MEETING AGENDA
SOUTH DAKOTA BOARD OF BARBER EXAMINERS
811 E 10th St, Sioux Falls and 1200 E 21st St, Sioux Falls
Monday, September 16, 2019 10:00 am CST

Department of Labor & Regulation Office
811 E 10th Street, Sioux Falls, SD

A. 10:00 am -- Call Meeting to Order..................President Darrell Deheer
B. Roll Call ..................................................Kristy Wright, Secretary-Treasurer
C. Approval of Agenda .......................................President Darrell Deheer
D. September 10, 2018 Meeting Minutes................Kristy Wright
E. Treasurer's Report........................................Kristy Wright
F. Barber Board Work Days and Travel Vouchers
G. Open for Public Comment
H. Renewal Update
I. Inspection Update
J. School License Application
K. Practical Examination
L. Other Business
M. 11:30 am – Recess for Lunch

1200 E 21st Street, Sioux Falls, SD

N. 1:00 pm – Reconvene
O. Roll Call ..................................................Kristy Wright, Secretary-Treasurer
P. Executive Session to Administer Licensing Practical Examination
Q. Exit Executive Session - Adjourn

Individuals needing assistance, pursuant to the Americans with Disabilities Act or to join the meeting via teleconference, should contact the Board of Barber Examiners at (605-773-6193) by Friday, September 13, 2019 to make any necessary arrangements.
President Darrell Deheer called the meeting to order at 10:00 am at the Department of Labor & Regulation office located at 811 E 10th Street, Sioux Falls, South Dakota.

Secretary-Treasurer Kristie Wright read the roll and a quorum was established.

**Members Present:**
- Darrell Deheer, President
- Kristie Wright, Secretary-Treasurer
- Alex Jensen
- Randy Scott

**Others Present:**
- Kate Boyd, Executive Director
- Graham Oey, Staff Attorney, Department of Labor & Regulation
- Angela Taylor, Stewart School Director
- Matt Feigen, Stewart School Owner

Alex Jensen made a motion to approve the agenda. Randy Scott seconded the motion. **MOTION PASSED.**

Staff members Kate Boyd, Executive Director and Graham Oey, Staff Attorney, Department of Labor & Regulation introduced themselves and provided background on themselves and the role they play within the department and specifically with the Barber Board.

Randy Scott made a motion to approve the minutes of the June 4, 2018 meetings. Alex Johnson seconded the motion. **MOTION PASSED.**

The Treasurer’s Report showed available funds as of August 31, 2018 of $12,302 and reserve funds of $36,140. Kristie Scott made a motion to approve the Treasurer’s Report. Alex Jensen seconded the motion. **MOTION PASSED.**

Stewart School representatives Angela Taylor, School Director and Matt Feigen, owner presented a proposal to the Board regarding their desire to offer barber education and allow common portions of the cosmetology and barber curriculum to be taught together. At some point those seeking a barber license would break off and be taught specific barbering curriculum such as haircuts and straight edge shaving. The cosmetology students would continue with cosmetology services that aren’t a part of the barbering scope of practice, namely esthetics and nail technology. There may also be the possibility of offering additional barbering specific education to cosmetologists who would like to become licensed as barbers, similar to the cross-over programs in other states, such as Colorado and Texas. Ms. Taylor acknowledged that the school would need to have barber instructors on board to teach barbering services. She further offered to come back to the Board with a detailed proposal of how this could work in South Dakota.
Kristie Scott made a motion to work with Stewart School to develop a proposal to integrate barbering and cosmetology education. Randy Scott seconded the motion. **MOTION PASSED.**

Executive Director Kate Boyd gave a report on the status of license renewals. Currently we have 166 licensed barbers and 98 licensed barber shops. There were 16 non-renewals of barber licenses and 6 non-renewals of shop licenses.

Board members reported on the status of their inspections. It was agreed that the inspection year runs with the calendar year.

A discussion was held about Board policies regarding examinations and other goals of the Board.

Executive Director Kate Boyd asked some questions about the application and the process for becoming licensed in South Dakota. She pointed out that the applicant is signing with a statement that under penalty of perjury they are providing honest answers.

Alex Johnson made a motion to eliminate the notary requirement from the application. Randy Scott seconded the motion. **MOTION PASSED.**

Director Boyd asked about the form in the file that has apparently been used in the past to have a member of the board review every application. She suggested that the staff review applications and if there are any red flags, the applications will be referred to the Board for their input and disposition.

Alex Johnson made a motion to no run every application by the Board and allow the staff to determine if an application appears to have inconsistencies or other red flags, in which case those red-flagged applications will be referred to the Board. Kristie Wright seconded the motion. **MOTION PASSED.**

Director Boyd stated that she would update the application and forward it to Board members for their review.

There was discussion about candidates for licensure taking the written theory and practical exam. Three candidates took the written exams earlier in the morning prior to the start of the Board meeting. Two of the candidates will take the practical exam in the afternoon. She noted that if a candidate fails the theory examination but passes the practical examination, they will be required to retake the failed examination before being issued a license. Administering both exams on the same day cuts down on travel costs for staff and for the applicants.

There was discussion about individuals who are licensed as cosmetologists seeking a South Dakota barber license after going to a barber school in another state that allows cross-over licenses. It was agreed that the cross-over education needs to be from an actual barber school. These individuals will be required to take the theory and practical examinations in South Dakota prior to being issued a license.
Alex Jensen made a motion to recess for lunch. Kristie Wright seconded the motion. **MOTION PASSED.**

The meeting was recessed at 11:10 am.

President Darrell Deheer called the meeting back to order at 1:10 pm at Earl’s Barber Shop located at 1200 E 21st Street, Sioux Falls, South Dakota.

Roll was taken and a quorum was established.

**Members Present:**
- Darrell Deheer, President
- Kristie Wright, Secretary-Treasurer
- Randy Scott

**Members Absent:**
- Alex Jensen

**Others Present:**
- Kate Boyd, Executive Director
- Graham Oey, Staff Attorney, Department of Labor & Regulation

The purpose of the afternoon meeting was to administer barber practical examinations.

Kristie Wright made a motion to go into executive session to conduct licensing examinations for two candidates. Randy Scott seconded the motion. **MOTION PASSED.**

Executive Session began at 1:15 pm.

At 3:05 pm the Board went back into regular session. Kristie Wright made a motion to adjourn. Randy Scott seconded the motion. **MOTION PASSED.**

The meeting was adjourned at 3:05 pm.

Respectfully submitted,

Kate Boyd, Executive Director
Board of Barber Examiners
<table>
<thead>
<tr>
<th>YEAR-TO-DATE</th>
<th>CURRENT MONTH</th>
<th>ACCOUNT</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,944.85</td>
<td>4,094.85</td>
<td>42006704</td>
<td>102300006704</td>
</tr>
<tr>
<td>5,944.85</td>
<td>4,094.85</td>
<td>42006704</td>
<td>102300006704</td>
</tr>
<tr>
<td>719.85</td>
<td>719.85</td>
<td>42006704</td>
<td>102300006704</td>
</tr>
<tr>
<td>719.85</td>
<td>719.85</td>
<td>42006704</td>
<td>102300006704</td>
</tr>
<tr>
<td>4,875.00</td>
<td>0.00</td>
<td>42006704</td>
<td>102300006704</td>
</tr>
<tr>
<td>4,875.00</td>
<td>0.00</td>
<td>42006704</td>
<td>102300006704</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>42006704</td>
<td>102300006704</td>
</tr>
</tbody>
</table>

FOR PERIOD ENDING: 08/31/2019
REVENUE RECEIVED BY BUDGET UNIT
STATE OF SOUTH DAKOTA

17
<table>
<thead>
<tr>
<th><strong>Account Manager</strong></th>
<th><strong>Date</strong></th>
<th><strong>Post Approval</strong></th>
<th><strong>Remarks</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3,787.88 Cr</td>
<td>266.97 Cr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Amount</strong></th>
<th><strong>Dr</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>9,490.75</td>
<td></td>
</tr>
<tr>
<td>1,798.67</td>
<td></td>
</tr>
<tr>
<td>1,798.67</td>
<td></td>
</tr>
<tr>
<td>69,000 Cr</td>
<td></td>
</tr>
<tr>
<td>69,000 Dr</td>
<td></td>
</tr>
<tr>
<td>15,100</td>
<td></td>
</tr>
<tr>
<td>719.85 Cr</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TOTAL ACCOUNT GROUP NET CHANGE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>5/10/2019</td>
</tr>
<tr>
<td>6/10/2019</td>
</tr>
<tr>
<td>7/10/2019</td>
</tr>
<tr>
<td>8/10/2019</td>
</tr>
</tbody>
</table>

**COMPANY NAME**: PROFESSIONAL & LICENSING BOARD
**ACCOUNT CENTER**: 5653

**FOR PERIOD ENDING**: 08/31/2019

MONTHLY REPORT AND APPOINTMENT VOUCHER REPORT
STATE OF SOUTH DAKOTA

**BANKING**: 08/31/2019
<table>
<thead>
<tr>
<th>Name</th>
<th>Initial Balance</th>
<th>Current Balance</th>
<th>Budgeted</th>
<th>Expenditures</th>
<th>Encumbrances</th>
<th>Available</th>
<th>Final Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company 6591-1 Total</td>
<td>15,756.73</td>
<td>15,899.76</td>
<td>31,120.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Company 6592-1 TO</td>
<td>26,582.00</td>
<td>4,550.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Supplies &amp; Wares</td>
<td>250,800.00</td>
<td>26,497.00</td>
<td>250,000.00</td>
<td>2,007.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>2,550.00</td>
<td>2,550.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>20,120.00</td>
<td>569.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Budget Unit Name:** Board of Barber Examiners

**Date:** 07/14/2019

**Page:** 1 of 73

Barber June 2019
<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/90</td>
<td>15.241.68</td>
<td></td>
</tr>
<tr>
<td>10/30/00</td>
<td>112.934.98</td>
<td></td>
</tr>
<tr>
<td>07/26/99</td>
<td>16.832.20</td>
<td></td>
</tr>
</tbody>
</table>

** TOTAL ACCOUNT GROUP NET CHANGE **

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/90</td>
<td>15.241.68</td>
<td></td>
</tr>
<tr>
<td>10/30/00</td>
<td>112.934.98</td>
<td></td>
</tr>
<tr>
<td>07/26/99</td>
<td>16.832.20</td>
<td></td>
</tr>
</tbody>
</table>

** COMPANY NAME PROFANE LICENSING BOARDS **

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/90</td>
<td>15.241.68</td>
<td></td>
</tr>
<tr>
<td>10/30/00</td>
<td>112.934.98</td>
<td></td>
</tr>
<tr>
<td>07/26/99</td>
<td>16.832.20</td>
<td></td>
</tr>
</tbody>
</table>

** TOTAL COMPANY -- NET CHANGE **

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/90</td>
<td>15.241.68</td>
<td></td>
</tr>
<tr>
<td>10/30/00</td>
<td>112.934.98</td>
<td></td>
</tr>
<tr>
<td>07/26/99</td>
<td>16.832.20</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>9/18/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>9/19/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>9/20/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>9/21/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>9/22/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>9/23/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>9/24/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>9/25/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>9/26/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>9/27/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>9/28/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>9/29/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>9/30/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/1/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/2/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/3/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/4/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/5/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/6/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/7/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/8/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/9/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/10/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/11/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/12/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/13/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/14/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/15/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/16/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/17/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/18/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/19/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/20/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/21/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/22/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/23/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/24/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/25/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/26/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/27/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/28/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/29/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>10/30/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/1/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/2/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/3/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/4/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/5/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/6/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/7/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/8/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/9/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/10/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/11/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/12/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/13/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/14/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/15/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/16/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/17/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/18/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/19/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/20/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/21/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/22/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/23/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/24/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/25/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/26/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/27/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/28/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/29/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
<tr>
<td>11/30/15</td>
<td>Operating Expenses</td>
<td>3,300</td>
</tr>
</tbody>
</table>

**Note:** The table above represents the monthly operating expenses for the given period.
South Dakota School License Application

South Dakota Board of Barber Examiners  500 E Capitol  Pierre, SD 57501-5070
605-773-6193  Fax 605-773-7175  barber@state.sd.us

School Licenses are issued by the South Dakota Board of Barber Examiners under the SDCL 36-14. Print or type all information. Use the reverse side if additional space is required. Attach a non-refundable School License fee of $150.00 for one school license.

1. Type of school (check one)

This is an application for:  New school ☒ Ownership change ☐ Address change ☐

Proposed opening date of new school:  2/1/2020 OR

New ownership/address change start date: __________ OR

2. Basic School Information

Name of School:  South Dakota Barber College

School owner(s) or Corporation name:  Denise Joseph Valderrama

Physical location of school:  1601 Cambell St.  Rapid City, SD 57701 (Pending)

Mailing address of school:  1329 Eglin St.  Ste 200  # 354

City:  Rapid City  State:  SD  Zip:  57701

School Phone Number:  605 772 6444  Fax Number:  

Email Address:  Contact @ sdbarbercollege.com

Federal ID  __________________________  Website Address:  sdbarbercollege.com

South Dakota requires 1500 hours for a barber program

Days & times school open:  M-F  9:00AM - 5:30PM (Subject to change)

Start month(s) for classes:  Second Tuesday of every month

Estimated opening enrollment:  N/A  Estimated maximum enrollment:  24-36

AUG 30 2019
Square footage of main school physical premises: 4400

Prior to beginning operation, will the proposed school/branch school have all facilities and equipment required of schools as set forth in the rules of the board. YES ☐ NO ☐ □ If no, explain:

Will you seek accreditation for Federal student financial aid? Yes ☒ No ☐ □ Already Accredited ☒

Explain: Attending accreditation workshop September 6, 7, & 8

3. School Owner(s) Information

A. List the name and address of each individual, partner or corporate officer who owns the above school.

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence address/city/zip</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donnie Valderrama</td>
<td>104 McKinley Cir Vacaville CA 95687 ph 707 254-5117</td>
<td></td>
</tr>
</tbody>
</table>

B. This school will be owned by (check one): Sole proprietorship ☒ Corporation ☐ Partnership ☐

C. If the school is owned by a corporation or partnership, give the name and address of the principal place of business of the partnership or corporation. N/A

D. Give the start date of partnership or incorporation and the state in which it was formed. N/A

E. If the school is owned by a corporation, give the name and address of the South Dakota agent authorized to accept legal services: N/A

F. Mark the appropriate answer below. If any question asked below requires a yes answer, submit an explanation with this application. Have any principal owner(s), officer(s), or any person in a management capacity:

1. Ever been convicted of a felony or are charges pending? Yes _ ☐ No ☒

2. Ever had a license or permit denied or revoked in this or any other state? Yes _ ☐ No ☒

3. Ever been denied (re)accreditation by any accrediting agency? Yes _ ☐ No ☒

4. Instructor(s) and Qualifications. Instructors must have a South Dakota barber instructor certificate. There must be 1 instructor for every 12 students.
List all the persons who will be instructors their barber certificate number

<table>
<thead>
<tr>
<th>Name</th>
<th>Barber Certificate Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dennis Valderrama</td>
<td># 4221</td>
</tr>
</tbody>
</table>

5. **Required Application Attachments**

Program outline curriculum – a curriculum plan which shows the daily schedule that incorporates the required number of education hours (1500) and the number of curriculum areas (see the rules).

Lesson plans for the offered program

- Sample project sheets for practical and clinic floor assignments
- School rules and regulations
- List of textbook(s) and workbook(s) to be used
- Explanation of procedure to track student hours
- Schedule, with days and times open, showing theory and practical times, and holidays closed
- Resume of school director and each instructor

6. **Required Items at Time of Initial Inspection**

- School’s current catalog
- School advertising brochures
- Outside photograph of the school showing school sign
- Floor plan of school with the various areas indicated
- List of required and non-required equipment (ARSD 20:39)
- Copies of required signage

7. **Agreement and Signature**
It is understood and agreed that any license granted is not transferable to another person, partnership or corporation or another location. Whenever, the owner of the school or the location or the school is changed, a new application must be submitted for approval by the South Dakota Board of Barber Examiners at least two months before the change.

It is further understood that the school license expires June 30 of every year and must be renewed annually by July 1.

It is further understood and acknowledged that this is an application only, and the completion of this application does not entitle one to begin operation of a school until authorized to do so by the Board of Barber Examiners upon satisfactory proof of being in compliance with the laws of the State of South Dakota, the Rules and Regulations of the Board of Barber Examiners and the safety and infection control rules and regulations.

It is further understood and acknowledged that the Board may begin proceedings to revoke or suspend the license of such school for any violation of the law relating to barbering, any rules of the Board, or of any of the above noted requirements or if further investigation reveals misrepresentation or false information being given in any manner or form as to any application or request for information made by the Board, by any individual, partnership or corporation acting for or associated with said school.

I declare and affirm under the penalties of perjury that this information has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signed: ____________________________

Signed: ____________________________

Subscribed and sworn to before me this 27th day of August, 2019.

K J THOMPSON
NOTARY PUBLIC
State of South Dakota

Notary Public - South Dakota

My commission expires: July 18, 2020

Instructions for a Barber School License in South Dakota

Schools that teach barbering are governed by the South Dakota Board of Barber examiners under SDCL 36-14 and ARSD 20:39. A copy of the laws and rules are available online at: https://dhr.sd.gov/barbers/laws_rules.aspx

Enclosed is the application for opening a new school.

Before the school opens:

1. The school officials will submit the application, all required attachments, and the non-refundable license fee of $150.00 at least four months in advance of the proposed opening date.

2. The executive director will review the school application and documentation required by the rules with the owners. If additional or revised information is needed, it must be submitted prior to proceeding to the Board interview with the owners. The curriculum plan will be the most critical part and must incorporate the required South Dakota education hours in the required curriculum areas. It is advised that the curriculum plan be submitted and approved before the applicant does any other requirements. It is not the Board's duty to write the curriculum plan for the proposed school. It is strongly advised that the applicant seek professional assistance with this planning stage since this is very crucial to the success of the school.
3. The Board will schedule an interview with the owners. After the interview, the Board will review the application and documentation and vote on the approval of the application at a Board meeting.

4. Prior to issuance of the school license, the inspector will complete a pre-scheduled inspection of the premises and equipment, including required safety and infection control procedures. If deficiencies are found, a follow-up inspection will be conducted to ensure that the school meets the board's requirements.

5. After receiving the approval letter and the school license from the Board, the school may open for business.

After the school opens:

The school will be on a six-month probation for the first year. The school be inspected periodically for the first year. After the first year, the school will be inspected either once or twice a year as is done with all other schools. All inspections are unannounced. The inspector will review the inspection report at the conclusion of the inspection.
Required Application Attachments:

1) **Program outline curriculum**: Attached

2) **Lesson Plans**: Attached

3) **Sample Project Sheets**: Attached

4) **School Rules and Regulations**: Will submit with school catalog

5) **List of Textbooks**: Please see program outline curriculum attachment

6) **Procedure to Track Student Hours**: Student hours will be tracked online through a CRM system such as Pipe Drive

7) **Resume of Director**: Attached
EXPERIENCE

The Central City Barber Shop, Napa, CA — Owner
June 2013 - Current
- Created and orchestrated a highly desired Barber Shop in Napa, CA.
- Systematized and created a unique training system to ensure success for students, barbers, and establishment.
- Developed strong students and licensed barbers through mentoring and coaching, the implementation of policies and thorough training systems.

The Barber Shop of Napa Valley, Napa, CA — Training Manager
November 2002 - March 2013
- Developed a high-volume successful Barber Shop.
- Trained and managed all staff members
- Created and implemented policies and procedures to ensure business growth and public safety

EDUCATION

Sonoma State University, Rohnert Park, CA
May 2018
Bachelor of Arts, Major in Communication and Media Studies

Napa Valley College, Napa, CA
May 2014
Associate in Science, Natural Science and Mathematics
Associate in Science, Transfer Studies

Moler Barber College, Napa, CA
November 2002
Barber License

SKILLS

Leadership in group settings
Strategic thinking
Strong verbal and written communication
Expertise in inspiring and mentoring others
Ability to organize and implement policies

Projects

James Lowell Capoot Library
Co-founded the library at Starting Gate School in honor of fallen officer James Lowell Capoot

Brown Battle Baseball Camp
Co-founded the fundraiser to support two children that lost their parents in an auto accident

Vallejo Naval & Historical Museum
Co-founded a field trip program for elementary students to visit the Vallejo Naval & Historical Museum

Solano Mentor Collaborative
Project Cape mentor for disadvantaged youth in Solano County
PART 1

ORIENTATION TO BARBERING

Lesson Plan 1.0  Chapter One: The History of Barbering
Lesson Plan 2.0  Chapter Two: Life Skills
Lesson Plan 3.0  Chapter Three: Professional Image
Milady Standard Barbering Course Management Guide 1.0

INSTRUCTOR NAME: _______________ DATE TAUGHT: ______

SUBJECT: ORIENTATION TO BARBERING

TOPIC: THE HISTORY OF BARBERING

LESSON OBJECTIVES

Upon completion of this lesson, students will be able to:

1. Discuss the evolution of barbering and the origin of the word barber.
2. Describe the practices of the barber-surgeons and the meaning behind the barber pole.
3. Identify the organizations responsible for advancing the barbering profession and explain the function of state barber boards.
4. Recognize the recent resurgence of barbering in the twenty-first century and the wealth of opportunities available to the new barber.

IMPLEMENTMENTS, EQUIPMENT, AND SUPPLIES REQUIRED

<table>
<thead>
<tr>
<th>Student</th>
<th>Instructor</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>x</td>
<td>Milady Standard Barbering textbook</td>
</tr>
<tr>
<td>x</td>
<td></td>
<td>Student Workbook for Milady Standard Barbering</td>
</tr>
<tr>
<td>x</td>
<td></td>
<td>Instructor Support Slides for Milady Standard Barbering</td>
</tr>
<tr>
<td>x</td>
<td></td>
<td>Whiteboard or chalkboard; dry-erase markers or chalk</td>
</tr>
<tr>
<td>x</td>
<td></td>
<td>Exam Review for Milady Standard Barbering</td>
</tr>
<tr>
<td>x</td>
<td></td>
<td>Online Licensing Preparation for Milady Standard Barbering</td>
</tr>
<tr>
<td>x</td>
<td></td>
<td>MindTap for Milady Standard Barbering</td>
</tr>
<tr>
<td>x</td>
<td></td>
<td>Computer/CD/DVD player, and/or projector</td>
</tr>
</tbody>
</table>

FACILITY: Theory Classroom

TIME ALLOTMENT: 2 to 4 hours (adjust the time based on the school schedule and student activities/participation)
PRIOR STUDENT ASSIGNMENT:
1. Read Chapter 1: The History of Barbering

EDUCATOR REFERENCES:
1. Milady Standard Barbering
2. Milady Standard Barbering Course Management Guide on CD

INSTRUCTOR TEACHING PATH:
- Instructor Materials and Supplies
- Lesson Activities
- Student Materials and Supplies
- Pre-Assessment
- Instructor Demonstration
- Post-Assessment

LESSON ACTIVITIES:
1. Go to Google.com to search for a world map you can display on a screen or affix a map of the world to the whiteboard or wall and/or distribute copies of a world map to students (Supplement 1.0). Have students locate geographical regions to trace the history of barbering as the areas are discussed.
2. Discuss superstitions and myths about hair. Ask students what they have heard.
3. Discuss the concept of everyone knowing or assuming one's status, religion, politics, etc., as a result of one's hairstyle. Ask students what they think someone may assume about them as a result of their personal hairstyle.
4. Discuss with students "why" each of these five items enhance the barbering profession for customers and for barbers.
   Five noteworthy improvements:
   - Implementation of regulatory and educational standards
   - Improved cleaning practices
   - Better implements and tools
   - Study of anatomy dealing with the head, face, and neck
   - The study of products and preparations used in facial, scalp, and hair treatments

INSPIRATION FOR THE DAY
By learning the history of barbering, you begin to become part of its history.

WHY STUDY THE HISTORY OF BARBERING?
- Barbering is one of the oldest documented professions. Understanding its evolution can provide you with an appreciation of the prominent role it achieved in different cultures throughout the ages.
- Knowing the history of your profession can help you predict and understand upcoming trends.
- Having a clear picture of how modern barbering organizations and regulations developed gives you a better idea of where you fit into the profession at large and what is expected of you as a barber.
LESSON PLAN 1.0

SUBJECT OUTLINE AND IN-DEPTH NOTES
TO SHARE DURING PRESENTATION

I. INTRODUCTION
Barbering is one of the oldest professions in the world. Whether from a sense of aesthetics or because of religious conviction, virtually all early cultures practiced some form of beautification and adornment, given the archaeological evidence found in painted pottery, early sculptures, and burial mounds. As civilization advanced, so did the barbering profession, developing from its beginnings as cultural and tribal necessity to the art form it is today.

• Review lesson objectives.

II. UNDERSTAND THE HISTORY OF BARBERING

Teaching Tip: Refer to the Instructor Support Slides for more details on Ancient Cultures: Slides 5-12.

A. ANCIENT CULTURES
Archaeological studies from around the world have shown that haircutting and hairstyling were practiced as early as the glacial age.

Engage: Refer to Activity #1.

B. CUSTOMS AND TRADITIONS
The beliefs, rituals, and superstitions of early civilizations varied from one ethnic group to another, depending on the region and social interactions with other groups.

Teaching Tip: Refer to the Instructor Support Slides for more details on Customs and Traditions: Slides 14–15

Engage: Refer to Activity #2 and #3

C. THE BEARD AND SHAVING
With the razor being such a defining tool for barbering, the history of shaving, as well as caring for the beard in general, deserves a second look.

• Upper Paleolithic period
• Neolithic period
• Ancient Egypt

Teaching Tip: Refer to the Instructor Support Slides for more details on The Beard and Shaving: Slides 18–19.
III. TRACE THE RISE OF THE BARBER-SURGEONS

By the Middle Ages, barbers not only provided tonsorial services but also entered the world of medicine, where they figured prominently in the development of surgery as a recognized branch of medical practice.

- **Guild of Surgeons**
  The barber-surgeons formed their first organization in France in 1096 AD, and by the 1100s had created a guild of surgeons that specialized in the study of medicine.

- **Worshipful Company of Barbers Guild**
  The Worshipful Company of Barbers guild was formed in London, England, in 1308, with the objective of regulating and overseeing the profession. Figure 1-9.

- **Barber-Surgeons Guild of 1371**
  Following the formation of the first French barber guild in 1096, barber-surgeons under the rule of the king's barber formed another guild in 1371, which lasted until about the time of the French Revolution (1789).

A. THE BARBER POLE

The symbol of the barber pole evolved from the technical procedures of bloodletting performed by the barber-surgeons.

🕒 **Teaching Tip:** Refer to the Instructor Support Slides for more details on The Rise of the Barber-Surgeons: Slides 20–25.

IV. UNDERSTAND MODERN BARBERING ORGANIZATIONS AND STATE BOARDS

By the end of the nineteenth century, the profession of barbering had completely separated from religion and medicine, emerging as an independent profession. During the late 1880s, the profession's structure changed and it began to take new directions. The formation of employer organizations known as master barber groups and employee organizations known as journeyman barber groups was the first step toward upgrading and regulating the profession.

- **Master and Journeymen Barbering Groups**
  During this era, the emergence and growth of these organizations helped establish precedents and standards that are part of today's barbering profession.

- **Associated Master Barbers of America**
  The Associated Master Barbers of America was organized in Chicago, Illinois, in 1924, eventually expanding to include beauty salon owners and managers and changing its name to the Associated Master Barbers and Beauticians of America (AMBBA) in 1941.

- **National Association of Barber Schools**
  Working in cooperation with the AMBBA, the National Association of Barber Schools, formed in 1927, developed a program that standardized the operation of the barber schools themselves.
• National Association of State Board of Barber Examiners
  Created in 1929 in St. Paul, Minnesota, the National Association of State Board of Barber Examiners was organized to solidify the qualifications required for barber examination applicants and the methods of evaluation to be used.

• National Association of Barber Boards of America (NABBA)
  The NABBA established the month of September as National Barber Month “in recognition of the contributions of the barbers to the fabric of our society.”

⚠️ **Teaching Tip:** Refer to the Instructor Support Slides for more details on Modern Barbering Organizations and State Boards: Slides 26–30.

### V. CONSIDER THE STATE OF BARBERING TODAY

The profession has been shaped by advances in technology throughout the centuries, from the earliest shears to the manual clippers of the nineteenth century to the high-quality electric tools and social media available today.

• 1940s and 1950s
  The 1940s and 1950s represented the heyday for American barbershops, with many men visiting their neighborhood shops every two weeks to maintain a clean-cut appearance.

• 1960s
  Barbers’ services, while still needed during and after the 1960s, were called upon less through the coming decades as standards of male grooming relaxed and the skills required to cut longer hair were more readily found with hairstylists.

• 1980s
  As longer hairstyles became more mainstream and less associated with social or political ideologies, there was a rise of unisex salons starting in the 1980s, which further threatened the livelihood of barbers, pulling clients away with the offer of fast and cheap hair services.

• 1990s
  Full-service salons and spas rocketed in popularity in the 1990s, drawing even more men away from barbershops.

• 2000s
  After the turn of the century, a resurgence in barbering took place: new schools opened in many states, along with new barbershops, both independent and franchised. The salons and spas of the 1990s had lost their attractiveness, and barbershops could offer an atmosphere more geared to the male consumer.

• 2010 and Beyond
  The year 2010 saw a massive return of beards and beard designs on young men, accompanied by a concern for facial grooming as part of a larger interest in cultivating personal style that includes hair, body art, clothing, and more.

⚠️ **Teaching Tip:** Refer to the Instructor Support Slides for more details on The State of Barbering Today: Slides 31–35.

⚠️ **Engage:** Refer to Activity #4
SUMMARY AND REVIEW:

- Haircutting and hairstyling were practiced as early as the glacial age.
- The beliefs, rituals, and superstitions of early civilizations varied from one ethnic group to another.
- Faces are known to have been shaven as early as 7000 BC.
- By the Middle Ages, barbers not only provided tonsorial services but also entered the world of medicine.
- The symbol of the barber pole evolved from the technical procedures of bloodletting performed by the barber-surgeons.
- During the late 1800s, employer and employee organizations helped establish precedents and standards that are part of today's barbering profession.
- In the 1940s and 1950s, many men visited their neighborhood shops every two weeks to maintain a clean-cut appearance.
- Starting in the 1960s, barbering services were called upon less as standards of male grooming relaxed and the skills required to cut longer hair were more readily found with hairstylists.
- There was a rise of unisex salons starting in the 1980s, which further threatened the livelihood of barbers, pulling clients away with the offer of fast and cheap hair services.
- Full-service salons and spas of the 1990s drew even more men away from barbershops.
- After the turn of the century, a resurgence in barbering took place: new schools opened in many states, along with new barbershops, both independent and franchised.
- By the year 2010, a concern for facial grooming grew as part of a larger interest in cultivating personal style that includes hair, body art, clothing, and more.

✓ CHAPTER REVIEW QUESTIONS AND ANSWERS

1. What is the origin of the word barber?
   **Answer:** The word barber is derived from the Latin word barba, meaning beard.
   **Note:** The answer to this question can be found on page 8 of Milady Standard Barbering.

2. Which country is credited with being the first to develop barbering as an art?
   **Answer:** Greece.
   **Note:** The answer to this question can be found on page 8 of Milady Standard Barbering.

3. What are the characteristics sometimes associated with the wearing of a beard?
   **Answer:** Wisdom, strength, and manhood.
   **Note:** The answer to this question can be found on page 10 of Milady Standard Barbering.

4. What is a tonsure?
   **Answer:** A shaved patch on the crown of the head that distinguished clergymen of the Middle Ages.
   **Note:** The answer to this question can be found on page 9 of Milady Standard Barbering.

5. What were the duties of the barber-surgeons?
   **Answer:** They assisted monks and priests during surgery, performed bloodletting and minor surgery, administered herbs, and pulled teeth.
   **Note:** The answer to this question can be found on page 11 of Milady Standard Barbering.
6. What is the origin of the modern barber pole?
   **Answer:** Is originated as the symbol of the barber-surgeons, representing the technical procedure of bloodletting.
   **Note:** The answer to this question can be found on page 12 of Milady Standard Barbering.

7. What were the names for the barbering employer and employee organizations?
   **Answer:** Master barber groups and journeyman barber groups.
   **Note:** The answer to this question can be found on page 13 of Milady Standard Barbering.

8. Which state was the first to pass a barber’s license law, and in what year was it passed?
   **Answer:** Minnesota in 1897.
   **Note:** The answer to this question can be found on page 14 of Milady Standard Barbering.

9. What is the primary function of state barber boards?
   **Answer:** To protect the health, safety, and welfare of the public as it relates to the practice of barbering.
   **Note:** The answer to this question can be found on page 15 of Milady Standard Barbering.

10. What is the name of the national organization under which state barber boards function?
    **Answer:** National Association of Barber Boards of America.
    **Note:** The answer to this question can be found on page 15 of Milady Standard Barbering.

### LEARNING REINFORCEMENT IDEAS AND ACTIVITIES:

1. Have students complete Chapter 1 of *Milady Standard Barbering Exam Review*.
2. Read Chapter 2: Life Skills.
3. Begin Workbook Chapter 2: Life Skills; due date: _________
4. Have the students complete Internet research on one historical aspect of barbering of their choice. Their goal is to find additional historical details or photos not presented in their textbook. Have them create a 5- to 10-slide PowerPoint presentation to present to the class (optional).
NAME: ________________________ DATE: ______________

✔️ TEST—CHAPTER 1—THE HISTORY OF BARBERING

Read each statement carefully. Circle the letter that correctly completes each of the following statements.

1. The word barber is derived from the Latin word barba, meaning __________.
   a) to cut  
   b) beard  
   c) shave  
   d) hairdresser

2. The first culture to cultivate beauty in an extravagant fashion were the __________.
   a) Romans  
   b) Africans  
   c) Greeks  
   d) Egyptians

3. The barber Meryma'at is a historical figure of __________.
   a) Rome  
   b) China  
   c) Egypt  
   d) Greece

4. The use of braiding frequently denoted status within the tribes of __________.
   a) Israel  
   b) Africa  
   c) Mesopotamia  
   d) Syria

5. In 500 BC, barbering and hairstyling became highly developed arts in __________.
   a) Rome  
   b) Africa  
   c) Greece  
   d) Egypt

6. The man credited with the introduction of shaving and barbering services to Rome in 296 BC is __________.
   a) Caesar  
   b) Meryma'at  
   c) Alexander the Great  
   d) Ticinius Mena

7. In almost every early culture, an individual's hairstyle indicated his or her __________.
   a) status  
   b) personal style  
   c) fashion  
   d) age

8. In ancient Rome, a woman's hair color indicated her __________.
   a) culture  
   b) rank  
   c) personal style  
   d) age

9. Throughout history, hair and beard trends were initiated by the __________.
   a) barbers of the country  
   b) rulers of the country  
   c) wealthy of the country  
   d) upper classes of the country

10. In early times, the beard was considered by almost all nations to be a sign of __________.
    a) peace  
    b) age  
    c) intelligence  
    d) wisdom

11. During the Middle Ages, barbers practiced shaving, haircutting, and __________.
    a) medicine  
    b) business  
    c) magic  
    d) astronomy
12. Barber-surgeons participated in the practice of ____________.
   a) bloodletting
   b) teeth pulling
   c) surgery
   d) a, b, and c

13. The Latin word *tondere* means to ____________.
   a) cut
   b) shear
   c) trim
   d) curl

14. A shaved patch on the crown of the head is known as a ____________.
   a) queue
   b) tonsorial
   c) tonsure
   d) fringe

15. The symbol of the barber-surgeon evolved from the technical procedure of ____________.
   a) pulling teeth
   b) bloodletting
   c) suturing a wound
   d) trimming beards

16. The symbol of the barber-surgeons and modern day barbers is the ____________.
   a) barber razor
   b) barber pole
   c) barber comb
   d) barber sign

17. By the nineteenth century, barbering was completely separated from religion and medicine and began to emerge as an independent ____________.
   a) association
   b) organization
   c) profession
   d) guild

18. The members of employer organizations were ____________.
   a) journeymen barbers
   b) student barbers
   c) master barbers
   d) apprentice barbers

19. In 1893, A. B. Moler established America's first barber ____________.
   a) trade journal
   b) association
   c) school
   d) license

20. America's first barber school was located in ____________.
   a) Chicago
   b) Boston
   c) St. Louis
   d) St. Paul

21. The first state to pass a barber license law was ____________.
   a) Minnesota
   b) New York
   c) Illinois
   d) Ohio

22. The purpose of the National Education Council was to establish the standardization of barber ____________.
   a) poles
   b) training
   c) licenses
   d) uniforms
23. In 1929, the Associated Master Barbers of America adopted a Barber Code of Ethics to promote
   a) barber schools  c) professionalism
   b) examinations  d) regulation

24. State barber boards are primarily interested in maintaining high standards of __________.
   a) appliances  c) products
   b) tools  d) competency

25. One key function of state barber boards is to protect the health, safety, and welfare of the __________.
   a) profession  c) public
   b) barbers  d) board members
### BARBERING PROGRAM—STUDENT ACTION FORM

**Student Name:** ____________________________________  **Student Id:** ____________________________

**School:** ____________________________________  **Campus:** ____________________________

**Start Date:** __________  **End Date:** __________  **Graduation Date:** __________

**Completed Hours:** Theory: __________  Practical: __________  Total: __________

### THEORY GRADE COMPLETION RECORD

<table>
<thead>
<tr>
<th>CH. #</th>
<th>THEORY SUBJECT</th>
<th>GRADE</th>
<th>DATE</th>
<th>STUDENT SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The History of Barbering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Life Skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Professional Image</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Infection Control: Principles and Practices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Implements, Tools, and Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>General Anatomy and Physiology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Basics of Chemistry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Basics of Electricity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>The Skin—Structure, Disorders, and Diseases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Properties and Disorders of the Hair and Scalp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Treatment of the Hair and Scalp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Men's Facial Massage and Treatments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Shaving and Facial-Hair Design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Men's Haircutting and Styling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Men's Hair Replacement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Women's Haircutting and Styling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Chemical Texture Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Haircoloring and Lightening</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Preparing for Licensure and Employment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Working Behind the Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>The Business of Barbering</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OTHER**

- Mid-Term or End-of-Term Exam #1
- Mid-Term or End-of-Term Exam #2
- Mid-Term or End-of-Term Exam #3
- State Barber Law and Rules
- Exit or Final Exam

**Theory Grade Point Average**

**Comments:**
<table>
<thead>
<tr>
<th>SKILL SET</th>
<th>NI</th>
<th>S</th>
<th>E</th>
<th>Grade (if applicable)</th>
<th>SERVICES (if applicable)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Infection Control/Safe Work Practices</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning and Disinfecting Non-electrical Tools and Implemen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning and Disinfecting Clippies and Outliners</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proper Hand Washing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling an Exposure incident</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Implements, Tools, and Equipment**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honing the Razor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stropping the Razor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Towel Wraps</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manipulating the Curling Iron</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Treatment of the Hair and Scalp</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draping for Wet and Chemical Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draping for Haircutting Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shampoo and Shampoo Massage Manipulations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shampoo Variations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scalp Steam</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scalp Massage Treatment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scalp Treatment Variations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Men's Facial Massage and Treatments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facial Massage Manipulations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using the Brush Machine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using a Facial Steamer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Facial Procedure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shaving and Facial-Hair Design</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling a Straight Razor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Razor Position and Strokes Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Professional Shave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Neck Shave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mustache Trim</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beard Designs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Men's Haircutting and Styling</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finger-and-Shear Cutting Techniques</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arching Techniques</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outline Shave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Precision Cut</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Taper Cut</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Razor Cut</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fat Top and Crew Cut</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temple Fade</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pompadour Face</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fade with Star Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shadow Fade Cut</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Head Shave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blowing Styling Techniques</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cornrow Braiding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starting Locks with Natural Cuts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultivating and Grooming Locks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men's Hair Replacement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Making a Template</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Making a Flexco Mold Form</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-Head Bonding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applying and Removing Hair Replacement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customizing a Stock (Pre-Custom) Hair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacement System</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning Human Hair Replacement Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning Wigs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coloring Hair Replacement Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Waving Hair Replacement Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Women's Haircutting and Styling</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blunt Cut</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduated Cut</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform-Layered Cut</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-Layered Cut</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hair Wrapping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blunt or Long-Layered, Straight to Wavy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hair into Straight Style</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hair Pressing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flat Iron Pressing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chemical Texture Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preliminary Test Curl for a Permanent Wave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Wave and Processing Using a Basic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Wave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applying Thio Relaxer to Virgin Hair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thio Relaxer Retouch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applying Hydroxide Relaxer to Virgin Hair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydroxide Relaxer Retouch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curls Re-Forming (Soft-Curl Perm)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Haircoloring and Lightening</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patch Test</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strand Test</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Color Rinse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demi-Permanent Color Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single-Process Permanent Color Applications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virgin and Retouch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double-Process Haircoloring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Effects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coloring Mustaches and Beards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Nail Care (if required)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men's Manicure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's Manicure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Final Assessments, Grade, and Total Services**

Comments:

Authorized School Official: ________________________________  Title: ________________________________

(Print)  Date: ________________________________  (Signature)

©2017 Milady a part of Cengage Learning. All Rights Reserved. May not be copied, scanned, or duplicated, in whole or in part, except as allowed in a license distributed with this product. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without permission in writing from the publisher.
AGENDA ITEM K – PRACTICAL EXAMINATION

As your Executive Director, I would like to suggest that the Barber Board begin discussions about the barber practical examination.

I encourage you to review the enclosed documents. They contain Candidate Information Bulletins for practical examinations used in some other states to test barber candidates. These documents are provided to candidates prior to the examination to help them prepare for the examination.

- NIC BARBER STYLING EXAMINATION
- NIC BARBER 1 – NO CHEMICALS EXAMINATION
- COLORADO BARBER PRACTICAL EXAMINATION (PSI-developed)

Thanks for your consideration.

Kate Boyd, Executive Director, SD Board of Barber Examiners.
The National Barber/Barber Styling Practical Examination is the licensure examination for Barber/Barber Styling, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Barber/Barber Styling Practical Examination content and administration for Barber/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 (e.g., completely zipped or lid tightly 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:
  o The verbal instructions will be read twice for each section of the examination.
  o With the exception of verbal instructions, the proctors are not allowed to communicate with candidates.
  o 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.”
  o 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.
  o Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  o Once candidates have 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.
  o 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.
  o 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.
  o 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.
  o 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:
  o Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  o Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
  o Exhibiting disruptive behavior.
  o 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.
  o 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, and as they were taught. There is however, a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin for items that a candidate may possibly utilize in a section.

**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), 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 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/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"
- If 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/Barber Styling 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 failing score for the examination.
BARBER/BARBER STYLING PRACTICAL EXAMINATION
CONTENT DOMAIN SECTIONS

The scope of the National Barber/Barber Styling Practical Examination includes 6 (six) core domain sections. The Core Domain Sections are based on the national job analysis and are noted in bold.

1. Work Area and Client Preparation, And Set Up of Supplies (10 minutes)
2. Haircutting (30 minutes)
3. Shaving with a Straight Razor (Untimed)
4. Basic Facial (10 minutes) +
5. Blow Dry Styling (15 minutes) +
6. Thermal Curling (10 minutes) +
7. Chemical Waving (20 minutes)
8. Virgin Hair Lightening and Haircolor Retouch (20 minutes, in two 10-minute segments)
9. Chemical Relaxing - Virgin Application and Retouch (20 minutes, in two 10-minute segments)

+Denotes Additional Sections for States that elect to test these sections. Administration of any of these sections will be performed in the numerical order outlined.
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 that you will use throughout your examination.”
“You will also set up supplies to perform a haircut.”
“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.”
“Step back to indicate you have finished.”

(1) “The instructions will be repeated.”
(2) “You may begin set up.”

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 Sets up work area with supplies labeled in English
1.4 Implements and supplies are visibly clean
1.5 Practices infection control procedures throughout section
1.6 Maintains safe work area throughout section
1.7 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 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 (30 minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will perform a Haircut."
"You will complete a tapered haircut using clippers with and without guards and shears."
"You will cut at least 1/2 inch of hair throughout the haircut."
"You will be expected to complete and blend 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 be expected to follow all 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."
"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 Sanitizes hands
2.2 Uses clipper and comb without guard to perform a tapered haircut below the occipital bone (nape) with no blocked line
2.3 Uses clippers with guard to perform a tapered haircut from the front of the ear to the parietal ridge
2.4 Uses comb and shears to perform haircut above the parietal ridge and on the top of the head
2.5 Establishes outline around ears and sides of neck that follows natural hairline
2.6 Demonstrates safe use of shears
2.7 Demonstrates safe use of clippers

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?"
2.8 Hair in front of ear is uniform in length (sideburns)
2.9 Haircut blended evenly without weight line
2.10 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."

2.11 Removes hair clippings from skin, drape, and work area
2.12 Removes hair from floor
2.13 Maintains drape throughout section
2.14 Practices infection control procedures throughout section
2.15 Maintains safe work area throughout section
2.16 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. SHAVING WITH A STRAIGHT RAZOR (Untimed)

Proctor – Verbal Instructions for Set Up: Read to all candidates:
"You have 2 minutes to set up the supplies for the Shaving with a Straight Razor section of this examination. Please do not begin any procedures until the verbal instructions have been read 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 that they have completed the section before the timing has elapsed:
"All candidates have indicated that 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 to all candidates:
"You will prepare your model for the shave."
"You will drape your model for a shave."
"You will prepare the face for shaving by lathering and steaming."
“This is an untimed section.”
“Do not begin to demonstrate the shaving strokes until instructed individually by the examiner 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:

3.1 Sets up implements that are visibly clean
3.2 Sets up work area with supplies labeled in English
3.3 Sanitizes hands to include wrist
3.4 Applies drape across front of model covering shoulders but not touching the skin of the neck
3.5 Applies towel securely by tucking into neckband
3.6 Places residue towel across chest/shoulder area
3.7 Lathers beard and mustache area using a circular motion with cushion of fingers
3.8 Wrings wet steam towel thoroughly, test temperature of wet steam towel on inside of wrist, and applies steam towel around face folding ends over forehead and leaving nostrils exposed

Proctor – Verbal Instructions: Read to all candidates after all candidates have stepped back to indicate that they have completed their preparation:
“All candidates have stepped back to indicate 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 first 3 shaving strokes.”

3.9 Removes steam towel and lather together in a continuous motion
3.10 Re-lathers beard and mustache area using a circular motion with cushion of fingers
3.11 Demonstrates freehand stroke in areas 1, 3, and 4
3.12 Holds straight razor in correct freehand position with palm facing toward model while shaving
3.13 Demonstrates backhand stroke in area 2
3.14 Holds straight razor in correct backhand position with palm facing away from model
3.15 Uses reverse freehand stroke in area 5
NIC Barber/Barber Styling Practical Examination – Shaving with a Straight Razor (continued)

3.16 Holds straight razor in correct reverse freehand position with palm facing toward model

Examiner – Verbal Instructions: Read to each candidate individually after first 5 strokes are evaluated: “Please complete your shave at this time.”

3.17 Keeps stretching hand dry and lather-free to prevent slipping
3.18 Strokes straight razor at 20°- 40° angle
3.19 Demonstrates shaving stroke(s) with leading point of straight razor
3.20 Completes the shave. Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and applies steam towel to remove all residue
3.21 Applies toner or astringent
3.22 Maintains drape throughout section
3.23 Practices infection control procedures throughout section
3.24 Maintains safe work area throughout section

Examiner – Examiner – Verbal Instructions: Read to each candidate individually after the shaving with a straight razor has been examined:
“Please step back and wait for further instruction.”

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

Proctor – Verbal Instructions: Read to entire group when all examiners have graded the shave:
“All examiners have indicated they have completed their assessment.”

4. BASIC FACIAL (10 minutes)

Proctor – Verbal Instructions for Set Up: Read to all candidates:
“You have 2 minutes to set up the supplies for the Basic Facial section of this examination. Please do not begin any procedures until the verbal instructions have been read 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 that they have completed the section before the timing has elapsed:
“All candidates have indicated that 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.”
NIC Barber/Barber Styling Practical Examination – Basic Facial (continued)

Proctor – Verbal Instructions: Read to all candidates:
“You will perform a Basic Facial.”
“You will prepare your client for the service.”
“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:

4.1 Implements and supplies are visibly clean
4.2 Sets up work area with supplies labeled in English
4.3 Sanitizes hands
4.4 Applies hair drape to secure hair away from face
4.5 Re-sanitizes hands to include wrist
4.6 Removes cleanser from container
4.7 Cleanses entire face safely
4.8 Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and removes all cleanser using steam towel safely
4.9 Removes massage product from container
4.10 Distributes massage product over face
4.11 Demonstrates massage while maintaining continuous contact
4.12 Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and removes massage product using steam towel
4.13 Applies toner or astringent
4.14 Maintains drape throughout section
4.15 Practices infection control procedures throughout section
4.16 Maintains safe work area throughout section
4.17 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 that they have completed the section before the timing has elapsed:
“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”
5. BLOW DRY STYLING (15 minutes)

Proctor – Verbal Instructions for Set Up: Read to all candidates:
"You have 2 minutes to set up the supplies 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."
"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 that they have completed the section before the timing has elapsed:
"All candidates have indicated that 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 to all candidates:
"You will perform Blow Dry Styling."
"Prepare by wetting the top and one side of the head."
"You will blow dry only the top and one side of the head."
"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:

5.1 Implements and supplies are visibly clean
5.2 Sanitizes hands
5.3 Applies drape
5.4 Demonstrates safe use of blow dryer
5.5 Controls hair with a brush or comb
5.6 Performs blow dry styling on top and one side of head
5.7 Dries hair from scalp to ends to create volume
5.8 Maintains drape throughout section
5.9 Practices infection control procedures throughout section
5.10 Maintains safe work area throughout section
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."

6. THERMAL CURLING (10 minutes)

Proctor – Verbal Instructions for Set Up: Read to all candidates:

"You have 2 minutes to set up the supplies for the Thermal Curling section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin."

"Plug in your curling iron at this time." (Additional verbal instruction if hot iron is used)

"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 that they have completed the section before the timing has elapsed:

"All candidates have indicated that 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 to all candidates:

"You will perform Thermal Curling."
"You will form three curls on the top of the head and four curls on one side of the head."
"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:

6.1 Implements and supplies are visibly clean
6.2 Sanitizes hands
6.3 Tests temperature of iron PRIOR to applying to hair
6.4 Subsections hair same width as barrel of iron
6.5 Subsections hair no wider than 3 inches
6.6 Establishes a base
6.7 Distributes hair evenly around iron
6.8 Forms a complete curl
6.9 Protects scalp from iron with comb
6.10 Forms curl so that the hair is smooth and unmarked
6.11 Demonstrates safe use of iron
6.12 Maintains drape throughout section
6.13 Practices infection control procedures throughout section
6.14 Maintains safe work area throughout section
6.15 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 that they have completed the section before the timing has elapsed:

“All candidates have indicated that 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. CHEMICAL WAVING (20 minutes)

Proctor – Verbal Instructions for Set Up: Read to all candidates:

“You have 2 minutes to set up the supplies for the Chemical Waving section of this examination. Please do not begin any procedures until the verbal instructions have been read 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 that they have completed the section before the timing has elapsed:

“All candidates have indicated that 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 to all candidates:

“You will perform Chemical Waving.”
“You will prepare your client for chemical 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 wait for the next verbal instructions to be given.”
“Do not perform saturation or a test curl until instructed individually by the examiner to do so.”
“Do not remove the remaining rods until you are instructed to do so.”
“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.”
“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 Implements and supplies are visibly clean
7.2 Sets up work area with supplies labeled in English
7.3 Sanitizes hands
7.4 Subsections hair straight and evenly
7.5 Subsections hair no longer than length of rod
7.6 Subsections hair same width as rod
7.7 Wraps hair evenly and smoothly around rod
7.8 Distributes hair evenly across end paper
7.9 Extends end papers beyond hair ends
7.10 Places bands correctly
7.11 Uses same rod base placement throughout section
7.12 Wraps hair around rod at least 1½ times

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. 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 wait until the next verbal instructions are given.”

Examiner – Verbal Instructions: Read to each candidate individually after all candidates have stepped back or timing has elapsed:

“Please demonstrate saturation.”

7.13 Applies cotton and/or protective cream
7.14 Wears gloves
7.15 Applies simulated product across length of all rods
NIC Barber Styling/Barber Practical Examination – Chemical Waving (continued)

Examiner – Verbal Instructions: Read to each candidate individually:
“Please demonstrate a test curl.”

7.16 Unwraps rod at least 1 ½ turns and hair is held to relax

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.”
“You will remove all remaining rods from the head and create 4 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.”

7.17 Maintains drape throughout section
7.18 Practices infection control procedures throughout section
7.19 Maintains safe work area throughout section
7.20 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.”

8. VIRGIN HAIR LIGHTENING AND HAIRCOLOR RETOUCH
(20 minutes, in two 10-minute segments)

Proctor – Verbal Instructions for Set Up: Read to all candidates:
“You have 2 minutes to set up the supplies for the virgin hair lightening and hair color retouch section
of this examination. Please do not begin any procedures until the verbal instructions have been read
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 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.”

Proctor – Verbal Instructions: Read to all candidates:
“You will perform Virgin Hair Lightening.”
“You will complete a virgin hair lightening application on the first quadrant of hair.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 10 minutes to complete the virgin hair lightening.”
“You will be informed when you have 5 minutes remaining.”
“Upon completion of the virgin hair lightening section, please do nothing until the next verbal instructions are given.”
“Do not perform the haircolor retouch section until 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:

(First 10-minute segment)

8.1 Sets up work area with supplies labeled in English
8.2 Implements and supplies are visibly clean
8.3 Sanitizes hands
8.4 Demonstrates predisposition test behind the ear
8.5 Divides head into four equal sections
8.6 Applies protective cream
8.7 Wears gloves

Demonstration of Virgin Hair Lightening Application

8.8 Subsections hair 1/4 inch wide or less
8.9 Applies simulated product 1/2 inch from scalp
8.10 Applies simulated product up to but not including last 1 inch of hair
8.11 Completely covers mid shaft with simulated product

Proctor – Verbal Instructions: Read to entire group if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
“All candidates have stepped back to indicate that they have completed this section of the examination. We will now proceed to the next section of the examination.”
Proctor – Verbal Instructions: Read to entire group if timer goes off:
“Please stop working.”

Demonstration of Hair Color Retouch (10 minutes)

Proctor – Verbal Instructions: Read to all candidates
“You will perform a Haircolor Retouch.”
“You will complete a haircolor retouch application on the second quadrant of hair.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You have 10 minutes to complete the hair color retouch 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:

8.12 Outlines hair color retouch quadrant
8.13 Subsections hair 1/2 inch wide or less
8.14 Applies simulated product on the scalp out to 2 inches
8.15 Completely covers new growth with simulated product
8.16 Keeps perimeter skin free of product
8.17 Maintains drape throughout section
8.18 Practices infection control procedures throughout section
8.19 Maintains safe work area throughout section
8.20 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 to the next section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”
9. CHEMICAL RELAXING – VIRGIN APPLICATION AND RETOUCH
(20 minutes, in two 10-minute segments)

Proctor – Verbal Instructions for Set Up: Read to all candidates:
"You have 2 minutes to set up the supplies for the Chemical Relaxing – Virgin Application and Retouch section of this examination. Please do not begin any procedures until the verbal instructions have been read 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 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.”

Proctor – Verbal Instructions: Read to all candidates:
“You will perform Chemical Relaxing.”
“You will complete a chemical relaxer application on the third quadrant of hair.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 10 minutes to complete the virgin relaxer application section.”
“You will be informed when you have 5 minutes remaining.”
“Upon completion of the virgin relaxer section, please do nothing until the next verbal instructions are given.”
“Do not perform the relaxer retouch section until 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:

(First 10-minute segment)

9.1 Sets up work area with supplies labeled in English
9.2 Implements and supplies are visibly clean
9.3 Sanitizes hands
9.4 Applies protective cream around hairline
9.5 Wears gloves
Demonstration of Virgin Relaxer Application

9.6 Subsections hair 1/4 inch wide or less
9.7 Applies simulated product 1/2 inch from scalp
9.8 Applies simulated product up to but not including last 1 inch of hair
9.9 Completely covers mid shaft with simulated product

Proctor – Verbal Instructions: Read to entire group if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:
"All candidates have stepped back to indicate they have completed this section of the examination. We will now proceed to the next section."

Proctor – Verbal Instructions: Read to entire group if timer goes off:
"Please stop working."

Demonstration of Relaxer Retouch (10 minutes)

Proctor – Verbal Instructions: Read to all candidates
"You will perform a Relaxer Retouch."
"You will complete a relaxer retouch application on the remaining quadrant of hair."
"You will be expected to follow all client protection, safety and infection control procedures."
"You have 10 minutes to complete the hair color retouch 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:

9.10 Subsections hair 1/4 inch wide or less
9.11 Applies simulated product starting slightly off scalp, up to 1/4 inch from scalp and out to 2 inches
9.12 Completely covers new growth with simulated product

Examiner – Verbal Instructions: Read to each candidate individually after timing is completed or all candidates have stepped back:
"Please demonstrate smoothing the relaxer retouch product."

9.13 Demonstrates smoothing of subsection
9.14 Keeps perimeter skin free of product
9.15 Maintains drape throughout section
9.16 Practices infection control procedures throughout section
9.17 Maintains safe work area throughout section
9.18 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

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/Barber Styling Practical Examination.”
“Thank you for your participation.”
NATIONAL BARBER I – NO CHEMICALS
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 BarberI- No Chemicals Practical Examination is the licensure examination for BarberI- No Chemicals, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National BarberI- No Chemicals Practical Examination content and administration for BarberI- No Chemicals 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.

NIC BarberI- No Chemicals Practical Exam CIB (Rev. 9/21/18, Eff. 6/1/2018)
©Copyright 2018 NIC All rights reserved
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 I - No Chemicals 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 1 – NO CHEMICAL PRACTICAL EXAMINATION
CONTENT 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 and are noted in **bold**.

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)
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 first 5 shaving strokes."

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.”

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 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)
- first aid kit
- paper towels

HAIR CARE – UNIVERSAL/GENERAL SUPPLIES
- mannequin head(s) and a table clamp or tri-pod (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)
The following information will be used by examiners to grade your performance during the Practical Portion:

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

Pre-Exam Set Up and Disinfection
Time Allowed: 10 minutes
Safety Criteria (1 point each)

1. Implements and supplies are clean and bags are labeled as pre-sanitized in ENGLISH only
2. Disposes of waste material using trash bag
3. Sanitizes/cleans work surfaces with EPA-approved disinfectants
4. Ensures all containers remain closed when not in use
5. Kit must remain closed
6. Removes products from containers without contamination

Individual French Braid Service
Time Allowed: 15 minutes
Procedure Criteria (1 point each)

1. Sanitizes/cleans hands
2. Subsections hair into three 1 inch subsections
3. Ensures hair is divided equally amongst strands
4. Maintains even sectioning and tension while braiding French braid
5. Ensures hair is smooth from base to end of the French braid
6. Secures end of the French braid

Safety Criteria (1 point each)

1. Disposes of waste material using trash bag
2. Ensures area/workstation remains sanitary
3. Implements and supplies are clean and bags are labeled as pre-sanitized in ENGLISH only
4. Ensures draping is maintained throughout service
5. Replaces contaminated items
6. Kit must remain closed
7. Removes products from containers without contamination

Male Facial Service (mannequin)
Time Allowed: 10 minutes
Procedure Criteria (1 point each)

1. Sanitizes/cleans hands
2. Drapes mannequin
3. Applies facial cream with fingers
4. Demonstrates continuous and rhythmic movements maintaining continuous contact
5. Removes face cream
6. Applies astringent, freshener, or toner

Safety Criteria (1 point each)

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed
8. Removes products from containers without contamination

Shaving Service (mannequin)
Time Allowed: 20 minutes
Perform a basic shave using a straight razor (no blade)
Procedure Criteria (1 point each)
1. Sanitizes/cleans hands and wrist
2. Drapes mannequin
3. Lays towel across chest
4. Lathers face using fingertip
5. Wrings out wet towel thoroughly and tests for temperature
6. Places steam towel on face
7. Removes lather with towel
8. Re-lathers face using fingertips
9. Demonstrates use of free-hand strokes in the proper position and area
10. Demonstrates use of back-hand strokes in the proper position and area
11. Demonstrates use of reverse free-hand strokes in the proper position and area
12. Stretches skin while shaving
13. Removes all traces of lather
14. Demonstrate blood spill procedure on mock cut

Safety Criteria (1 point each)
1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Ensures tools and implements are in good working condition
5. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
6. Replaces contaminated items
7. Ensures all containers remain closed when not in use
8. Kit must remain closed
9. Removes products from containers without contamination

Chemical Services
30 minutes

Chemical Application Preparation ONLY for Virgin Color, and Relaxer Retouch
Time Allowed: 10 minutes
Procedure Criteria (1 point each)
1. Sanitizes/cleans hands
2. Sections hair into four equal quadrants and clips hair
3. Applies protective cream around entire hairline

Virgin Color to Darker on Right Front Quadrant
Time Allowed: 10 minutes
Procedure Criteria (1 point each)
1. To entire right front quadrant divides hair into ¼-inch subsections
2. Applies tint from scalp to hair ends
3. Maintains even saturation of hair strands
4. Ensures no chemical products are left on mannequin skin or ears

Relaxer Retouch on Left Front Quadrant
Time Allowed: 10 minutes
Complete relaxer retouch on Left front quadrant assuming 2 inch regrowth.

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

Safety Criteria (1 point each)
1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures chemical draping is maintained throughout service
4. Implements and supplies are clean and bags are labeled as pre-sanitized in ENGLISH only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed
8. Removes products from containers without contamination
9. Wears protective gloves throughout chemical services (same pair is acceptable)

Permanent Waving Service
Time Allowed: 20 minutes
Wraps 6 permanent rods in the center back section of the head from crown to nape area and apply mock chemical waving solution (i.e., water).

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

Safety Criteria (1 point each)
1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures chemical draping is maintained throughout service
4. Implements and supplies are clean and bags are labeled as pre-sanitized in ENGLISH only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed
Hair Cut Service (using clippers)
Time Allowed: 35 minutes
Please use 2nd Mannequin head for this procedure. Remove a measurable amount of hair throughout entire head by performing a tapered, blended haircut using clippers.
Procedure Criteria (1 point each)
1. Sanitizes/cleans hands
2. Drapes mannequin
3. Holds clippers as for freehand clipper cutting
4. Ensures arch over ears is apparent at end of haircut
5. Ensures haircut is blended
6. Ensures hair is tapered from shorter to longer
7. Ensures haircut is balanced
8. Removes a measurable amount of hair throughout entire head
9. Cleans up loose hair from mannequin
10. Cleans hair off workstation and sweeps hair from floor

Safety Criteria (1 point each)
1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
5. Ensures tools and implements are in good working condition
6. Replaces contaminated items
7. Kit must remain closed

End of Exam Disinfection
Time Allowed: 10 minutes
Safety Criteria (1 point each)
1. Removes cape
2. Disposes of used towel (s), cape(s), neckstrips (s), and glove(s)
3. Disinfects work surfaces
4. Sanitizes/cleans own hands
5. Removes all supplies, materials, personal belongings

COLORADO BARBER PRACTICAL FORM 2

CONTENT OUTLINE

- The entire exam will be 2 hours and 25 minutes in length.
- Total number of points is 117.
- The passing score for the entire Practical examination is 70% (This is 82 points out of 117).

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

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

Pre-Exam Set Up and Disinfection
Time Allowed: 10 minutes
Safety Criteria (1 point each)
1. Implements and supplies are clean and bags are labeled as pre-sanitized in ENGLISH only
2. Disposes of waste material using trash bag
3. Sanitizes/cleans work surfaces with EPA-approved disinfectants
4. Ensures all containers remain closed when not in use
5. Kit must be closed
6. Removes products from containers without contamination

Thermal Curling Service
Time Allowed: 15 minutes
Completes 3 curls in top section of the head and 2 curls on right front, quadrant using a cold Marcel curling iron.
Procedure Criteria (1 point each)
1. Sanitizes/cleans hands
2. Tests Marcel iron for proper temperature
3. Subsections hair such that width of partings are equal to barrel size of the Marcel curling iron
4. Rolls/manipulates Marcel iron to establish a base for each curl
5. Protects scalp with comb
6. Ensures smooth, open curl formation without securing with clips

Safety Criteria (1 point each)
1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Implements and supplies are clean and bags are labeled as pre-sanitized in ENGLISH only
5. Replaces contaminated items
6. Kit must remain closed
7. Removes products from containers without contamination

Male Facial Service (mannequin)
Time Allowed: 15 minutes
Procedure Criteria (1 point each)
1. Sanitizes/cleans hands
2. Drapes mannequin
3. Applies facial cream with fingers
4. Demonstrates continuous and rhythmic movements maintaining continuous contact
5. Removes face cream
6. Applies astringent, freshener, or toner

Safety Criteria (1 point each)
1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed
8. Removes products from containers without contamination

Shaving Service (mannequin)
Time Allowed: 20 minutes
Perform a basic shave using a straight razor (no blade)
Procedure Criteria (1 point each)
1. Sanitizes/cleans hands and wrist
2. Drapes mannequin
3. Lays towel across chest
4. Lathers face using fingertips
5. Wrings out wet towel thoroughly and tests for temperature
6. Places steam towel on face
7. Removes lather with towel
8. Re-lathers face using fingertips
9. Demonstrates use of free-hand strokes in the proper position and area
10. Demonstrates use of back-hand strokes in the proper position and area
11. Demonstrates use of reverse free-hand strokes in the proper position and area
12. Stretches skin while shaving
13. Removes all traces of lather
14. Demonstrate blood spill procedure on mock cut

Safety Criteria (1 point each)

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Ensures tools and implements are in good working condition
5. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
6. Replaces contaminated items
7. Ensures all containers remain closed when not in use
8. Kit must remain closed
9. Removes products from containers without contamination

Chemical Services
30 minutes

Chemical Application Preparation ONLY for No Base Virgin Relaxer, and Color Retouch
Time Allowed: 10 minutes
Procedure Criteria (1 point each)

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

No-Base Virgin Relaxer on Left rear Quadrant
Time Allowed: 10 minutes
Complete no-base virgin relaxer application on left rear quadrant.
Procedure Criteria (1 point each)

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

Color Retouch on Left Front Quadrant
Time Allowed: 10 minutes
Complete color retouch on Left front quadrant assuming 2 inch regrowth.
Procedure Criteria (1 point each)

1. To entire left front quadrant divides hair into 1/4 to 1/5 inch subsections
2. Saturates new growth evenly on hair strands
3. Applies color to new growth area
4. Ensures no chemical products are left on mannequin’s skin or ears

Safety Criteria (1 point each)

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures chemical draping is maintained throughout service
4. Implements and supplies are clean and bags are labeled as pre-sanitized in ENGLISH only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed
8. Removes products from containers without contamination
9. Wears protective gloves throughout chemical services (same pair is acceptable)

Permanent Waving Service
Time Allowed: 20 minutes
Wraps 6 permanent rods in the center back section of the head from crown to nape area and apply mock chemical waving solution (i.e., water).

Procedure Criteria (1 point each)

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

Safety Criteria (1 point each)

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures chemical draping is maintained throughout service
4. Implements and supplies are clean and bags are labeled as pre-sanitized in ENGLISH only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed

Hair Cut Service (Shear over Comb)
Time Allowed: 35 minutes
Please use 2nd Mannequin head for this procedure. Remove a measurable amount of hair throughout entire head by performing a tapered, blended haircut using shears over comb.

Procedure Criteria (1 point each)

1. Sanitizes/cleans hands
2. Drapes mannequin
3. Holds shears by placing thumb in thumb grip of moving blade and ring finger in finger grip of still blade
4. Holds comb so that fingers are on top of the teeth with the thumb on back of comb
5. Palms shears when not in use haircut
6. Ensures arch over ears is apparent at end of haircut
7. Ensures haircut is blended and balanced
8. Ensures hair is tapered from shorter to longer
9. Cleans up loose hair from mannequin
10. Cleans hair off workstation and sweeps hair from floor

Safety Criteria (1 point each)

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Implements/supplies are pre-sanitized and labeled in English only
5. Ensures tools and implements are in good working condition
6. Replaces contaminated items
7. Kit must remain closed

End of Exam Disinfection
Time Allowed: 10 minutes
Safety Criteria (1 point each)

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

6. Removes products from containers without contamination

Thermal Curling Service (Mannequin) using Flat Iron
Time Allowed: 15 minutes
Completes three subsections on right front quadrant using a cold flat iron to demonstrate smoothing the hair.

Procedure Criteria (1 point each)

1. Sanitizes/cleans hands
2. Drapes mannequin
3. Tests Flat iron for proper temperature
4. Subsections hair such that width of partings are equal to the flat iron
5. Protects scalp with comb
6. Glides hair strands through flat iron to demonstrate smoothing

Safety Criteria (1 point each)

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Implements/supplies are clean and bags are labeled as pre-sanitized in ENGLISH only
5. Replaces contaminated items
6. Kit must remain closed
7. Removes products from containers without contamination

Male Facial Service (mannequin)
Time Allowed: 15 minutes

Procedure Criteria (1 point each)

1. Sanitizes/cleans hands
2. Drapes mannequin
3. Applies facial cream with fingers
4. Demonstrates continuous and rhythmic movements maintaining continuous contact
5. Removes face cream using a damp towel
6. Applies astringent, freshener, or toner

Safety Criteria (1 point each)

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed
8. Removes products from containers without contamination

Shaving Service (mannequin)
Time Allowed: 20 minutes
Perform a basic shave using a straight razor (no blade)

Procedure Criteria (1 point each)

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

Safety Criteria (1 point each)
1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Ensures tools and implements are in good working condition
5. Implements/supplies are clean and bags are labeled as pre-sanitized in English only
6. Replaces contaminated items
7. Ensures all containers remain closed when not in use
8. Kit must remain closed
9. Removes products from containers without contamination

Chemical Application Preparation ONLY for Highlights, and Bleach Retouch (Mannequin)
Time Allowed: 10 minutes
Procedure Criteria (1 point each)
1. Sanitizes/cleans hands
2. Sections hair into four equal quadrants and clips hair
3. Applies protective cream around entire hairline

Highlights using foil on Right Rear Quadrant
Time Allowed: 10 minutes
Complete 3 foil highlight subsections in right rear quadrant.
Procedure Criteria (1 point each)
1. Working in right rear quadrant, divides hair into 1/4 inch subsections
2. To 3 subsections weave hair strands and position hair over the foil and apply product
3. Maintains even saturation of hair strands
4. Seal weaved hair strands in foil

Bleach Lightener Retouch on Left Front Quadrant
Time Allowed: 10 minutes
Complete bleach lightener retouch on left front quadrant assuming 2 inch new growth.
Procedure Criteria (1 point each)
1. Working in left front quadrant, divides hair into 1/8 inch subsections
2. To entire left front quadrant, applies bleach onto 2 inch of new growth
3. Maintains even saturation of hair strands with bleach lightener
4. Ensures no chemical products are left on mannequin’s skin or ears

Safety Criteria (1 point each)
1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures chemical draping is maintained throughout service
4. Implements and supplies are clean and bags are labeled as pre-sanitized in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed
8. Removes products from containers without contamination
9. Wears protective gloves throughout chemical services (same pair is acceptable)

Permanent Waving Service
Time Allowed: 20 minutes
Wraps 6 permanent rods in the center back section of the head from crown to nape area and apply mock chemical waving solution (i.e., water).

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

Safety Criteria (1 point each)
1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures chemical draping is maintained throughout service
4. Implements and supplies are clean and bags are labeled as pre-sanitized in English only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit must remain closed

Hair Cut Service
Time Allowed: 35 minutes
Please use 2nd Mannequin head for this procedure. Remove at least 1 inch of hair throughout entire head by performing a 90-degree layered haircut using a razor with guard and shears.

Procedure Criteria (1 point each)
1. Sanitizes/cleans hands
2. Drapes mannequin
3. Safely establishes a guideline at nape using razor to determine length
4. Razor guard is on correctly,
5. Safely palms razor and shears when in use
6. Follows established guideline throughout haircut using shears
7. Ensures haircut is blended and even throughout
8. Ensures hair is cut at a 90 degree angle

psi
WWW.PSIEXAMS.COM
9. Removes at least 1 inch of hair throughout entire head and finished haircut is no shorter than 4 inches
10. Removes hair off workstation and sweeps hair from floor

Safety Criteria (1 point each)

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Implements/supplies are pre-sanitized and labeled in English only
5. Ensures tools and implements are in good working condition
6. Replaces contaminated items
7. Kit must remain closed

End of Exam Disinfection
Time Allowed: 10 minutes
Safety Criteria (1 point each)

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