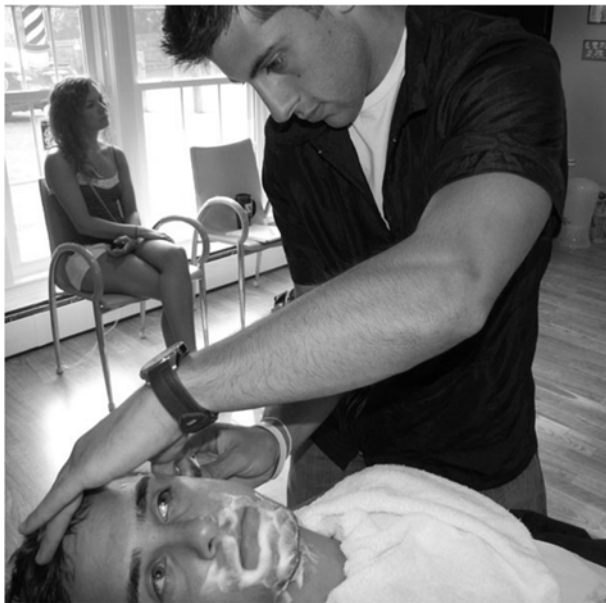


PROFESSIONAL CREDENTIAL SERVICES, INC.



South Carolina BOARD OF BARBERING

June 2018

Master Hair Care Specialist Candidate Handbook

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 HANDBOOK

- 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 PSI
- Upon approval, take Practical Examination on date scheduled with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: South Carolina Barbering
P.O. Box 198768
Nashville, Tennessee 37219-8768

Courier Mailing Address

Attn: South Carolina Cosmetology
25 Century Blvd, Suite 505
Nashville, TN 37214

Customer Service: (888) 822-3272

Fax: (615) 846-0153

Email: cosandbar@pcshq.com

Website: <http://www.pcshq.com>

PSI Exams

Scheduling: (800) 733-9267

Fax: (702) 932-2666

Website: candidate.psiexams.com

South Carolina Board of Barbering

Department of Labor, Licensing, and Regulation

Regular Mailing Address

P.O. Box 11329
Columbia, South Carolina 29211-1329

Courier Mailing Address

Synergy Business Park
Kingstree Building
110 Centerview Drive
Columbia, South Carolina 29210

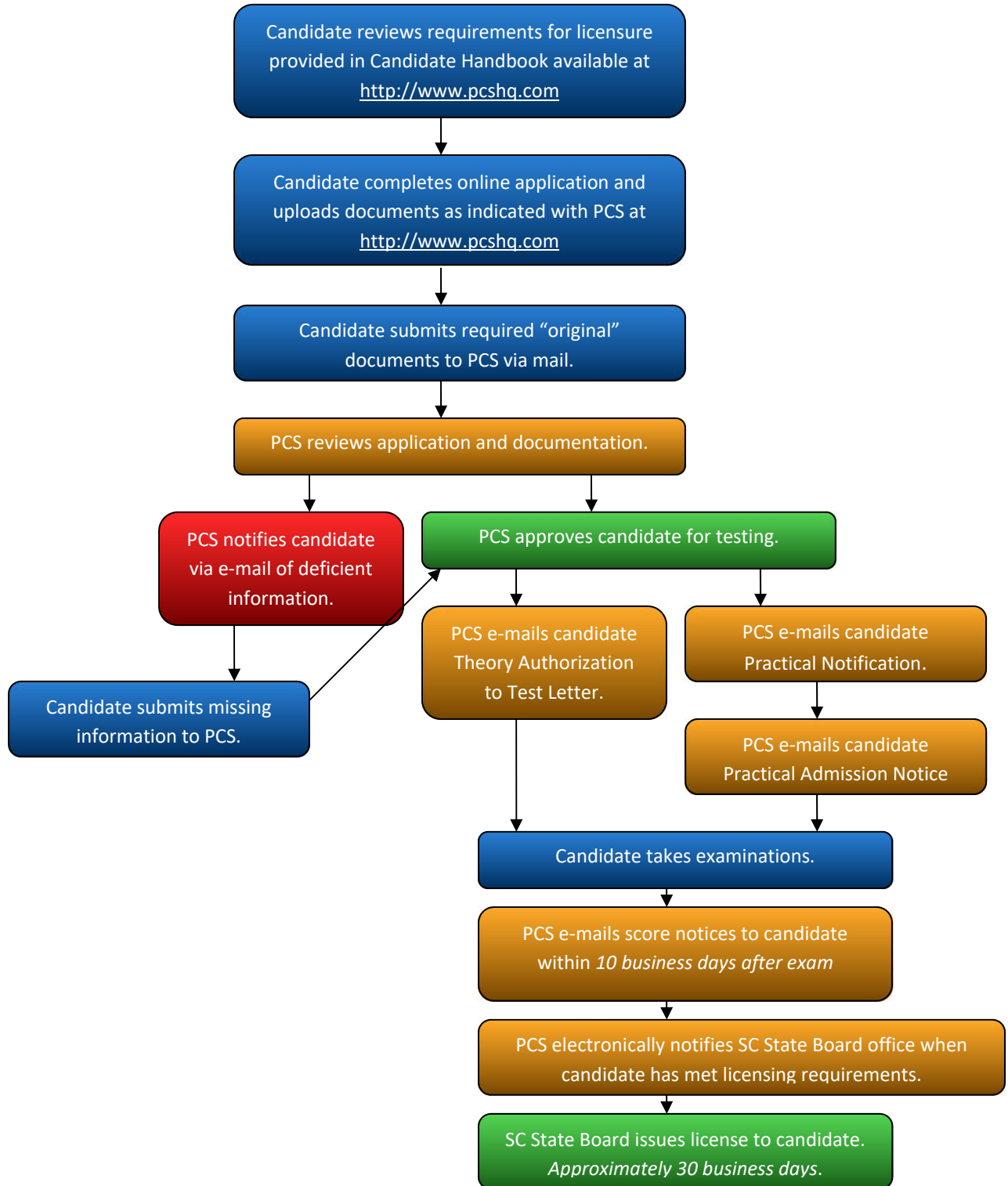
Telephone: (803) 896-4588

Fax: (803) 896-4484

Website:

<http://www.llr.state.sc.us/POL/Barber/>

Application Process



Introduction

The *Candidate Handbook* 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 South Carolina Board for Barbering (the "Board") is responsible for licensing and regulating the profession of barbering in the State of South Carolina. 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 submit an on-line 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 State 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 State of South Carolina, you must meet the following requirements:

1. Be at least 17 years of age.
2. Have completed at least the 9th grade or equivalent.
3. Have completed at least 1,500 in state or out of state Barber training hours; or
4. On The Job Training (OJT) - Have completed twelve months of training under the personal supervision of a master hair care specialist who has been examined by the board and this practice must include at least 1,920 hours.
5. Successfully completed the NIC theory and practical examinations.

Crossover License

If you hold a current South Carolina Cosmetology License and have held this license for at least two years, you may obtain a Master Hair Care License by taking the practical examination only.

Foreign Credentials

Any foreign credentials are required to be evaluated by one of the following South Carolina Board approved services.

- | | | |
|------------------------------------------|----------------|----------------------------------------------------------------------------|
| 1. Aequo International | 1-844-882-3786 | www.aequointernational.com |
| 2. Educational Credential Evaluators | (414) 289-3400 | http://www.ece.org |
| 3. International Consultants of Delaware | (215) 222-8454 | http://www.icdeval.com |

Examination Fees

Examination Type	First Time Fees (includes license)	Re-Exam Fees
Master Hair Care Theory & Practical	\$ 175.00	\$ 130.00
Master Hair Care Theory	\$ 115.00	\$ 70.00
Master Hair Care Practical	\$ 105.00	\$ 60.00

Fees may be paid online with a credit card (Master Card, Visa or Discover) or by calling 1-888-822-3272 or submit your fees via money order or certified check by mail to the PCS Office. Your application will not be reviewed or processed until payment has been received. Incomplete applications will be processed for the next available practical exam date once all required information has been received by PCS.

Refund Policy

Please carefully review this handbook and Virginia's state laws, rules and regulations prior to making payment. **All fees are non-refundable.**

! Candidates are especially encouraged to carefully review licensing requirements for testing PRIOR to completing an online application with PCS. If testing is not required, fees are non-refundable.

Practical Examination Dates:

Please visit the South Carolina page at www.pcshq.com for the current dates.

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 Form section of the South Carolina Master Hair Care page at <http://www.pcshq.com>.

First Time Candidates

Application Requirements

Once an online application has been completed with PCS, the following items must be submitted to PCS via mail, or uploaded to your PCS Homepage.

1. A current 2" x 2" passport type color photo (selfies are not accepted).
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. Copy of Social Security Card.
 - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show completion of at least the 9th grade. (If name on H.S. education differs from name on application, proof of legal name change is required)
5. Affidavit of Eligibility – Must be notarized* (See FORMS section at www.pcshq.com)

6. Training Affidavit – Must be notarized* (See FORMS section at www.pcshq.com)
 - Enrollment and Graduation dates must include month, day, and year (mm/dd/yyyy).
 - Out of State candidates may submit an official transcript as long as the transcript provides a breakdown of hours by subject. Enrollment and Graduation dates must also be included.
7. Health Form (See Form Section on the PCS Webpage)
 - Must show negative 5TU-PPD Tuberculin Test and/or chest x-ray taken within a year of application date.

* All documents that require a notary seal may be uploaded to your PCS Homepage as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

! 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) must be either mailed to the South Carolina Coordinator, or uploaded to your Homepage.

Criminal Conviction

Information may be submitted via mail or you can upload to your application by logging into your Homepage.

- If you have a conviction which occurred in the state of South Carolina, you must submit court documents as well as probation/parole documents and a SLED report which can be obtained by calling 803-737-9000 or visiting www.sled.sc.gov.
- If you have a conviction which occurred outside the state of South Carolina, you must submit court documents as well as probation/parole documents and a criminal history report from the local law enforcement office (in the state where the conviction occurred).

Expired License

How to Reinstate an Expired License

1. If you held a South Carolina license which has been expired for three years or less, you must contact the South Carolina State Board Office at (803) 896-4588 for information on how to reinstate your license.
2. If you had a South Carolina license which has been expired for more than three years, you must complete an online application with PCS and submit all required documents. You must take the practical examination.

Application Requirements

Once an online application has been completed with PCS, the following items must be submitted to PCS via mail, or uploaded to your PCS Homepage.

1. A current 2" x 2" passport type color photo (selfies are not accepted)
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. Copy of Social Security Card.
 - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Affidavit of Eligibility – Must be notarized* (See FORMS section at www.pcshq.com)

* All documents that require a notary seal may be uploaded to your PCS Homepage as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

! 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) must be either mailed to the South Carolina Coordinator, or up-loaded to your Homepage.

Endorsement License Requirements

Method One: No Examination Required. You must contact the South Carolina State Board Office at (803) 896-4588 for information on how to endorse your out-of-state Barber license.

- You hold a current out of state Barber license.
- You have passed the NIC theory and practical examinations

! Endorsement candidates are encouraged to carefully review the qualifications for testing PRIOR to completing an online application with PCS. If testing is not required, fees are forfeited.

Method Two: Must complete an online application with PCS and take the NIC Theory and Practical Examinations through PCS.

- You hold a current out of state Barber license.
- You have not passed the NIC Examinations. (Theory and Practical)

Method Three: Must complete an online application with PCS and take the NIC Examination not previously passed. (Theory or Practical)

- You hold a current out of state Barber license.
- You have previously passed either the NIC Theory or Practical Examination.

Endorsement Application Requirements

Method One

Contact the South Carolina State Board office at (803) 896-4588

Methods Two and Three

The following items must be submitted to PCS via mail or you can upload to your application by logging into your Homepage once an online application has been completed.

1. A current 2" x 2" passport type color photo (selfies are not accepted)
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. Copy of Social Security Card.
 - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Affidavit of Eligibility – Must be notarized* (See FORMS section at www.pcshq.com)
5. Verification of Licensure from out of state must be mailed directly to the South Carolina State Board office. See page 3 for the mailing address.
6. Health Form (See Form Section on the PCS webpage)
 - Must show negative 5TU-PPD Tuberculin Test / chest x-ray taken within a year of application date.

* All documents that require a notary seal may be uploaded to your PCS Homepage as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

PCS Account Set-Up

Before you are able to complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to <http://www.pcshq.com>
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **South Carolina**
5. Click **Master Hair Care**
6. Click **Create an Account** (if this is your first time)
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter RECaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click link in e-mail to verify account information and create PCS password.
11. Click **Enable Account**

! A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

New Professional Credential Services Account

By signing up for a free account, you can access your application and licensing information.

To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.

E-Mail Address

First Name

Last Name

Birth Date (m/d/yyyy)

If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.

Social Security Number

Please enter the RECaptcha information below

9

ScartDA

Privacy & Terms

reCAPTCHA™
stop spam.
read books.

Create Account

PCS Application

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Complete steps 1-5 listed above.
2. Click **LOGIN HERE** (if you have already created an account)
3. Enter e-mail address and password provided during account set-up.
4. You are now in the online application; select appropriate license type (i.e. Registered Barber).
5. Continue with online application until all required fields have been completed.
6. Choose the examinations you wish to take.
7. Select Payment Option*.
8. Once payment is made, further directions will be sent via email.

* You can provide a credit card in order to pay your fees online or call 1-888-822-3272 or submit your fees via money order or certified check by mail to the PCS Office. Your application will not be considered complete until all required documents, payment, and final approval is received. Incomplete applications will be processed for the next available practical exam date once all required information and final approval is received by PCS.

! You must complete the online application using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License).

! A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

! If you are applying prior to the completion of training, you must indicate this on your online application

The screenshot displays the PCS Application portal for a user named GWENDOLYN NEILON. The interface is divided into several sections:

- Your Profile:** Includes fields for Name, Address, Email, and Phone. There are buttons for "EDIT PROFILE" and "ADD NEW DOCUMENT".
- Documents:** Lists uploaded documents such as "Application Form 11/01/2013", "SC Master Hair Care App", and "Deficiency E-mail - 11/11/13". Each document has an "EDIT DOCUMENT" and "REMOVE" button.
- Active Applications:** Shows the current application for "South Carolina Barber/Master Hair Care Specialist". It lists application details like "ADD STATE APP#", "ADD LICENSE NUMBER", and "ADD LIC EXPIR DATE". There are buttons for "VIEW APPLICATION FORM", "RESCHEDULE", and "CANCEL".
- Pending Examinations:** Lists upcoming exams, such as "South Carolina Master Hair Care Specialist Theory" and "South Carolina Master Hair Care Specialist Practical". It includes exam dates and buttons for "CANCEL" and "RESCHEDULE".
- Activity Log:** A detailed log of recent activities, including document uploads, payment confirmations, and application status changes. It includes a "SEND EMAIL" button.
- Reception:** A section for receiving notifications, including a "SEND EMAIL" button.

PCS Candidate Homepage

Logging into your Homepage

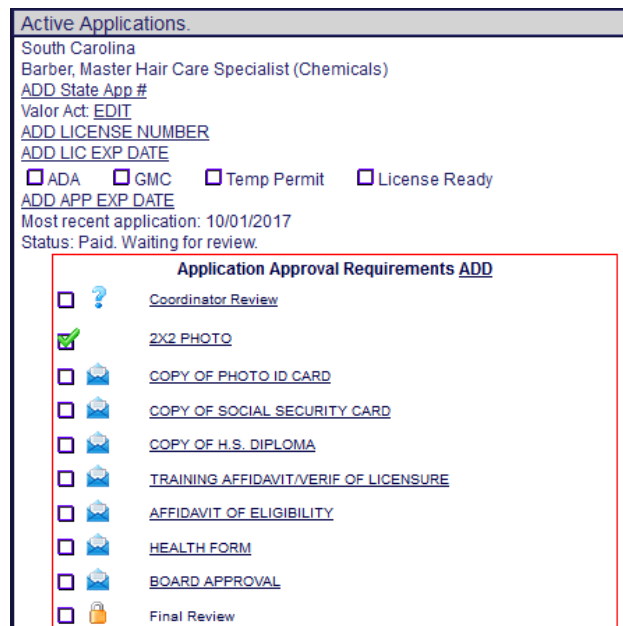
1. Go to <http://www.pcshq.com>
2. Click **Client Portal**
3. Enter e-mail address and password
4. Click **Log In**



The screenshot shows the login interface for Professional Credential Services, Inc. At the top right is the company logo. The main heading is "Log into your account". Below this are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned below the password field. A large, faint watermark of the company logo is visible in the background. Below the login fields, there is a link for forgotten passwords: "*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here.](#)". At the bottom, a note states: "If you have not previously created a PCS account please go to your [profession and state home page.](#)".

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.



The screenshot displays the "Active Applications" section. It lists the user's details: "South Carolina Barber, Master Hair Care Specialist (Chemicals)". Below this are links to "ADD State App #", "Valor Act: [EDIT](#)", "ADD LICENSE NUMBER", and "ADD LIC EXP DATE". There are four checkboxes for application types: "ADA", "GMC", "Temp Permit", and "License Ready". Below these are links for "ADD APP EXP DATE", "Most recent application: 10/01/2017", and "Status: Paid. Waiting for review.". A red-bordered box titled "Application Approval Requirements [ADD](#)" contains a list of requirements, each with a checkbox and a link: "Coordinator Review", "2X2 PHOTO" (checked with a green checkmark), "COPY OF PHOTO ID CARD", "COPY OF SOCIAL SECURITY CARD", "COPY OF H.S. DIPLOMA", "TRAINING AFFIDAVIT/VERIF OF LICENSURE", "AFFIDAVIT OF ELIGIBILITY", "HEALTH FORM", "BOARD APPROVAL", and "Final Review".

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.

Active Applications.

South Carolina
Barber, Master Hair Care Specialist
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
[ADD APP EXP DATE](#)
Applied 11/01/2013
Most recent application: 11/01/2013
Status: Approved.

Application Approval Requirements [ADD](#)

- [Coordinator Review](#)
- [2X2 PHOTO](#)
- [COPY OF PHOTO ID CARD](#)
- [COPY OF SIGNED SOCIAL SECURITY CARD](#)
- [TRAINING AFFIDAVIT/VERIF OF LICENSURE](#)
- [AFFIDAVIT OF ELIGIBILITY](#)
- [HEALTH FORM](#)
- [Final Review](#)

[VIEW APPLICATION FORM](#)

Reprinting Documents

You may 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.

Exam Results

South Carolina Master Hair Care Specialist (Chemicals) Practical
Score Loaded 05/22/2015
Test Date: 05/11/2015
Score: 77.00% PASS
Exam Date: 05/11/2015
Tested at: Columbia Area (bar)

[RECREATE SCORE](#)
[EMAIL SCORE TO CANDIDATE](#)
[PRINT SCORE NOTICE](#)

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

Receipts

South Carolina State Board
10/01/2017 Credit Card \$175.00

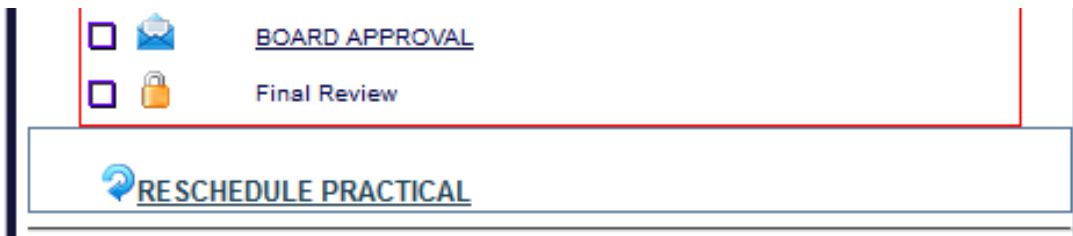
PCS Fee(Practical) = \$80.00
PCS Fee(Theory) = \$70.00
Board Fee(Board Fee) = \$45.00
(Payment) = \$175.00

Paid 10/01/2017
[REPRINT](#)

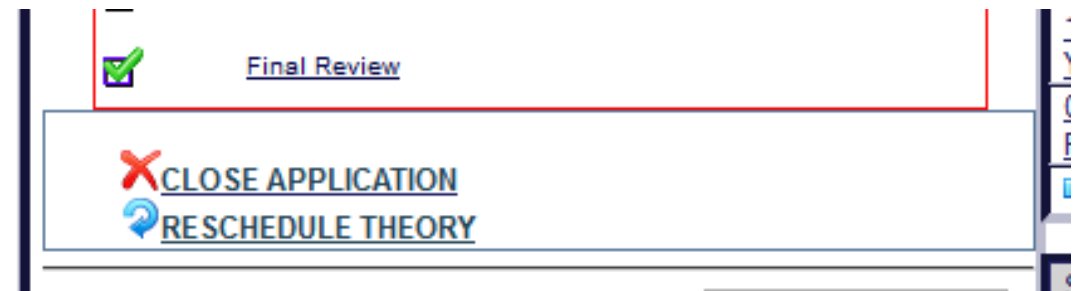
Examination Rescheduling

If you have missed or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

- To reschedule practical examination, click **Reschedule Practical** under the Active Applications box.



- To reschedule theory examination, click **Reschedule Theory** under the Active Applications box.



Application Approval Process

Once an online application has been completed (**payment has been made**), PCS will receive notification and a system generated e-mail will be sent to your e-mail to confirm the successful completion of your application. PCS will review your application and enter any requirements which may be pending (i.e. Training Affidavit, High School Education, etc.) no later than three business days. *If documents are submitted after the online application has been completed, PCS will enter those as received no later than three business days of receipt.*

- If PCS receive an application or a required document which is incomplete or completed incorrectly, PCS will notify you via e-mail and your file will remain pending until all necessary information has been received and application is approved.
- In order to receive your desired practical examination date, the online application, required documents, payment and **final approval** must be received before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received.

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 e-mail within one business day.
2. A Practical Admission Notice confirming your assigned date, time, and location will be sent via e-mail 10 business days prior to your examination date.

! If you do not receive any e-mails 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.

Examination Scheduling

Theory Examination Scheduling

Once you have received your ATT letter, you must contact PSI to schedule your theory appointment.

- Schedule online – <http://www.psiexams.com>
- Schedule with PSI representative at (800) 733-9267 (Monday – Friday 7:30 AM to 8:00 PM EST, Saturday 11:00 AM to 5:00 PM EST)
- Schedule with PSIs Interactive Voice Response System during non business hours at (800) 733-9267.

Theory Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 2 business days prior to your scheduled date. You may call (800) 733-9267 or fax (702) 932-2666. You may also use the automated system using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

Practical Examination Scheduling

You will request a practical date when completing your on-line application. As long as you have all required information and approved by the deadline date, you will be scheduled to take your examination on the date requested. Otherwise you will be assigned to the **next available** once your application has been approved.

Practical Rescheduling Policy

Rescheduling for the practical examination is not permitted without a re-exam fee unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, your request will be considered when you upload documentation onto your homepage.

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 PSI. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and PSI for inquiries regarding the theory examination.

Examination Day Requirements

What do I need to take with me to the examination?

- Admission Notice (practical) or ATT Letter (theory)
- A current 2" x 2" passport type color photo (selfies are not accepted)
- Two (2) forms of identification – one form must be a government issued photo ID (see below)
- Examination Supplies (if taking practical examination – see NIC Content Outline page)

! If you fail to bring these items, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

Primary ID (current, non-expired Governments 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

Secondary ID (signature, non-expired) Photo copies will not be accepted

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

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

! If you fail to bring proper identification or your names do not match, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

Arrival

! You must arrive at the test center at least forty five (45) minutes prior to your examination for registration. Registration will close 15 minutes prior to Exam. If you arrive after Registration has closed, 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 will report such incidents directly to the Board. 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, 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 e-mailed to you at least ten business days after your examination date. *An unofficial pass or fail notice will be provided to you by PSI after you take the theory examination.* If you do not receive an e-mail 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 70. 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*.

Once all required examinations have been passed, PCS will perform a final review of your application. If all required documents are on file, PCS will forward your application to the South Carolina Board Office so that they can review and process your license.

Change of Information

Directions

Complete the *Change of Address/Name Form*, which can be downloaded in the *Forms* section of the South Carolina Cosmetology page on PCS' website, www.pcshq.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: South Carolina Barber
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 within 5-7 business days.

Examination Guidelines

The South Carolina State Board of Cosmetology requires you to be examined on the following services on the practical examination:

Core Domain Services

- Set Up and Client Protection
- Haircutting
- Shaving with Straight Razor (**YOU ARE REQUIRED TO REMOVE FACIAL HAIR**)
- Chemical Waving
- Hair Lightening/Coloring
- Chemical Relaxing

Mannequins/Model

A **model** is required for the following services:

Set Up and Client Protection
Haircutting
Shaving with a Straight Razor (**YOU ARE REQUIRED TO REMOVE FACIAL HAIR**)

A **model or mannequin** is permitted for the following services:

Chemical Waving
Hair Lightening/Coloring
Chemical Relaxing

Models must be at least 15 years of age and cannot be licensed or a student studying in the field of Cosmetology, Barbering or any related fields. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes (See Model Consent Form). Models may not assist the candidate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

Aerosol Products: You are not permitted to use aerosol products at any time during the examination.

Kit Size: Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under the table areas.

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 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.

Best wishes on passing your examinations and a successful career in your chosen profession!



NATIONAL BARBER STYLING
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

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.

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 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

1. SCIENTIFIC CONCEPTS (27%)

- A. Demonstrate an understanding of the principles and practice of infection control as it relates to:
 - 1. Microbiology
 - a. Bacteria
 - b. Viruses
 - c. Parasites
 - d. Immunity
 - e. Prevention
 - 2. Methods of infection control
 - a. Sanitation
 - b. Disinfection
 - c. Sterilization

3. Federal Regulations
 - a. Occupational Health and Safety Administration (OSHA) guidelines
 - b. Universal precautions
 - c. Material Safety Data Sheets (MSDS)
 - d. Environmental Protection Agency (EPA)
 - e. Food and Drug Administration (FDA)
 4. First Aid
 - a. Minor bleeding and wounds
 - b. Minor burns
 - c. Minor eye irritation
- B. Demonstrate an understanding of basic human anatomy as it relates to:
1. Cells
 2. Tissues
 3. Organs
- C. Demonstrate an understanding of basic physiology (body systems) as it relates to:
1. Skeletal system
 - a. Head
 - b. Face
 - c. Neck
 2. Muscular system
 - a. Head
 - b. Face
 - c. Neck
 3. Nervous system
 - a. Head
 - b. Face
 - c. Neck
 4. Circulatory system
 5. Endocrine system
 6. Digestive system
 7. Respiratory system
 8. Integumentary system
 9. Excretory system
- D. Demonstrate an understanding of basic principles of chemistry as it relates to:
1. Matter
 2. The pH scale
 3. Effects of nutrition on hair, scalp, and skin
 4. Compounds
 5. Mixtures
 6. Product ingredients
 7. Product labeling
 8. Product safety
- E. Demonstrate an understanding of basic principles of electricity as it relates to:
1. Electric current
 2. Electric measurements
 3. Electricity in barber-styling
 - a. Electrotherapy
 - b. Light therapy

2. HAIR CARE SERVICES (40%)

- A. Demonstrate an understanding of trichology as it relates to:
 - 1. Properties and structure of the hair and scalp
 - a. Shaft
 - i. Cuticle
 - ii. Cortex
 - iii. Medulla
 - b. Root
 - i. Follicle
 - ii. Bulb
 - iii. Papilla
 - iv. Arrector pili muscle
 - v. Sebaceous gland
 - 2. Hair analysis and hair quality
 - a. Porosity
 - b. Texture
 - c. Elasticity
 - d. Density
 - 3. Hair growth stages
 - 4. Hair loss
 - a. Types
 - b. Treatments
 - 5. Disorders of the hair and scalp
 - a. Types
 - b. Treatments
- B. Demonstrate an understanding of performing a client consultation as it relates to:
 - 1. Desired look
 - 2. Face shape
 - 3. Hair analysis
- C. Demonstrate an understanding of procedures for draping for all hair services
- D. Demonstrate an understanding of concepts needed for haircutting and styling as it relates to:
 - 1. Elements of hair design
 - a. Form
 - b. Shape
 - c. Line
 - d. Color
 - e. Wave pattern
 - 2. Principles of hair design
 - a. Proportion
 - b. Balance
 - c. Symmetry
 - 3. Facial shapes

- E. Demonstrate an understanding of procedures for shampooing, conditioning, massage, and brushing as it relates to:
 1. Shampooing
 - a. Product selection
 - b. Procedure
 2. Conditioning
 - a. Product selection
 - b. Procedure
 3. Scalp massage
 - a. Types of manipulations
 - b. Procedure
 4. Scalp treatments
 - a. Product selection
 - b. Procedure
 - c. Equipment
- F. Demonstrate an understanding of procedures for haircutting as it relates to:
 1. Basic principles of haircutting
 - a. Areas of the head
 - b. Elevation or projection
 - c. Lines and angles
 - d. Crosschecking
 - e. Texturizing
 2. Tools, implements, and equipment
 - a. Types
 - b. Selection
 - c. Care and maintenance
 3. Safety
 4. Body positioning
 5. Basic haircuts
 - a. Blunt
 - b. Layered
 - c. Tapered
 6. Haircutting procedures
 7. Neck shaving procedures
- G. Demonstrate an understanding of procedures for head shaving as it relates to:
 1. Preparation
 2. Shaving procedure
 3. Safety
- H. Demonstrate an understanding of procedures for hairstyling as it relates to:
 1. Wet Styling
 - a. Types of styles
 - b. Tools and implements
 - c. Procedures
 - d. Product selection
 2. Thermal styling
 - a. Types of styles
 - b. Tools and implements
 - c. Procedures
 - d. Product selection
 3. Natural hairstyling (e.g., braids, locks, etc.)
 4. Safety

- I. Demonstrate an understanding of wigs, hair pieces, and hair enhancements as it relates to:
 - 1. Materials and construction
 - 2. Supplies
 - 3. Sizing
 - 4. Attachment methods
 - 5. Styling
 - 6. Maintenance

- J. Demonstrate an understanding of procedures for chemical services as it relates to:
 - 1. Chemical Texture
 - a. Chemical waving
 - i Application procedures
 - ii Product selection
 - b. Reformation curls
 - i Application procedures
 - ii Product selection
 - c. Chemical relaxing
 - i Application procedures
 - ii Product selection
 - 2. Haircolor and lightening (including facial hair)
 - a. Color theory
 - i Law of color
 - ii Tone
 - iii Level
 - b. Application procedures
 - c. Product selection
 - 3. Safety

3. FACIAL HAIR SERVICES (17%)

- A. Demonstrate an understanding of performing a client consultation as it relates to:
 - 1. Skin analysis
 - 2. Health history
- B. Demonstrate an understanding of procedures for draping for all facial hair services
- C. Demonstrate an understanding of procedures for shaving and facial hair designing as it relates to:
 - 1. Tools and implements
 - 2. Facial shaving
 - a. Preparation
 - b. Positions and strokes
 - 3. Mustaches and beards
 - a. Preparation
 - b. Products
 - 4. Safety

4. SKIN CARE AND FACIAL SERVICES (16%)

- A. Demonstrate an understanding of skin histology as it relates to:
 - 1. Anatomy of the skin
 - a. Layers of the skin
 - b. Nerves of the skin
 - c. Glands of the skin
 - d. Types of skin
 - e. Skin pigmentation
 - f. Aging of the skin
 - 2. Functions of the skin
 - 3. Disorders of the skin

- B. Demonstrate an understanding of performing a client consultation as it relates to:
 - 1. Skin analysis
 - 2. Health history
- C. Demonstrate an understanding of procedures for draping for all skin care and facial services
- D. Demonstrate an understanding of procedures for facials as it relates to:
 - 1. Tools and implements
 - 2. Equipment
 - 3. Products and materials
 - 4. Types of facial massage manipulations
 - 5. Types of facial treatments
 - 6. Electrotherapy and light therapy
 - 7. Safety
- E. Demonstrate knowledge of types of temporary hair removal

BARBER STYLING SAMPLE QUESTIONS

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 of the following types of spore?
 - 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
- growth pattern.
 - porosity.
 - density.
 - texture.
7. What should be performed **FIRST** before applying permanent hair color?
- Strand test
 - Patch test
 - Curl test
 - Texture test
8. Before sodium hydroxide processing, hair should be analyzed to determine its
- acidity.
 - alkalinity.
 - texture, porosity and elasticity.
 - density, color and end bonds.

Answers		
1. c	4. b	7. b
2. b	5. d	8. c
3. b	6. d	

BARBER STYLING REFERENCES

PRIMARY REFERENCES

Milady's Standard Professional Barbering, 5th Ed. 2011

Author: Maura Scali-Sheahan, Ed D

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage.com

NIC Infection Control and Safety Standards

Adopted 1998; Revised October 2002, Revised August 2014

National-Interstate Council of State Boards of Cosmetology

http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards- Aug 2014.pdf

SUPPORTING REFERENCES

Milady's Standard Professional Barbering, 2006

Author: Maura Scali-Sheahan

Delmar Learning

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage.com



NATIONAL BARBER STYLING PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

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

National Barber Styling Practical Examination is the licensure examination for 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 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 document 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 individual documents 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 document 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:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors are not allowed to communicate 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.”
 - Examiners are not allowed to speak with candidates.
 - 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 Health and Safety Standards.

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 Health and Safety standards, 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, 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) 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.

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**”**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 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 and are noted in **bold**.*

1. **Work Area and Client Preparation, and Set Up of Supplies** (First client (15 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

NIC Barber/Barber Styling Practical Examination – Haircutting (continued)

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

NIC Barber/Barber Styling Practical Examination – Shaving with a Straight Razor (continued)

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 5 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**
- 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)

+ ADDITIONAL SECTION +

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.”

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

NIC Barber/Barber Styling Practical Examination – Basic Facial (continued)

- 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)

+ ADDITIONAL SECTION+

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.”*

NIC Barber Styling/Barber Practical Examination – Blow Dry Styling (continued)

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**
- 5.11 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.”

6. THERMAL CURLING (10 minutes)

+ ADDITIONAL SECTION+

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

NIC Barber Styling/Barber Practical Examination – Thermal Curling (continued)

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.”

NIC Barber Styling/Barber Practical Examination – Chemical Waving (continued)

“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 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**

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: Read individually to candidate:

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

NIC Barber Styling/Barber Practical Examination – Chemical Waving (continued)

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**

**NIC Barber Styling/Barber Practical Examination – Virgin Hair Lightening and Haircolor Retouch
(continued)**

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 virgin 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 relaxer 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

***NIC Barber Styling/Barber Practical Examination – Chemical Relaxing, Virgin and Retouch
(continued)***

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.”