer – must have a cool setting
- hair brush(es)

**REFERENCES**

Practical and written examination references are listed on the NIC written examination Candidate Information Bulletin.

**WASHINGTON  
SCORING**

The minimum passing score for both the written and performance examinations in all practices is a scaled score of 75.

**WASHINGTON  
EXAMINATION RESULTS**

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](http://www.DLRoope.com). A message will be posted on the website when the result letters are available, please allow 3 to 10 business days. **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.

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 original result letter will be sent directly to the Washington Department of Licensing.

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](http://www.DLRoope.com).**

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.

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 for the list of tasks that are evaluated. Candidates will need to complete and submit a rescheduling application and fee to DL Roope Administrations Inc. at the address listed on the form.

## NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps MUST be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

### CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

### MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

### EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

**NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.**

## WET DISINFECTION STANDARD

- 1** All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.
- 2** All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

## DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

## HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

## NAIL TECHNOLOGY

### Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2008

Visit our website at [www.nictesting.org](http://www.nictesting.org)