

DL ROOPE

A Prometric Company



Candidate Handbook ***WEST VIRGINIA*** ***BARBER 1 (NO CHEMICAL)***

1-888-375-2020

Effective: JUNE 1, 2025

Revised: April 1, 2025

WEST VIRGINIA BARBER 1 (NO CHEMICAL) CANDIDATE HANDBOOK

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

This handbook includes the NIC Practical Barber 1 (No Chemical) Candidate Information Bulletin (CIB), which contains the examination sections administered in West Virginia.

NIC Barber 1 (No Chemical) Practical CIBNIC pages #1 – 15
The NIC Written CIB is available on our website at www.DLRoope.com.

DL ROOPE ADMINISTRATIONS CONTACT INFORMATION

To request examination information you may write, phone or visit us at our website:

DL Roope Administrations Inc. – A Prometric Company

4400 140th Avenue North, Suite 230

Clearwater, FL 22762

DLRoopeSupport@prometric.com

Toll Free 1-888-375-2020

www.DLRoope.com

ELIGIBILITY REQUIREMENTS

Eligibility requirements for the licensure examinations are set by the West Virginia Board of Barbers and Cosmetologists (Board). D.L. Roope Administrations (A Prometric Company) 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 www.wvbbc.org or contact the Board office at 1-304-558-2924.

WEST VIRGINIA SCHOOL CANDIDATE INFORMATION

If you graduated from a licensed school in the State of West Virginia, 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.

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 AND OUT OF STATE CANDIDATE INFORMATION

If you did not graduate from a school licensed in the State of West Virginia, you may visit the Board's website at www.wvbbc.org or contact the board office at 1-304-558-2924 for information regarding requirements for licensure. Please visit our website at www.DLRoope.com to apply online or to print the Out of State exam application.

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 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 a physician, 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 requiring ADA accommodations will confirm they are an ADA applicant during the examination application process on the DL Roope website. When the application is submitted, the DL Roope team will review the application and if complete, the applicant will be emailed the required ADA forms. Once the ADA forms are submitted by the applicant and approved by DL Roope, applicants will receive notification and specific instructions to schedule their exams. Candidates must submit the appropriate forms with the application to D.L. Roope Administrations by the application deadline date for practical examinations.

EXAM APPLICATION INFORMATION

If you graduated from a school licensed by the 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 or are reinstating a lapsed license, you may visit our website at www.DLRoope.com to print a paper "Reinstate & 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 West Virginia. 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.

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

IMPORTANT!

Your **first** and **last** name (including multiple first or last names) must be entered on your application **EXACTLY** as it appears on the **Government Issued ID you will be bringing with you on the day of your exam(s).**

The name you enter on your online application at www.DLRoope.com will be the name listed on your admission letter. You will not be permitted to test if there is a discrepancy with your first or last name, and a refund will not be given.

If you have multiple first names, last names, or hyphenated names on your government issued ID, **all names must also be included on your application, EXACTLY as listed on your government issued ID.**

Example:

- If your first name is Susan Ann on your government issued ID, you must include both names on your application.
- If your last name is Jones-Smith, you must include both names on your application.

IMPORTANT NOTE: You will not be permitted to test if there is a discrepancy with your name and a refund will not be given. 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 **DLRoopeSupport@prometric.com** at least 10 calendar days PRIOR to your scheduled examination. Our office will verify the changes and send an updated admission letter.

Once you complete the application and payment, 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, along with instructions to log into the scheduling portal and schedule your examinations on a date and at a location that is convenient for you.

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

EXAM LANGUAGES

The practical examination is only offered in English. The written examination is offered in additional languages, you will select the language preference for your written examination when you apply for the examination. **The West Virginia State Law questions are in English only.**

COMPUTERIZED WRITTEN EXAMINATION SCHEDULING INFORMATION

1. Once your application to take your exams has been approved, an approval is sent to Iso-Quality Testing (IQT) for the computerized written examination.. Your approval will be transmitted to the online scheduling portal at the end of each business day, and you will receive an email from "SMT Notice" at registrations@isoqualitytesting.com. The letter will provide you with instructions to go online to schedule your exam using your assigned candidate number and secure password. **If you do not receive an email within 1 business day, please check your SPAM or JUNK folder before contacting our office.**

2. **Please do not schedule your written examination until you have received your practical exam admission letter in the mail, to avoid inadvertently scheduling the written exam on the same day and time as your practical exam.**
3. You must schedule your computerized written examination within six months or your approval. Your examination fee will expire after six months.
4. Prior to scheduling your exam, confirm your first and last name (including multiple first or last names) on your approval letter matches exactly to the government issued ID you will be presenting on your exam date. If your name does not match, please email our office at DLRoopeSupport@Prometric.com with a copy of your ID to make changes to your registration PRIOR to scheduling your exam. You will not be permitted to test if there is a discrepancy with your name, and a refund will not be given. Please see the “Exam Application Information” section of this manual for specific ID and name requirements.
5. **If you are scheduling your written exam on the same day as your practical exam, before scheduling your written exam** please refer to the section titled “EXAMINATION SECTIONS” in this handbook for the amount of time needed to complete the practical exam. You will need to make sure you allow enough time to complete the practical exam before the scheduled written exam time.
 - It is recommended that you schedule your examinations by clicking on the scheduling link in your approval e-mail. You will be able to log into our user-friendly scheduling portal using your assigned candidate number and secure password, located on the letter emailed from SMT Notice at registrations@isoqualitytesting.com. The link on the approval letter will take you into the scheduling portal, or you may schedule by calling and speaking with a telephone support specialist. **If you do not receive an email from “SMT Notice” at registrations@isoqualitytesting.com, please check your SPAM or JUNK folder before contacting our office.**
 - The scheduling portal shows your approved examination(s) and provides the location that is closest to your zip code, or you may select another test site if desired. The scheduling portal shows all available seats on the schedule. You will select the date and time of your preference from a drop-down menu. Once selected, all details of the selected exam date, time and location appear on the screen, and you will be required to confirm all details and click to submit.
 - **You must print your admission letter, and you will also receive an e-mail confirming your scheduled examination. If you do not have access to a printer, you may request a copy of your admission letter be mailed to you. A printed admission letter must be presented on the day of the exam. Electronic copies are not permitted.**

PRACTICAL 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 practical examination to D.L. Roope Administrations 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. Admission letters are mailed to the candidates following the examination deadline date of the candidate's requested exam week. This letter confirms the scheduled examinations. It also includes the date, time, location and directions to the testing location. Admission letters will be mailed after the deadline date. Please note that D.L. Roope Administrations schedules the examinations over 1 to 4 days according to the number of candidates that apply for an examination week.

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. Your examination date must be prior to the 6-month expiration of your examination fee. Please allow time in the event it is necessary to reschedule your exam due to an emergency situation, weather, etc.

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.

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.
- Military deployment - documentation from the military 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 emailed to smt-operationsteam@prometric.com within 10 days after your scheduled examination for review. If approved, you will be notified and permitted to reschedule your examination. Examinations may be rescheduled one time only due to a documented and approved emergency situation.

IDENTIFICATION INFORMATION

You must present one (1) form of identification, which must be government issued and must include a current photo and signature. The identification must be original, no electronic copies will be accepted.

THE FOLLOWING ARE ACCEPTED AS IDENTIFICATION:

Original Identification with Photo – MUST BE CURRENT (Not Expired):

- 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 **first** and **last** name (including multiple first or last names) submitted as you entered it on the application at DLRoope.com will be indicated on your admission letter. Please verify that your name, address, photo identification number and date of birth are correct on your admission letter **PRIOR** to your scheduled examination. You will not be permitted to test if there is a discrepancy with your first or last name, and a refund will not be given.

If your name has changed or does not match exactly with your Identification and 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 DLRoopeSupport@prometric.com at least 10 calendar days **PRIOR** to your scheduled examination. Our office will verify the changes and send an updated admission letter.

ADMISSION TO THE EXAMINATION INFORMATION

Exam admission letters will be generated when your examination is scheduled. This letter will confirm the scheduled examination. It will also include the date, time, location, and directions for your examination.

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 DLRoopeSupport@prometric.com at least 10 calendar days **PRIOR** to your scheduled examination. Our office will verify the changes and send an updated admission letter.

- Registration begins 30 minutes prior to the scheduled examination time.
- It is your responsibility to report to the examination facility 30 minutes prior to your exam start time to allow for the check-in and identification process. For practical exams, the exam coordinator will open the door when it is time to begin registration.
- **The examination will begin promptly at the time listed on your admission letter.** For Practical exams, please DO NOT knock on the door if it is closed.
- Late candidates will NOT be permitted and will be required to re-apply and re-pay the examination fee. Please allow for unexpected delays on your way to the testing facility. Walk-in candidates are not permitted.

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" or on the written CIB. Your driver should wait in their vehicle until you are done and have exited the building.

PROFESSIONAL ATTIRE & CONDUCT INFORMATION

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.

EPA registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal

properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.

- Simulated products are not allowed for disinfectants and hand sanitizers.
- NO AEROSOLS OR DISINFECTANT SPRAYS are allowed in the testing environment.
- Candidates **MUST** wear gloves when using disinfectant.
- Candidates are not allowed to label products as single-use items.

PROHIBITED ITEMS – NOT ALLOWED

Due to exam security reasons, the following items are **NOT** permitted: No electronic devices, cellular phones, cameras, textbooks, study materials, watches of any kind, purses, car keys, fobs etc. These items should be left at home, locked in the lockers provided at the test site 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 or any electronic devices 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 transparent plastic zip lock bag with the following items into the examination rooms: Photo identification, admission letter, medication & personal hygiene items. For practical exams, you will be instructed to place your zip lock bag under your work area. For written exams, you will be required to place your items in a locker. These items 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.

Due to safety issues during the examinations, tripods may **NOT** be used during the Cosmetology, Hair Design, Barbering or Esthetics practical examinations. Candidates may only use mannequin stands that attach to the workstation. 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.

EXAMINATION SECTIONS

The Barber 1 (No Chemical) examination consists of 2 sections.

1. National NIC Barber 1 (No Chemical) Written Examination

The time allotment for this examination is 90 minutes.

2. National NIC Barber 1 (No Chemical) Practical Examination

The duration of this examination is approximately 2 hours.

The NIC Barber 1 (No Chemical) written examination is the examination administered for the Barber 1 (No Chemical) licensure in West Virginia. The Barber 1 (No Chemical) written Candidate Information Bulletin is available on our website at www.dlroope.com.

BARBER 1 (NO CHEMICAL) PRACTICAL EXAMINATION SECTIONS

The examination sections of the NIC Barber 1 (No Chemical) practical examination are outlined in the NIC Candidate Information Bulletin (CIB) that is included with this handbook. The duration of this examination is approximately 2 hours.

The West Virginia 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

- This practical examination is demonstrated on mannequins, models are **NOT** permitted. Please refer to the 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 or unfriendly, 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 DLRoopeSupport@prometric.com.

WEST VIRGINIA SCORING INFORMATION

A scaled score of 70.00 is required on the written and practical examination. Candidates must achieve an overall passing score on each examination in order to be assigned a Pass status on that examination. No pass or fail decisions are made on individual content areas or sections within the examinations. If a candidate fails one of the examinations, the candidate is required to retake the failed examination in its entirety.

WEST VIRGINIA 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. 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 indicated on your admission letter.

A message will be posted on the website when the result letters are available. **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.** 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 Department. 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 fail 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 Handbook and the NIC Candidate Information Bulletin (CIB) for the list of tasks that are evaluated. Candidates may apply online on our website at DLRoope.com or complete and submit a rescheduling application and fee to D.L. Roope Administrations at the address listed on the application.

PRACTICAL CANDIDATE INFORMATION BULLETIN

Please see next page.

National Barber 1 (No Chemical) Practical Examination CIB

Effective: November 01, 2023

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CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

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

The National Barber 1 (No Chemical) Practical Examination is a licensure examination for Barber 1 (No Chemical), developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Barber 1 (No Chemical) Practical Examination content and administration for core services and additional sections and references.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – 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. References will be the same across exam types for each exam.

BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!

IMPORTANT INSTRUCTIONS

General

- The NIC Practical examinations are designed to assess candidates' ability to perform tasks expected to be performed while working as a licensed professional. The tasks a candidate will be asked to perform are those that frequently occur on-the-job and that are important to safe and proficient performance. Though the tasks are performed in an artificial testing session, efforts are made to make the tasks seem realistic and to closely mimic actual conditions. Candidates are expected to conduct themselves as if they were performing these tasks in actual scenarios.
- 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.*
- All examinations are administered in a testing environment.
- Candidates are evaluated at all times. Continue working until the entire section is complete or time has elapsed.

Supplies

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.
- EPA registered, disinfectant wipes that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT AND AEROSOL SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.
- **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-manufacturer-created labels must be only in English.
- Original manufacturer's labels are *required* for all disinfectants and hand-sanitizers.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- 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.

Standardized Administration

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 examination administration personnel are not allowed to communicate with other testing 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, they may notify the proctor by raising their 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, they need to step back 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 IMMEDIATELY.

Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
 - Possession of cellular phones, watches (of any kind), 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.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. 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 immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

Safety

- 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 proper blood exposure procedures.
- Failure to do so may result in dismissal from the examination.
- Be sure to contact the examination provider or State to obtain the most current version of, and any addenda to blood exposure procedures.
- 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 and could result in removal from the testing area.
- If a candidate experiences any other unsafe conditions, they will need to address it immediately.

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) :

- Candidates who are required to use a mannequin head(s) are responsible for coming prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Mannequin heads 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 1 (No Chemical) 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 1 (No Chemical) Practical Examination Content Domains Sections). 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

IMPORTANT INSTRUCTIONS

failing score for the examination. A straight razor **MUST** be used. Check your state's examination regulations for razor blade and live model and/or mannequin requirements. In accordance with manufacturer's guidelines, gloves **MUST** be worn during disinfection procedures.

BARBER 1 (NO CHEMICAL) PRACTICAL EXAMINATION CONTENT OUTLINE

Core Domain Sections

The scope of the National Barber 1 (No Chemical) Practical Examination includes 5 (five) 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 (10 minutes)
2. HAIRCUTTING (40 minutes)
3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)
4. SHAVING WITH A STRAIGHT RAZOR (Variable Timing)
5. BLOOD EXPOSURE PROCEDURE (10 minutes)

Domain Details

The following outlines the scope of content covered by the NIC National Barber 1 (No Chemical) Practical Examination.

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 only 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 with manufacturer’s label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- **1.2 Sanitizes hands with product with manufacturer’s label in English**
- **1.3 Sets up supplies for Client 1**

- 1.4 Places items to be disinfected, soiled linens, and trash in correct containers 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 prepare your client for services.

You will perform a scalp analysis.

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

You will demonstrate clipper cutting with and without a guard or use a clipper with detachable blades.

You will demonstrate use of shear over comb.

You will demonstrate fingers and shear cutting. 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.

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

Do not remove your hair clippings from your work area until you are instructed individually, by the examiner, to do so. 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 using all proper neck-shave procedures

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** Sideburns are uniform in length
- **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. You will breakdown your work area and dispose of supplies used in the previous sections of this examination. Upon completion, please do nothing until the next verbal instructions are given.”

- **2.12** Maintains drape throughout section
- **2.13** Removes hair from work area
- **2.14** Places items to be disinfected, soiled linens, and trash in correct containers 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 (10 minutes) Proctor – Verbal Instructions: Read to all candidates:

“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 prepare your client for a shave.

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:**
 - **3.1** Disinfects all work areas completely with product labeled with manufacturer’s label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal
 - **3.2** Sanitizes hands with product with manufacturer’s label in English
 - **3.3** Places items to be disinfected, soiled linens, and trash in correct containers 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 Sets up implements that are visibly clean**
- **4.2 Demonstrates proper draping and client preparation**
- **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 areas 1, 3, 11; 2, 13, and 14.”

- **4.5 Demonstrates freehand stroke in areas 1, 3, and 11 safely**

- 4.6 Demonstrates backhand stroke in area 2 safely
- 4.7 Demonstrates reverse freehand stroke in areas 13 and 14 safely

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 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.”

- 4.8 Completes the shaving service
- 4.9 Maintains drape throughout section
- 4.10 Places items to be disinfected, soiled linens, and trash in correct containers 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.”

- **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 Barber 1 (No Chemical) 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.
- Tools must be in good working order.

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 in English
- All other created labels must be only English

Suggested Supplies

- * Candidate Supply Kit to Serve as Dry Storage Area (Must be Closeable)
- * Clippers (Must be Fully Charged, if Cordless)
- * Cloth Towels
- * Comb(s)
- * Container Labeled "items to be Disinfected" (Recommended: Free-Standing Paper Bag with Plastic Liner)
- * Container Labeled "soiled Linens" (Recommended: Free-Standing Paper Bag with Plastic Liner)
- * Container Labeled "trash" (Recommended: Free-Standing Paper Bag with Plastic Liner)
- * EPA-Registered Disinfectant Wipes with Manufacturer's Label that Demonstrates Bactericidal, Fungicidal and Virucidal Properties Must be Used (Must be Actual Disinfectant Wipes)
- * Gloves
- * Guards/Detachable Blades
- * Hair Brush(Es)
- * Hair Clip(s) and/or Clamp(s)
- * Hand Sanitizer and Manufacturer's Label (Must be Actual Hand Sanitizer)
- * Mannequin Head(s) and a Table Clamp or Tri-Pod (Pre-Markings or Pre-Sectioning on Mannequins is not Permitted)
- * Neck Strip(s)
- * Paper Towels

Suggested Supplies

- * Protective Capes (Child Size Capes may be Used for Mannequin)
 - * Shaving Cream (Non-Aerosol)
 - * Shears
 - * Spatula(s)
 - * Spray Bottle with Water
 - * Steam Towel
 - * Straight Razor(s)
 - * Toner, Talc, or Moisturizer
-

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference exam material.

Standard

Milady Standard Barbering

Copyrighted 2017

6th Edition

9781305100558

Milady www.Milady.com

Info@Milady.com;

Pivot Point Fundamentals: Barbering, (101B – 113B)

Copyrighted ©2022 Pivot Point International, Inc.

1st Edition, 2nd printing

978-1-940593-96-8

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