



**Arizona**

**BARBERING and COSMETOLOGY BOARD**

**Barber**

**Candidate Handbook**

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

Revised 06/2022

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## Quick Reference

### STEP ONE: READ CANDIDATE HANDBOOK

- Register for Examinations with PCS

### STEP TWO: TAKE EXAMINATIONS

- Upon approval, schedule and take Written Practical and Theory Examinations with Prometric

### STEP THREE: Apply for Licensure with the Arizona State Board

- Once you pass your examinations, apply for your license.

## CONTACT INFORMATION

### Professional Credential Services (PCS)

#### *Regular Mailing Address*

Attn: Arizona Coordinator  
PO Box 198768  
Nashville, Tennessee 37219-8768

Customer Service: (888) 822-3272  
Email: [cosandbar@pcshq.com](mailto:cosandbar@pcshq.com)  
Website: <http://www.pcshq.com>

Prometric

#### **Theory Exam:**

[Scheduling: \(800\) 895-3926](tel:(800)895-3926)  
[Website: www.prometric.com](http://www.prometric.com)

#### **Written Practical:**

Iso-Quality(IQT), owned and operated by Prometric  
[www.IQTTesting.com](http://www.IQTTesting.com)  
Toll-Free Telephone Support at  
(866) 773-1114 or  
email at  
[SMT-OperationsTeam@prometric.com](mailto:SMT-OperationsTeam@prometric.com)

### Arizona Barbering and Cosmetology Board

#### *Regular Mailing Address*

1740 W Adams Suite #4400  
Phoenix, Arizona 85007

Telephone: (480) 784-4539 ext. 240

Website: [www.bcb.az.gov](http://www.bcb.az.gov)

Email: [azboard@azboc.gov](mailto:azboard@azboc.gov)

## Registration Process

Candidate reviews license and examination requirements in Candidate Handbook available at <http://www.pcshq.com>

Candidate completes an online registration with PCS at <http://www.pcshq.com>

PCS reviews completed registration and approves candidate for the written practical and theory examinations.

PCS emails candidate Written Practical and Theory Authorization to Test Letter (ATT)

Candidate schedules a test date and location with Prometric

Candidate takes the examinations

PCS emails score notices to candidates within 10 business days after the exam.

PCS electronically notifies Arizona State Board Office when candidates has met the examination requirements for licensing.

Candidate applies for licensure with the Arizona Barbering and Cosmetology Board at <http://www.bcb.az.gov>

Arizona State Board issues license to candidate

## 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 Arizona Barbering and Cosmetology Board (the "Board") is responsible for licensing and regulating the profession of Barbering in the State of Arizona. 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. The State Board will have the final authority to approve the issuance of a license.

## State Licensure Requirements

### Eligibility Requirements

- A. An applicant for Licensure as a barber shall attach the following to the application required under subsections (B) or (C):
1. Proof that the applicant is at least 16 years old;
  2. Proof that the applicant has at least two years of high school education or its equivalent. Acceptable proof includes an official transcript from the high school attended or a copy of a high school diploma or GED;
  3. Documentation specified under ARS § 41-1080(A) that the applicant's presence in the US is authorized under federal law;
  4. A photograph, as prescribed under ARS § 32-322(A)(3), that is suitable for use on an identification card and of the applicant only;

### Reinstatement

If you wish to reinstate your expired Arizona license, please contact the Arizona State Board office at (602) 542-4498, or visit [www.bcb.az.gov](http://www.bcb.az.gov).

## Examination Fees

Examination Type	First Time Fees	Re-Exam Fees
Barber Theory & Practical	\$ 177.00	\$ 177.00
Barber Theory	\$ 100.00	\$ 100.00
Barber Practical	\$ 77.00	\$ 77.00

Fees may be paid online with a credit card (Master Card, Visa, or Discover). Your registration will not be considered complete until payment has been received.

**!** You must take the examinations within one calendar year of your registration date with PCS, or the examination fees are no longer valid.

## Refund Policy

Please carefully review this handbook and your 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 registration with PCS. If testing is not required fees are non-refundable.**

## 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. This form will be made available when filling out the online application.

## PCS Account Set-Up

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

1. Go to [www.pcshq.com](http://www.pcshq.com)
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Arizona**
5. Click **Create an Account** (First Time)
6. Creating a PCS Account (first time users only); enter valid, unique email address, your first and last name, date of birth, and Social Security number.
7. Click **Create Account**
8. Check your email account for a PCS system generated email.
9. Click link in email to verify account information and create PCS password.
10. Click **Enable Account**

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

The screenshot displays the 'New Professional Credential Services Account' registration page. At the top, the website's navigation bar includes the logo for Professional Credential Services, Inc. and links for Home, About Us, Services, PCS News, Careers, Links, and Contact Us. The main content area features a form with the following fields: E-Mail Address, First Name, Last Name, Birth Date (m/d/yyyy), and Social Security Number. A 'Create Account' button is located at the bottom of the form. Below the form, there are four columns of links: 'TAKING AN EXAM' (Login to your account, Find your profession, I live in Puerto Rico), 'LATEST NEWS' (Press releases, Connects newsletter, PCS holidays), 'HELPFUL LINKS' (Board links, Careers, About us, Services), and 'LET US KNOW' (Compliment us, Suggest a website edit, Ask a question). The footer contains the company's address (25 Century Blvd, Suite 505, Nashville, TN 37214), copyright information (© 1998 - 2019), and a link to the Privacy Policy.

## PCS Registration

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

1. Complete steps 1-6 listed above.
2. Enter email address and password provided during account set-up.
3. You are now in the online registration; select appropriate license type (i.e. Barber) continue with online registration until all required fields have been completed.
4. Choose the Written Practical and Theory examinations for Licensure
5. Select Payment Option.

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

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

## PCS Candidate Homepage

### Logging into your Homepage

1. Go to [www.pcshq.com](http://www.pcshq.com)
2. Click **Client Portal**
3. Enter email address and password
4. Click **Log In**

The screenshot shows the login interface for Professional Credential Services, Inc. At the top, the company logo is displayed. Below it, the heading "Log into your account" is centered. There are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned to the right of the password field. Below the input fields, a note states: "\*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 message says: "If you have not previously created a PCS account please go to your [profession and state home page](#)."

### Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green checkmarks will appear under the registration.




The screenshot displays the registration status for Arizona Cosmetology. The page header includes "Arizona", "Cosmetology, Cosmetology by Examination", "Valor Act:", and "Most recent application: 03/25/2022". A red-bordered box titled "Cosmetology" contains a list of items with checkboxes: "Registration" (checked with a green checkmark), "Upload 2x2 inch Passport Style Photo" (unchecked), "Board Review" (unchecked), and "Final Coordinator Review" (unchecked). Below this box is a yellow-bordered box titled "Exams Completed" with a lock icon. At the bottom, there is a link "VIEW APPLICATION FORM" with a document icon.

Pending Examinations
Arizona Cosmetology Theory Status Pending <b>WAITING FOR APPLICATION APPROVAL</b>
Arizona Cosmetology Written Practical Status Pending <b>WAITING FOR APPLICATION APPROVAL</b>



### How do I know if my registration is approved?

If a registration has been approved, a green check will appear in the Final Review Box under Active Applications.

Arizona Cosmetology, Cosmetology by Examination Valor Act: Most recent application: 03/25/2022
<div><div></div><div><b>Cosmetology</b></div></div>
<div><div><b>Exams Completed</b></div><div><div><input type="checkbox"/></div> All Exams Passed</div><div><input type="checkbox"/> License Ready</div></div>
<div> <a href="#">VIEW APPLICATION FORM</a></div>

Pending Examinations
Arizona Cosmetology Theory Status Pending In Review
Arizona Cosmetology Written Practical Status Pending In Review

### 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.
- Click **ATT Letter** option next to item you wish to reprint.

Exam Results
Arizona Nail Technician Theory Test Date: 06/28/2021 PASS <a href="#">PRINT SCORE NOTICE</a>
Arizona Nail Technician Practical Test Date: 10/26/2021 PASS <a href="#">PRINT SCORE NOTICE</a>

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


Receipts
Arizona Board of Cosmetology 05/20/2021 Credit Card \$177.00 Paid 05/20/2021 <a href="#">REPRINT</a>

## Examination Rescheduling


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

- In order to reschedule your written practical examination, click **Written Practical** under the Active Applications box.


Arizona  
Cosmetology, Cosmetology by Examination  
Valor Act:


 **Cosmetology**


**Exams Completed**

 ☐ All Exams Passed

☐ License Ready


 [VIEW APPLICATION FORM](#)

 [THEORY](#)


 [WRITTEN PRACTICAL](#)

- In order to reschedule your theory examination, click **Theory** under the Active Applications box.


Arizona  
Cosmetology, Cosmetology by Examination  
Valor Act:


 **Cosmetology**


**Exams Completed**

 ☐ All Exams Passed

☐ License Ready

 [VIEW APPLICATION FORM](#)

 [THEORY](#)

 [WRITTEN PRACTICAL](#)

## Registration Approval Process

Once an online registration has been completed, PCS will review and forward a notification to Prometric regarding your written practical and theory examinations.

## Examination Notification

Once you have been approved, PCS will forward the following notifications via email.

1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day.
2. A Written Practical Authorization to Test (ATT) letter will be sent via email within one business day.

**!** 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.

## Examination Scheduling

### Theory Examination Scheduling

Once you have received your ATT letter, you must contact Prometric to schedule your theory appointment. Upon receipt of your ATT Letter, you may request to take the theory examination by logging onto the Prometric website at [www.prometric.com/test-takers/search/azcos](http://www.prometric.com/test-takers/search/azcos). Select **SCHEDULE** 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**.

### Written Practical Examination Scheduling

Once you have received your ATT letter, you must contact Iso-Quality(IQT), owned and operated by Prometric, to schedule your written practical appointment. Upon receipt of your ATT Letter, you must follow the specific directions listed on the ATT to take the written practical examination. Log in to the website at [www.IQTTesting.com](http://www.IQTTesting.com). Select **SCHEDULE** and follow the prompts given for each screen. You can also contact Toll-Free Telephone Support at **(866) 773-1114** or email at **SMT-OperationsTeam@prometric.com**

### Rescheduling Policy

You may reschedule your written practical and/or theory examination without forfeiting your fee by contacting Prometric for your theory and IQT for your written practical at least 6 business days prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in six or less days prior to your scheduled examination. For your Theory Exam, you can call Prometric's automatic system at (800) 895-3926 using a touch-tone phone (24 hours a day) For your written Practical Exam please call 866-773-1114 to cancel or reschedule your examination. If you cancel your exam the fees will be forfeited.

If you fail your written practical and/or theory exam and wish to reschedule, please wait until you have received your Official Score Notice from PCS by email before paying the rescheduling fee. Please allow at least 10 business days.

If you have paid to reschedule your exam and have not received an email notification from PCS within 5 business days of submission, please contact PCS immediately at [cosandbar@pcshq.com](mailto:cosandbar@pcshq.com).

### 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 Prometric. 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 a center will be closed due to an emergency, please call Prometric for inquiries regarding the written practical and theory examinations.

## Examination Day Requirements

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

- Government Issued ID – must be a current, non-expired government-issued photo ID with a signature(see below)

**!** If you fail to bring these items, you will not be permitted to test, and a rescheduling fee will be required.

### Acceptable Forms of Identification

Current, non-expired Government Issued ID - must be listed under the name in which you applied. **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.

**!** 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.

### Arrival

**!** You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test, and a scheduling fee will be required.

## General Examination Policies

### Security Policy

Suspected security breaches during the theory or written 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 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, calculators, 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 distracters. 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 unofficial pass or fail notice will be provided to you by IQT/Prometric after you take the written practical and theory examinations. An official score notice will be emailed to you at least 10 business days after your examination date. If you do not receive an email 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 written practical examination is 75. If you fail an examination, PCS will provide a strength and weakness report (located at the bottom of the score notice) and information on how to re-apply online. Once you pass both the theory and written practical examination, you will receive a Notice of Completion.

Once all required examinations have been passed, PCS will electronically notify the Arizona Board office of your status.

You must apply with the Arizona State Board for your license. When the state receives your passing scores, you will be issued a license if you meet the requirements on page 5.

## Change of Information

If you need to update your information on your account (i.e., name corrections, date of birth, Social Security number), please upload supporting documentation to your account. For name changes, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

- Drivers License (Change address, Date of Birth)
- Social Security Card (Change SS#)
- Birth Certificate (Change Date of Birth)

## Formal Complaints

If you have a complaint regarding any aspect of the registration and examination process, examinations must be emailed to PCS within 48 hours of the incident. The written complaint 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

### Send Complaint to:

1. Professional Credential Services Inc. - [cosandbar@pcshq.com](mailto:cosandbar@pcshq.com)

## Complaint Review Process

Upon receipt of your complaint, PCS will confirm receipt within 48 hours. After a thorough review, a reply will be sent to you within 15-20 business days.





NATIONAL BARBER STYLING  
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

**EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS**

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

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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.**

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

**IMPORTANT INSTRUCTIONS**

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- 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, watches (of any kind), 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

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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

## BARBER STYLING THEORY EXAMINATION 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 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 | 4. b | 7. b |
| 2. b | 5. d | 8. c |
| 3. b | 6. d |      |



NATIONAL BARBER  
WRITTEN PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

**EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS**

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

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The National Barber Written Practical Examination is the licensure examination for Barbers, 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 Written Practical examination, sample questions and answers, and references. The time allowed for the Barber Written Practical Examination is 120 minutes.

**PLEASE REVIEW ALL INFORMATION CAREFULLY.**

For each NIC National Written Practical 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 Written Practical examination and information and guidelines related to administration of the Written Practical 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, Written Practical, and Practical examinations.

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

**PLEASE REVIEW ALL INFORMATION CAREFULLY!**

**IMPORTANT INSTRUCTIONS**

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- 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, watches (of any kind), 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 WRITTEN PRACTICAL EXAMINATION CONTENT OUTLINE

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The following outlines the scope of content covered by the NIC National Barber Written Practical Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 60 items of which 50 items are weighted and contribute to the candidate's final score.

### **1. Scientific Concepts (20%)**

#### A. Infection Control and Safety Practices

1. Apply principles of infection control
  - a. Sanitation/Cleansing
  - b. Disinfection
  - c. Sterilization
  - d. Contamination and cross-contamination

#### 2. Apply blood exposure procedures

#### B. Basic chemistry of products used in barbering

1. Understand purpose and effects of products, ingredients, and their interactions
2. Understand interactions among chemicals
3. Understand chemical reactions (e.g., overexposure, chemical burn, inhalation)

### **2. Implements and Equipment (20%)**

#### 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 (20%)**

- 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)



**BARBER WRITTEN PRACTICAL EXAMINATION  
SAMPLE QUESTIONS**

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The following sample questions are similar to those on the NIC Barber Written Practical Examination. Correct answers (keys) are listed following the sample questions.

1. The **FIRST** step prior to disinfecting implements is to
  - (A) rinse thoroughly with hot water.
  - (B) remove all hair and visible debris.
  - (C) completely immerse in a sanitizing solution.
  - (D) expose to UV light for 15 minutes.
  
2. A barber discovers a client has head lice. What action should be taken?
  - (A) Use a flea comb to remove lice and continue service
  - (B) Recommend cutting hair down to ½ of an inch
  - (C) Use an astringent and steam product into scalp
  - (D) Recommend the client seek advice of a physician
  
3. A client is cut with the razor during a neck shave. What is the proper way to apply styptic powder on the cut?
  - (A) Damp finger
  - (B) Cotton swab
  - (C) Clean styling comb
  - (D) Styptic powder cap
  
4. Put the following steps of a draping for a haircut in order
  - (A) lean client back, place towel over neck, secure cape, place towel over cape
  - (B) place towel over neck, secure cape, place towel over cape lean client back
  - (C) secure cape, place towel over cape, place towel over neck, lean client back
  - (D) place towel over neck, secure cape, lean client back, place towel over cape

5. Select the finger hole on the image below.



KEY: 1: B 2: D 3: C 4: A 5: B



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

This list provides the references used to develop and support the content covered in the NIC  
Theory and Written Practical examinations.  
The references are always the same for the Theory and Written Practical examinations.

### **BARBERING (BARBER STYLING,)**

#### **REFERENCES**

*Pivot Point Fundamentals: Barbering*, (101B – 113B); ©2018 Pivot Point International, Inc.

1st Edition, 1st Printing, March 2018

ISBN 978-1-940593-96-8

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*Milady's Standard Professional Barbering*

2017

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#### **SUPPLEMENTAL REFERENCES**

*Milady's Standard Professional Barbering*

2011, 5<sup>th</sup> Edition

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