Commonwealth of Virginia
BOARD FOR BARBERS AND COSMETOLOGY
June 2019

Master Barber
Candidate Information Bulletin

Examination Content/CIBs Developed and Owned© by:
National-Interstate Council of State Boards of Cosmetology (“NIC”)
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Quick Reference

STEP ONE: READ CANDIDATE INFORMATION BULLETIN

- Create account and start application process
- Submit required documents to PCS as directed

STEP TWO: TAKE EXAMINATIONS

- Upon approval from PCS, schedule and take Theory Examination with Prometric
- Upon approval, take Practical Examination on date scheduled with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)  Virginia Department of Professional and Occupational Regulation

Regular Mailing Address  9960 Mayland Drive, Suite 400

Attn: Virginia Cosmetology  Richmond, Virginia 23233

P.O. Box 198768  Phone: (804) 367-8509

Nashville, Tennessee 37219-8768  Fax: (866) 245-9693

Customer Service: (888) 822-3272
Fax: (615) 846-0153
Email: cosandbar@pcshq.com
Website: http://www.pcshq.com

Prometric

Scheduling: (800) 895-3926
Website: www.prometric.com

Web site: www.dpor.virginia.gov
Email: bchoplicensing@dpor.virginia.gov
Candidate reviews requirements for licensure provided in Candidate Information Bulletin available at http://www.pcshq.com

Candidate creates an account; completes online registration; and then uploads desired application and required documents from the VA Cosmetology Forms page at www.pcshq.com.

PCS reviews application and documentation.

PCS notifies candidate via e-mail of any deficiencies with application.

Candidate submits missing information to PCS by uploading to PCS account.

PCS approves candidate for testing.

PCS e-mails Theory Authorization to Test Letter within one business day after approval and Candidate schedules to test.

PCS e-mails approved candidate Practical date within one business day after approval and an Admission Notice ten days prior to practical examination date.

Candidate takes examinations.

PCS e-mails official score notice to candidate within 10 business days after exam.

PCS electronically notifies VA State Board office when candidate has met licensing requirements.

Candidate submits Licensure Fee Notice to DPOR upon receipt of Notice Of Completion from PCS.

VA State Board issues license to candidate.
Introduction
The Candidate Information Bulletin (CIB) is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The Virginia Board for Barbers and Cosmetology (the “Board”) is responsible for licensing and regulating the profession of Barbering in the Commonwealth of Virginia. The Board has contracted with Professional Credential Services (“PCS”) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. PCS first requires that candidates create an account and then submit an online Examination and License Application (“Application”). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The Board will have the final authority to approve the issuance of a license.

State Licensure Requirements
In order to receive a Master Barber license in the Commonwealth of Virginia, you must pass both a NIC Theory and Practical examination within one year of the date of your first examination and you must meet ONE of the following requirements:

1. Completion of 400 hours of an approved master barber training program from an approved Virginia licensed barber school: **Required Documentation**: Completed Training and Experience Verification Form, which you can download from PCS’ website, complete as directed and upload to your PCS account.

2. Completion of 1500 hours from an approved barber training or a dual barber/master barber training program in a Virginia licensed barber school or a Virginia public school barber program approved by the Virginia Department of Education. **Required Documentation**: Completed Training and Experience Verification Form, which you can download from PCS’ website, complete as directed and upload to your PCS account.

3. Successful completion of 1500 hours of master barber training which is substantially equivalent to the Virginia program that is obtained outside of the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation**: Upload to your PCS account your diploma, official school transcript or written verification from the Licensing Board in the State where the 1500 hours were received, any of which should indicate that you successfully completed 1500 hours of instruction.

4. Completion of a substantially equivalent master barber course (consisting of less than 1500 hours of training) and six months of barber work experience. Both training and experience must be obtained outside the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation**: Upload to your PCS account your certificate, diploma or other documentation verifying successful completion of the master barber course AND a completed Training and Experience Verification Form documenting a least six months of master barber work experience, which you can download from PCS’ website and complete as directed.
5. Completion of the Virginia apprenticeship program in master barbering. **Required Documentation:** A completed Department of Labor and Industry Form available from your apprenticeship representative. The original form must be mailed directly to PCS. Copies will not be accepted.

6. Virginia licensed cosmetologist with a minimum of two years of work experience. **Required Info:** Please be prepared to enter your VA Cosmetologist License # and Expiration Date on your Examination and License application. **Required Documentation:** Completed Training and Experience Verification Form, which you can download from PCS’ website, complete as directed and upload to your PCS account.

7. Virginia licensed cosmetologist with less than two years of work experience and cosmetology student enrolled in a Virginia barber training school and seeking credit for performances completed at a cosmetology school. **Required Info:** Please be prepared to enter your VA Cosmetologist License # and Expiration Date on your Examination and License application. **Required Documentation:** Completed Training and Experience Verification Form, which you can download from PCS’ website, complete as directed and upload to your PCS account.

8. Master Barber training obtained in any Virginia State Institution. **Required Documentation:** Upload a completed Training and Experience Verification Form to your PCS account, which you can download from PCS’ website.

9. Two years of master barbering experience in the United States Armed Forces. **Required Documentation:** Upload a completed Training and Experience Verification Form to your PCS account, which you can download from PCS’ website.

10. Applying to take the Barber Instructor examination. **Required Info:** Please be prepared to enter your VA Barber License # and Expiration Date on your Examination and License application.

11. Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). **Required Documentation:** PCS will obtain Verification from the Virginia Board for Barbers and Cosmetology.

12. Endorsement applicant required to complete the Virginia examination. **Required Documentation:** PCS will obtain Verification from the Virginia Board for Barbers and Cosmetology.

**Examination Fees**

Please carefully review this CIB and Virginia’s state laws, rules and regulations prior to starting the registration and paying fees.

<table>
<thead>
<tr>
<th>Examination Type</th>
<th>Examination Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory &amp; Practical</td>
<td>$185</td>
</tr>
<tr>
<td>Theory</td>
<td>$92</td>
</tr>
<tr>
<td>Practical</td>
<td>$93</td>
</tr>
</tbody>
</table>

During the on-line registration process, you will be prompted to pay your fees at the appropriate place within the registration. Fees may be paid online with a credit card (MasterCard, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice.
**Refund Policy**

- Candidates who are determined to be ineligible or who are determined to be eligible for licensure without testing will be issued a refund, less the registration processing fee of $10.
- Candidates who withdraw from the practical examination within 14 days prior to the scheduled day of testing will be issued a refund, less the registration processing fee of $10.
- Candidates who withdraw from the theory examination within five days prior to the scheduled day of testing will be issued a refund, less the registration processing fee of $10.
- Candidates who do not show for any scheduled examination *forfeit all fees paid*, unless an accident or medical emergency occurs (which will require official documentation prior to a refund being issued).
- All refunds are issued to the cardholder and credit card under which payment was initially made.

**Special Accommodations**

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. You may download a copy of this form by going to the *Forms Section* of the Virginia Cosmetology page at [http://www.pcshq.com](http://www.pcshq.com).

**Temporary Permits**

If you are requesting the Board to issue a Temporary Permit on your behalf, you must properly complete your application with the required sponsorship information and signatures in place. Once your application has been reviewed and approved, the request for a permit will be processed and forwarded to the Board for final approval and permit issuance. You can expect the temporary permit to be issued approximately five days following approval to take the exam. Temporary Permits are issued only once and are valid for 45 days following the date of your initial examination.

**Criminal Convictions**

Any Candidate that has a conviction as an adult must indicate this on their application and submit a Criminal Conviction Reporting Form and a State Police Report requested within the last 3 months by uploading to their home page. Juvenile convictions do not need to be reported on the application.
First Time Candidates

Application Requirements

Once an online application has been completed with PCS, the following items must be uploaded to your account with PCS:

1. **A current 2” x 2” passport color photo** taken within the last six months to reflect your current appearance. It must be sized so that your head is approximately 1 inch from the bottom of the chin to the top of the head. It must be taken in front of a plain, white background and be a full-face view, directly facing the camera with a neutral facial expression. Selfies are not accepted. If these requirements are not met, you will receive notification that you need to submit a new photo and your application will remain incomplete until the photo meets the requirements.

2. **Examination Agreement Form**: Please select a practical location and sign the Informed Consent and Waiver Agreement section. Once completed, please upload this Agreement to your account. This form can be found under Virginia’s Forms section online at www.pcshq.com.

3. **A copy of Social Security Card or VA DMV Photo ID (Driver’s License)**. Please upload the document that matches what you provided on the DPOR application.

4. **Any required documents that coincide with your method of applying for Licensure** (i.e. Virginia education requires Training and Experience and Verification form).

*Individuals with criminal convictions as an adult are required to submit a Virginia State Police Criminal History Report and a criminal conviction reporting form (which you can download from the forms section on PCS’ website). The report must include all pages (including the cover sheet) and contain a red stamp. The report may be uploaded to your PCS account if it is in color, to depict the red stamp. Photos of documents will not be accepted.

! If you are not approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be contacted by PCS and your application will be pending until you make the necessary and requested corrections. If you mail any documentation separate and apart from the application to PCS at the address located on page 3 of this Candidate Information Bulletin (CIB), please also make note of this on your home page within your PCS account.

! Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) may be uploaded to your PCS account.
Expired License

How to Reinstate an Expired License

1. If your license has been expired for less than two years, contact the Board at (804) 367-8509.
2. If your license has been expired for more than two years, apply directly with PCS and follow the prompts. You will be required to take both the current theory and practical examinations again.

Endorsement License Requirements

If you hold a license in a state other than Virginia, contact the Board at (804) 367-8509

Online Application Process (Purchasing One Application)

Once you ready to complete the Virginia online application, please follow the steps below.

Step 1: You may go online www.pcsHQ.com to begin your application process.

- Click Applicants and Candidates
- Click Cosmetology and Barbering
- Click Virginia. You will be directed to a new webpage
Step 2: Select **Purchase Examination(s)**. Then select your application type and your profession.

Step 3: To **purchase a single application**, you must select your **examination type** then **Add to cart**. Once you have reached your shopping **cart**, you may proceed to checkout.
Step 4: Review your order information in your cart. If correct, select **Proceed to Checkout**. If incorrect, you may make corrections at this time by selecting **Update cart**.

Step 5: **Complete Billing Details**
Step 6: Select your **Method of Payment** (Credit Card or e-check) and enter in all required information. Then select **Place Order**. Please check your email for a receipt for your purchase.

Step 7: Select **Submit Application** to complete your online application. You must submit your completed online application before uploading any additional required documents. If you would like to complete your online application at a later date, you may log out. When you are ready to complete your online application, you must log in to your account. Select **My Applications** to view your pending application then select **Submit Application**.
Step 8: Complete your online application. Once you have completed your online application, check your email for a list of all required documents needed to gain Licensure in the state of Virginia.

Step 9: Once your application has been submitted, you will receive an email with a list of additional documents you must upload into your account. You may access the documents through the email or you may select Additional Forms to access the documents. Please check your Junk, Spam or Clutter folders for your email. If you do not receive this email within 24 hours of completing your online application, please contact PCS at vacos@pcshq.com.
**Step 10:** Once you have completed and scanned all required documents to your computer, select **Log in to your account** on the email you received with listed required documents.

**Step 12:**

**Step 3:** Upload Your Documents

Log in to your account and visit the eCLIPSE portal tab. You’ll find designated sections where you can upload your files there.

Please note we cannot finish the review of your application until your additional documents have been uploaded.

Please contact us at 1-888-822-3272 for questions or concerns.

Thank you,

Client Coordinator

Email: career@PCCsyv.com | Web: www.pccsyv.com
Toll-Free: (888) 822-3272

**Step 11:** Students should Log in to their account then select **Upload** to upload all required documents into their PCS account.

Once all required documents have been uploaded onto your PCS account, please allow at least 5 business days for your Virginia Coordinator to review your documents for completeness and accuracy. You will receive an email once your submitted documents have been reviewed.
Completing an Online Application Purchased by Your School (if you purchased your own exam, skip to page 22)

**Step 1:** Once your school has purchased your online application, you will receive an email. Click the **Confirmation link** in your Invite Email

This will give you Cosmetology Students (Practical and Theory Exams) access.

Please click the confirmation link below to sign up for an account and accept your invite.

**Click here to join Mrs. Kings 2019 Class**

Email: eccomber@pcstho.com | Web: www.pcstho.com
Toll-Free: (888) 822-3272

**Step 2:** Enter required information to register and click **Register** once completed

**Step 3:** Select **Join Class**
Step 4: Select **Get Your Exam** from the Applicant Home Page.

Success! You are now a student of TKing’s Test 2018.

Step 5: Review Profession then select **Add to cart**. The chosen Examination Type should have a price of $0.00.
Step 6: Review the order information and click **Proceed to checkout**.

Step 7: Enter in required fields in Billing Details then select **Place order**. Please note for Billing Details, you should enter in your name, address, email address, etc. Do not enter your school’s information.
Step 8: Select **Submit Application** to complete the application

Step 9: Once an application has been successfully submitted you will see **Limit Reached** under My Applications.
Step 10: Once your application has been submitted, you will receive an email with a list of additional documents you must upload into your account. You may access the documents through the email or you may select Additional Forms to access the documents. Please check your Junk, Spam or Clutter folders for your email. If you do not receive this email within 24 hours of completing your online application, please contact PCS at vacos@pcshq.com.

Tee,

We’ve successfully received your Cosmetology Examination and License application. Thank you for your submission!

Before our coordinator can review your application, you must submit the additional documentation listed below.

Here are your next steps:

Step 1: Gather Your Additional Documentation

- Download the Examination Agreement Form here
- A current 2” x 2” passport color photo
- A copy of Social Security Card or VA DMV Photo ID
- Download the Training & Experience Verification Form here

Note: You have access to the form(s) above by logging in to your dashboard and browsing to “Additional Forms” here.

Step 2: Fill Out and Scan Your Documentation

...
Step 11: Once you have completed and scanned all required documents to your computer, log in to your account and select **Upload** to upload all required documents into your PCS account.

![Upload Your File](image)

Step 12: Select **PCSHQ Portal**. Then select **Launch the Portal** to access your PCS homepage to view your application status.
Application Approval Process
Once your online application has been completed, payment has been made, and all required documentation has been submitted, PCS will notify you of any requirements which may be pending, no later than five business days after the submission of your final required document. If PCS receives an application or a required document which is incomplete or completed incorrectly, PCS will notify you via email and your file will remain pending until all necessary information has been received.

• In order to receive your desired practical examination date, the online DPOR application, all required documents, payment and final approval must be completed 20 business days prior to the practical examination.

• Late or incomplete applications will be processed for the next available practical examination once all required information has been received and application is approved.

Examination Notification
Once your application has been approved, PCS will forward the following notifications via e-mail.

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day.
2. A Practical Scheduling Notice will be sent displaying your approved practical scheduled date within one business day.
3. A Practical Admission Notice confirming your assigned date, time, and location will be sent via email 10 business days prior to your examination date.

! If you do not receive any emails within the time frame listed above, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.
PCS Candidate Homepage

Application Status

You may check the status of your online application 24/7 by logging into your PCS account. As items are received, green check boxes will appear under the Application Approval Requirements section of the Active Applications box. Documents can also be mailed to PCS at: Attn: Virginia Cosmetology, P.O. Box 198768 Nashville, TN 37219, but will take longer to process.

How do I know if my application is approved?

If an application has been approved, a green check will appear in the Final Review Box under Active Applications and you will also receive an email notifying you that your application has been approved.
Examination Scheduling

Theory Examination Scheduling
Upon receipt of your ATT letter, you may request to take the theory examination by logging onto the Prometric website at www.prometric.com. Select SCHEDULE MY TEST and follow the prompts given for each screen. You will need to enter your eligibility number (identified as Candidate ID# on your ATT) listed on your letter. You can also contact Prometric’s Toll-Free Telephone Support at (800)895-3926.

Theory Examination Rescheduling Policy
You may reschedule your theory examination without forfeiting your fee by contacting Prometric at least 5 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in four or less days prior to your scheduled examination. You can call Prometric’s automatic system at (800)895-3926 using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

Practical Examination Scheduling
You will be assigned to the next practical examination date in the location you selected once your application has been approved.

Practical Rescheduling Policy
You may reschedule your practical examination without forfeiting your fees if you reschedule within 14 days prior to your scheduled examination. If you do not show for your practical examination or show up after the examination has started, you will forfeit your exam fees. Should you be involved in a traffic accident on the way to the test center, suffer a serious personal illness or injury, or a death in your immediate family contact PCS as soon as possible. Upon submitting official documentation acceptable to PCS, PCS at its discretion, may allow you to reschedule without being charged. In the event of a serious personal illness or injury, a note from the treating physician indicating your inability to test will be required. In the event of a death in your immediate family a death certificate will be required.
Examination Rescheduling
If the student missed or failed an examination, they may reschedule online with a credit card by logging into their pcs account. Select My Applications Then Repurchase Exam.

Order received
Thank you. Your order has been received.

My applications
App ID: 1997632 | Purchased November 28, 2018
Cosmetology or Cosmetology Instructor Examination and License Application - Practical & Theory
Uploaded File: Repurchase Exam

Inclement Weather Policy
In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or Prometric. If a test center is open for testing, and the location you will be driving from is hazardous, please contact PCS immediately in order to not forfeit your fees. PCS will verify the information you have provided and reschedule you for the next practical examination in your chosen location. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS, or check both the PCS and Prometric web sites for inquiries regarding the closure of any sites for the theory examination.
Examination Day Requirements
What do I need to take with me to the examination?

- Admission Notice (practical) or ATT Letter (theory) printed and/or via electronically on your phone is acceptable.
- One (1) form of identification – see list below
- Examination Supplies (if taking practical examination – see NIC Content Outline page)

⚠️ If you fail to present proper identification, you will not be permitted to test and a rescheduling fee will be required. NO EXCEPTIONS

Acceptable Forms of Identification for Exam Day

*Your Identification must match the name on your application and exam registration.*

Primary ID (current, non-expired Government Issued ID) Photo copies will not be accepted

- State issued Driver’s License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

⚠️ Student ID and employment ID are NOT acceptable forms of Identification.

Arrival

⚠️ You must arrive at the test center at least thirty (30) minutes prior to the time that is on your Admission Notice or ATT. If you arrive later, you will not be permitted to test and a rescheduling fee will be required.
General Examination Policies

Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and your actions will be reported directly to the Board and to NIC. The Board will make all final decisions on examination score invalidations or cancellations.

No visitors, guests or children are allowed in the test center.

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to $250,000 for criminal violations.

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment allowed. Smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for any personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.
Examination Results

Score Notices
An official score notice will be emailed to you at least 10 business days after your examination date. An unofficial pass or fail notice will be provided to you by Prometric after you take the theory examination. If you do not receive your score within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements
The minimum score required to pass both the theory and practical examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online. Once you pass both the theory and practical examination, you will receive a Notice of Completion, and a Licensure Fee Notice, which will need to be submitted to the DPOR prior to your license being issued.

State Score Requirements
Once all required examinations have been passed, a final review of your application will be performed in order to ensure that all eligibility documents are complete before your materials are sent to the Virginia Department of Professional and Occupational Regulation (DPOR) for the issuance of your license.

In Virginia, you must take and pass both the theory and practical examinations within one year of the date of your first scheduled examination. Failure to accomplish this will result in your having to start over as a first-time candidate. In addition, if, after application is made, and you take longer than one year to attempt to schedule any examination, you will forfeit all fees and be required to apply as a first-time candidate, even if your application was approved the first time you applied.
Reprinting Documents
Reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage.

- Click **Print Score Notice** option next to item you wish to reprint

<table>
<thead>
<tr>
<th>Pending Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>No examinations are pending.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exam Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Cosmetology Practical</td>
</tr>
<tr>
<td>Test Date: 02/20/2017</td>
</tr>
<tr>
<td>Score: 92.00% PASS</td>
</tr>
<tr>
<td><strong>PRINT SCORE NOTICE</strong></td>
</tr>
</tbody>
</table>

| Virginia Cosmetology Theory |
| Test Date: 02/14/2017 |
| Score: 87.00% PASS |
| **PRINT SCORE NOTICE** |

- Click **Reprint** option next to item you wish to print

<table>
<thead>
<tr>
<th>Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Board of Barbers and Cosmetologists 10701963-12-3-x</td>
</tr>
<tr>
<td>01/12/2017 Credit Card $165.00</td>
</tr>
<tr>
<td>PCS Fee(Theory) = $92.00 10791964-12-3-x</td>
</tr>
<tr>
<td>PCS Fee(Practical) = $93.00 10791965-12-3-x</td>
</tr>
<tr>
<td>(Cash) = $185.00 10791966-12-3-x</td>
</tr>
<tr>
<td>Paid 01/12/2017</td>
</tr>
<tr>
<td><strong>REPRINT</strong></td>
</tr>
</tbody>
</table>
Change of Information

Complete the *Change of Address/Name Form*, which can be downloaded in the *Forms* section of the Virginia Cosmetology page on PCS’ website, [www.pcsqh.com](http://www.pcsqh.com). All applicable areas of this form should be completed in order for PCS to properly locate and update your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Please upload this document and any other documentation to your account or you can mail to PCS at the address on page 3.

Formal Complaints

**Directions**

If you have a complaint regarding any aspect of the registration and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 10 days from the date of the event warranting the complaint. Written complaints must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable
- Details of Complaint

**Send Complaint to:**

Professional Credential Services, Inc.
Attn: Virginia Coordinator/COMPLAINT
P.O. Box 198768
Nashville, Tennessee 37219-8768
Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you as soon as the research has been completed.

Examination Guidelines

Dress Code
You should dress professionally, as you would when you are working in a shop. You are not allowed to have your name, your school name, or a shop name on your professional attire or kit.

Please see the attached NIC Candidate Information Bulletin (CIB) for details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.

Theory Examination

The Master Barber NIC Theory Examination includes Virginia State Laws and Regulations.

10 Virginia State questions are included within the Virginia NIC Theory Examination.

The reference for these questions are found in the Virginia Board for Barbers & Cosmetology Regulations, 18 VAC 41-20, April 1, 2019:


Please note that the Virginia State Law questions are only provided in English.

Best wishes on passing your examinations and a successful career in your chosen profession!
EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your examination provider’s website for the most current bulletin prior to testing.

The National Barber Styling Theory Examination is the licensure examination for Barber Stylists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains IMPORTANT INFORMATION regarding the examination, including content outline covered by the theory examination, sample questions and answers, and references. The time allowed for the Barber Styling Theory Examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC National Theory Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- **Examination Content and Important Instructions** – This provides information about the scope of content covered in the Theory examination and information and guidelines related to administration of the Theory examination.
- **References** – This provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory and Practical examinations.

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

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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.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- 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.
  - Communicating to other candidates.
  - Exhibiting disruptive behavior.

  *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*
BARBER STYLING THEORY EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Barber Styling Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items of which 100 items are weighted and contribute to the candidate’s final score.

1. Scientific Concepts - 35%
   A. Infection Control and Safety Practices
      1. Identify how disease and infection are caused and transmitted
      2. Apply principles of infection control
         a. Sanitation/Cleansing
         b. Disinfection
         c. Sterilization
         d. Contamination and cross-contamination
      3. Apply blood exposure procedures
      4. Identify requirements of government agencies related to public protection (e.g., CDC, OSHA, EPA)
   B. Human anatomy and physiology
      1. Identify function and structure of the
         a. Hair and scalp
         b. Skin
      2. Identify bones related to
         a. Head and face
         b. Neck, shoulders, and upper back
      3. Identify muscles and joints and their functions related to
         a. Head and face
         b. Neck, shoulders, and upper back
      4. Understand the functions of body systems
         a. Nervous system
         b. Circulatory system
         c. Endocrine system
         d. Integumentary system
   C. Identify signs and symptoms of conditions, disorders, and diseases related to skin
      1. Types
      2. Treatments
   D. Identify signs and symptoms of conditions, disorders, and diseases related to hair
      1. Types
      2. Treatments
   E. Basic chemistry of products used in barbering
      1. Understand the chemical pH scale
      2. Understand purpose and effects of products, ingredients, and their interactions
      3. Understand interactions among chemicals
      4. Understand chemical reactions (e.g., overexposure, chemical burn, inhalation)

2. Implements and Equipment - 10%
   A. Identify function, purpose, and care of tools used in hair services
      1. Equipment (e.g., chair, workstation)
      2. Implements (e.g., razors, shears, combs/brushes)
      3. Supplies and materials (e.g., towels, drape, neck strips)
      4. Electrical tools (e.g., clippers, blow dryers)
   B. Understand and apply safety and sanitation practices for use of implements and equipment
3. Hair Care Services - 40%
   A. Client consultation, analysis, and documentation for hair care services
      1. Analyze condition of client's hair and scalp (i.e., assessment)
      2. Recognize conditions that would prohibit service (i.e., contraindications)
      3. Determine services and/or products
      4. Document and maintain client records (e.g., consultation card, service history, medical history)
   B. Hair Care
      1. Apply knowledge of draping (e.g., chemical, shampoo, haircutting)
      2. Apply knowledge of principles and procedures for shampooing and conditioning
      3. Apply knowledge of principles and procedures for scalp treatments and scalp massage/manipulation
   C. Hair Design
      1. Apply knowledge of principles, procedures, and safety of haircutting
         a. Shaping
         b. Outlining
         c. Neck shave
      2. Apply knowledge of principles, procedures, and safety of hair styling
         a. Wet styling
         b. Blow-dry styling
         c. Thermal styling
         d. Natural hair styling (e.g., braiding, locks)
      3. Apply knowledge of hair enhancement options
   D. Apply knowledge of preparation, procedures, and safety for head shaving
   E. Apply knowledge of principles, procedures, and safety for chemical services
      1. Understand preliminary tests (e.g., purposes, uses, applications):
         a. Predisposition
         b. Strand test
      2. Hair coloring (including facial hair)
      3. Hair lightening
      4. Foiling
      5. Chemical hair relaxing/restructuring and curl reduction
         a. Hydroxide
         b. Thio
         c. Keratin
      6. Chemical waving/texturizing:
         a. Alkaline
         b. Acid
         c. Non-thio

4. Facial Hair and Skin Care Services - 15%
   A. Client consultation, analysis, and documentation for facial hair and skin care services
      1. Evaluate client's skin (e.g., type, condition)
      2. Identify contraindications:
         a. Disorders
         b. Diseases
      3. Determine services and/or products
      4. Document and maintain client records (e.g., consultation card, service history, medical history)
   B. Apply knowledge of draping for facial hair and skin care services
   C. Apply knowledge of principles, procedures, and safety for facial hair and skin care services
      1. Complete shave service with required strokes
      2. Facial hair design
      3. Facial (e.g., cleansing, steam towel, massage)
      4. Electrotherapy and light therapy
   D. Apply knowledge of purpose and types of electrotherapy and light therapy
The following sample questions are similar to those on the NIC Barber Styling Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

1. Anthrax and tetanus bacilli form which type of spores?
   a. Mitosis
   b. Flagella
   c. Spherical
   d. Infectious

2. All French style shears
   a. are cobalt metal.
   b. have a finger brace.
   c. are made in France.
   d. have tight pivots.

3. Prior to a shaving service the headrest MUST be
   a. washed and dried.
   b. disinfected and covered.
   c. washed and removed.
   d. sanitized and sterilized.

4. To avoid damage to muscle tissue, the movements of a massage are directed
   a. away from the origin of the muscle.
   b. toward the origin of the muscle.
   c. around the origin of the muscle.
   d. above the origin of the muscle.

5. Which of the following can permanently relieve split ends?
   a. Applying oil to the ends
   b. Using a styling gel on the ends
   c. Moistening the ends
   d. Cutting the ends

6. The diameter of a single strand of hair is also called
   a. growth pattern.
   b. porosity.
   c. density.
   d. texture.

7. What should be performed FIRST before applying permanent haircolor?
   a. Strand test
   b. Patch test
   c. Curl test
   d. Texture test

8. Before sodium hydroxide processing, hair should be analyzed to determine its
   a. acidity.
   b. alkalinity.
   c. texture, porosity, and elasticity.
   d. density, color, and end bonds.

Answers
1. c
2. b
3. b
4. b
5. d
6. d
7. b
8. c
National Barber Styling Practical Examination is the licensure examination for Barbering, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

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

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

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY!

**IMPORTANT INSTRUCTIONS**

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

The following provides examples of materials and actions that are prohibited during the examination administration:

- Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
- Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Exhibiting disruptive behavior.
- Communicating to other candidates or any examiner.
  - The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate’s actions reported to the proper authorities.

All supplies must be labeled in English. When an original manufacturer’s label is required, there can be NO handwritten or any other type of labeling. Original manufacturers’ labels must have English and may also include other languages. All non-manufacturers created labels must be only in English.

- Original manufacturer’s labels are required for all disinfectants and hand sanitizers.
- An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the “Suggested Examination Supplies” section to see any further state specific requirements for supplies and products.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- NO AEROSOLS are allowed in the testing environment
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled “Suggested Examination Supplies” provided for each section of the
examination. Suggested Supplies can be found after the “Content Domains” section of this bulletin.

**NIC MODEL OR MANNEQUIN REQUIREMENTS**

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

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

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

**SPECIAL ATTENTION**

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

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

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

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

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

Proctor – Verbal Instructions: Read to all candidates:
“You will prepare your work area for your client.”
“You will set up the universal supplies you will use throughout the examination.”
“You will also set up the supplies for the Haircutting section of the examination.”
“You will prepare your client for services.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 10 minutes to complete this section.”
“You will be informed when you have 5 minutes remaining.”
“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”
“Step back to indicate you have finished.”

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

Candidates will be evaluated on the following tasks:

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”
2. HAIRCUTTING (40 minutes)

Proctor – Verbal Instructions: Read to all candidates:
“You will perform a tapered Haircut with no blocked line at the nape.”
“You will demonstrate clipper cutting with and without guard or detachable blade.”
“You will demonstrate use of shear over comb.”
“You will demonstrate fingers and shear cutting.”
“You will cut at least ½ inch of hair throughout the haircut.”
“You will be expected to complete and blend the haircut.”
“You will also be expected to shave both sides of the neck with a straight razor.”
“Do not remove your hair clippings from your work area until you are instructed individually, by the examiner, to do so.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 40 minutes to complete this section.”
“You will be informed when you have 20 minutes remaining.”
“Step back to indicate you have finished.”

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

Candidates will be evaluated on the following tasks:

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working. Please do nothing until the next verbal instructions are given.”

Examiner – Verbal Instructions: Read to each candidate individually:
“May I please use your comb to check the haircut?”

2.9 Hair in front of ear is uniform in length (sideburns)
2.10 Haircut blended without weight line
2.11 At least ½ inch of hair is cut throughout
Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of the haircut has been examined:

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

2.12 Removes hair from work area
2.13 Maintains drape throughout section
2.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

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

“All examiners have indicated they are ready to proceed.”
3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:
“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”
“You will prepare your work area for a **NEW** client.”
“You will set up the universal supplies you will use for the remainder of the examination.”
“You will also set up the supplies for the Shaving with a Straight Razor section of the examination.”
“You will prepare your client for a shave.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 15 minutes to complete this section.”
“You will be informed when you have 8 minutes remaining.”
“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”
“Step back to indicate you have finished.”

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

Candidates will be evaluated on the following tasks:

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”
4. SHAVING WITH A STRAIGHT RAZOR (Variable Timing)

**Proctor – Verbal Instructions:** Read to all candidates:
“**You will prepare to perform shaving with a straight razor.**”
“**You will prepare the model’s face by lathering and steaming.**”
“**Do not remove the steam towel until instructed to do so by the examiner.**”
“**You will be expected to follow all client protection, safety and infection control procedures.**”
“**You will have 5 minutes to complete this section.**”
“**You will be informed when you have 2 minutes remaining.**”
“**Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.**”
“**Step back to indicate you have finished.**”

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

Candidates will be evaluated on the following tasks:

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

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:
“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:
“Please stop working. Please do nothing until the next verbal instructions are given.”

**Proctor – Verbal Instructions:** Read to all candidates after all candidates have stepped back to indicate that they have completed their preparation:
“You will perform Shaving with a Straight Razor.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will be instructed individually by the examiner when to remove the towel, re-lather, and begin the shave.”
“This is an untimed section.”
“Do not remove the steam towel or demonstrate any strokes until instructed individually by the examiner to do so.”

(1) “The instructions will be repeated.”

**Examiner – Verbal Instructions:** Read to each candidate individually:
“Please remove the steam towel, re-lather, and demonstrate the 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.”

Proctor – Verbal Instructions: Read when all examiners have indicated they are ready to proceed:
“You will breakdown your work area and dispose of supplies used in the previous sections of the examination.”
“You will set up the supplies for the following sections of the examination:
   Chemical Waving
   Predisposition and Strand test
   Chemical Relaxer – Virgin Application
   Hair Color – Retouch Application
“Your will be expected to follow all client protection, safety and infection control procedures.”
“You will have 10 minutes to complete your set up.”
“You will be informed when you have 5 minutes remaining.”
“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”
“Step back to indicate you have finished.”

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

**Proctor – Verbal Instructions:** Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

**Proctor – Verbal Instructions:** Read if the timer goes off before all candidates have stepped back:
“Please stop working.”
6. CHEMICAL WAVING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:
“You will perform Chemical Waving.”
“You will prepare your client for services.”
“You will wrap the entire center back section of the head, from crown to nape.”
“Once you are finished wrapping, please step back and do nothing until the next verbal instructions are given.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 20 minutes to complete this section.”
“You will be informed when you have 10 minutes remaining.”
“Do not perform the saturation procedure, a test curl, or remove a rod until instructed individually by the examiner to do so.”
“Do not remove the remaining rods until you are instructed to do so.”
“Step back to indicate you have finished.”

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

Candidates will be evaluated on the following tasks:

6.1 Chemical waving supplies are labeled in English
6.2 Implements and supplies are visibly clean
6.3 Performs scalp analysis
6.4 Subsections hair for chemical waving
6.5 Wraps hair
6.6 Correct rod placement used throughout entire section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:
“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working. Please do nothing until the next verbal instructions are given.”

Examiner – Verbal Instructions: Read to each candidate individually:
“Please demonstrate saturation”

6.7 Demonstrates saturation

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

6.8 Demonstrates a test curl

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

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

Proctor – Verbal Instructions: Read to all candidates:
“You will remove all remaining rods from the head and create 4 quadrants/sections for the remaining chemical services.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 5 minutes to complete this section.”
“You will be informed when you have 2 minutes remaining.”
“Step back to indicate you have finished.”

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

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”
7. PREDISPOSITION TEST AND STRAND TEST WITH SIMULATED PRODUCT (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:
“You will complete a simulated Predisposition Test and Strand Test.”
“You will demonstrate the predisposition test behind the ear.”
“You will demonstrate the strand test on any area of the head.”
“There is no required wait time for results.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 10 minutes to complete this section.”
“You will be informed when you have 5 minutes remaining.”
“Step back to indicate you have finished.”

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

Candidates will be evaluated on the following tasks:

7.1 Predisposition test and strand test supplies are labeled in English
7.2 Implements and supplies are visibly clean
7.3 Demonstrates predisposition test behind the ear
7.4 Demonstrates strand test
7.5 Maintains drape throughout section
7.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”
8. CHEMICAL RELAXER - VIRGIN APPLICATION
(15 Minutes)

Proctor – Verbal Instructions: Read to all candidates:
“You will perform a Chemical Hair Relaxer - Virgin Application.”
“You will apply simulated relaxer product on one back quadrant/section of hair.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 15 minutes to complete this section.”
“You will be informed when you have 8 minutes remaining.”
“Step back to indicate you have finished.”

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

Candidates will be evaluated on the following tasks:

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

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”
9. HAIR COLOR - RETOUCH APPLICATION (15 minutes)

Proctor – Verbal Instructions: Read to all candidates
“You will perform a Hair Color Retouch Application.”
“You will apply simulated product to the other back quadrant/section of hair.”
“The client has 1 inch of regrowth.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You have 15 minutes to complete this section.”
“You will be informed when you have 8 minutes remaining.”
“Step back to indicate you have finished.”

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

Candidates will be evaluated on the following tasks:

9.1 Hair color retouch supplies are labeled in English
9.2 Implements and supplies are visibly clean
9.3 Subsections hair for hair color retouch
9.4 Applies simulated hair color product
9.5 Final result of hair color retouch application
9.6 Maintains drape throughout section
9.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:
“All candidates have indicated they have completed this section of the examination, we will now proceed.”

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

CANDIDATE CLEANUP AND FINAL SUMMARY

Proctor – Verbal Instructions: Read to all candidates at the conclusion of the examination:
“All examiners have indicated they have completed their assessment.”
“Make sure that all kit supplies and disposable materials are taken with you.”
“This concludes the National-Interstate Council of State Boards of Cosmetology, National Barbering Practical Examination.”
“Thank you for your participation.”
SUGGESTED EXAMINATION SUPPLIES

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

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

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

HAIR CARE – UNIVERSAL/GENERAL SUPPLIES
- mannequin head(s) and a table clamp 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)
SHAVING SUPPLIES
- protective capes (recommended: child size capes)
- straight razor(s)
- shaving cream (non-aerosol)
- steam towel
- toner, talc, or moisturizer

BLOOD EXPOSURE PROCEDURE SUPPLIES
- additional bag for disposal of blood-contaminated materials

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

PREDISPOSITION TEST AND STRAND TEST SUPPLIES
- skin cleanser
- applicator brush
- bowl or bottle applicator with colored simulated product

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

HAIR COLOR SUPPLIES
- protective capes (recommended: child size capes)
- protective cream
- applicator brush
- bowl or bottle applicator with colored simulated product
NIC NATIONAL EXAMINATION REFERENCES

NIC Infection Control and Safety Standards
National-Interstate Council of State Boards of Cosmetology

NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa’s for All Industry Modalities
NIC, Inc., August 2007
www.nic-testing.org

NIC NATIONAL BARBER STYLING EXAMINATION REFERENCES
Milady’s Standard Professional Barbering
5th Ed. 2011
Milady
5 Maxwell Drive
Clifton Park NY  12065-2919
www.milady.cengage.com

NIC NATIONAL BODY PIERCING EXAMINATION REFERENCES
Milady Standard Esthetics: Fundamentals
2013, Edition: 11
Milady
5 Maxwell Drive
Clifton Park, NY  12065-2919
www.milady.cengage.com

Procedure Manual
2013 Edition
Association of Professional Piercers (APP)
P.O. Box 1287
Lawrence, KS 66044
http://www.safepiercing.org/publications/procedure-man

The Piercing Bible: The Definitive Guide to Safe Body Piercing
Elayne Angel
2009
Random House/Crossing Press
http://www.infinitebody.com/shop/the-piercing-bible.html

NIC NATIONAL COSMETOLOGY EXAMINATION REFERENCES
CLiC INTERNATIONAL Cosmetology Career Concepts
2014
CLiC INTERNATIONAL
396 Pottsville / Saint Clair Highway
Pottsville, PA  17901
www.clicusa.com
NIC NATIONAL ELECTROLOGY EXAMINATION REFERENCES

5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214
www.Milady.com

Electrolysis, Thermolysis, and the Blend
The Principles and Practices of Permanent Hair Removal,
9th ed., 1994
Arroway Publishing

NIC NATIONAL ESTHETICS EXAMINATION REFERENCES

*Milady’s Standard Esthetics: Fundamentals
2013, 11th Edition
Joel Gerson, Janet D’Angelo, Sallie Deitz et al
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919

*Milady’s Standard Esthetics: Fundamentals
2009, 10th Edition
Joel Gerson, Janet D’Angelo, Sallie Deitz et al
Delmar
5 Maxwell Drive
Clifton Park NY 12065-2919
NIC NATIONAL AP ESTHETICS EXAMINATION REFERENCES

**Milady Standard Esthetics: Advanced**
2013, 2nd edition
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
[www.milady.cengage.com](http://www.milady.cengage.com)

**Milady’s Standard Esthetics: Fundamentals**
2013, 11th Edition
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
[www.milady.cengage.com](http://www.milady.cengage.com)

**Skin Care Beyond the Basics**
2012, 4th Edition
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
[www.milady.cengage.com](http://www.milady.cengage.com)

NIC NATIONAL INSTRUCTOR EXAMINATION REFERENCES

**McKeachie’s Teaching Tips: Strategies, Research, and Theory for College and University Teachers**
Wadsworth
20 Davis Drive
Belmont, CA 94002-3098

**McKeachie’s Teaching Tips: Strategies, Research, and Theory for College and University Teachers**
Wadsworth
20 Davis Drive
Belmont, CA 94002-3098
Milady’s Master Educator
Student Course Book
Author: Letha Barnes
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.milady.com

Mindful Teaching Pro eBook 101.1 – 701.6
2013
Pivot Point International
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
(800) 886-4247
http://www.pivot-point.com/

NIC NATIONAL MANAGER EXAMINATION REFERENCES
Cosmetology Career Concepts
2014
CLiC INTERNATIONAL
396 Pottsville / Saint Clair Highway
Pottsville, PA 17901
www.clicusa.com

Cosmetology
Today’s Class Course eBook
2015
https://www.todaysclass.com/

Milady Standard Cosmetology
2016
Milady
20 Channel Center Street
Boston MA 02210
www.milady.cengage.com

Salon Fundamentals Cosmetology
Pivot Point International, Inc.
NIC NATIONAL NAIL TECHNOLOGY EXAMINATION REFERENCES

Milady’s Standard Nail Technology
2011, 6th Edition
Milady
5 Maxwell Drive
Clifton Park, NY  12065-2919
www.milady.cengage.com

Milady’s Standard Nail Technology
Thompson Delmar Learning Milady
5 Maxwell Drive
Clifton Park NY  12065-2919
www.milady.com

Nail Technician
2007 2.1 Edition
Author: Randy Rick
CLiC INTERNATIONAL
396 Pottsville/Saint Clair Highway
Pottsville PA  17901
www.clicusa.com

Nail Technician
2007 1st Edition
Author: Randy Rick
CLiC INTERNATIONAL
396 Pottsville/Saint Clair Highway
Pottsville PA  17901
800-207-5400
www.clicusa.com

Salon Fundamentals Nails – A Resource for Your Skin Care Career
2007, 10th printing, 1st Edition, June 2013
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL  60201
800-886-4247
www.pivot-point.com

Salon Fundamentals Nails – A Resource for Your Skin Care Career
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL  60201
800-886-4247
www.pivot-point.com

NIC NATIONAL NATURAL HAIR STYLING EXAMINATION REFERENCES

CLiC INTERNATIONAL Cosmetology Career Concepts
2014
CLiC INTERNATIONAL
396 Pottsville / Saint Clair Highway
Pottsville, PA 17901
www.clicusa.com

Milady Standard Cosmetology 2016
Milady
20 Channel Center Street
Boston MA 02210
www.milady.cengage.com

Milady Standard Natural Hair Care and Braiding 2014
Milady
5 Maxwell Drive
Clifton Park, NY 12065-2919
www.milady.cengage.com

Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
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World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
800-886-4247
www.pivot-point.com

NIC NATIONAL TATTOOING EXAMINATION REFERENCES

Milady
5 Maxwell Drive
Clifton Park, NY 12065-2919
www.milady.cengage.com

Procedure Manual 2013 Edition
Association of Professional Piercers (APP)
P.O. Box 1287
Lawrence, KS 66044
NIC INFECTION CONTROL AND SAFETY STANDARDS

DISINFECTION
~ Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned AND disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions. When allowed by state rule/law, disinfectant sprays OR wipes that are bactericidal, virucidal and fungicidal are acceptable forms of disinfection following proper cleaning of the item.

Note: Porous items are considered to be single use items and can NOT be disinfected. These items are single use and are to be disposed of in the trash immediately after use.

~ Tools, implements, and multi-use items MUST stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.

~ All disinfectant solutions must be mixed and changed per the manufacturer's instructions.

HAND WASHING
~ Thoroughly wash hands and the exposed portions of arms with soap and water before providing services to each client and anytime hands become contaminated.

NAIL TECHNOLOGY
~ Liquid Monomer containing Methyl Methacrylate (MMA) is prohibited for use during NIC National practical examinations.
~ Due to the testing environment, NIC requires low odor/odorless nail products be used during the NIC National practical examinations.
NIC Blood Exposure Procedure

The following guidelines should be used if a blood exposure should occur during a service:

Who is bleeding?

**Client**
1. Stop Service.
2. Put gloves on.
3. If appropriate, assist client to sink and rinse the injured area under running water.
4. Pat dry with a new, clean, disposable towel.
5. Offer/apply antiseptic & adhesive bandage.
6. Place all single use items in a bag and place in a trash receptacle.
7. Remove all implements from station and properly clean and disinfect.
8. Clean and disinfect work area.
9. Remove and dispose of gloves.
10. Wash hands.
11. Return to service.

**Licensee**
1. Stop Service.
2. Explain the situation and excuse yourself from the service.
3. If appropriate, rinse injured area under running water.
4. Pat dry with a new, clean, disposable towel.
5. Apply antiseptic & adhesive bandage.
6. Put gloves on.
7. Place all single use items in a bag and place in a trash receptacle.
8. Remove all implements from the work area and properly clean and disinfect.
9. Clean & disinfect work area.
10. Remove and dispose of gloves.
11. Wash hands.
12. If necessary cover injured area with a protective finger cot or new glove.
13. Return to service.

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