PROFESSIONAL CREDENTIAL SERVICES, INC.

South Carolina

BOARD OF BARBERING

Barber Instructor
Candidate Handbook

November 2013

QUICK REFERENCE

STEP ONE: COMPLETE ONLINE APPLICATION

- Read Candidate Handbook
- Submit required documents to PCS

STEP TWO: TAKE EXAMINATIONS

- Schedule Theory Examination with PSI

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 Barbering
150 Fourth Avenue North
Suite 800
Nashville, Tennessee 37219

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

PSI Exams

Scheduling: (800) 733-9267
Fax: (702) 932-2666
Website: www.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
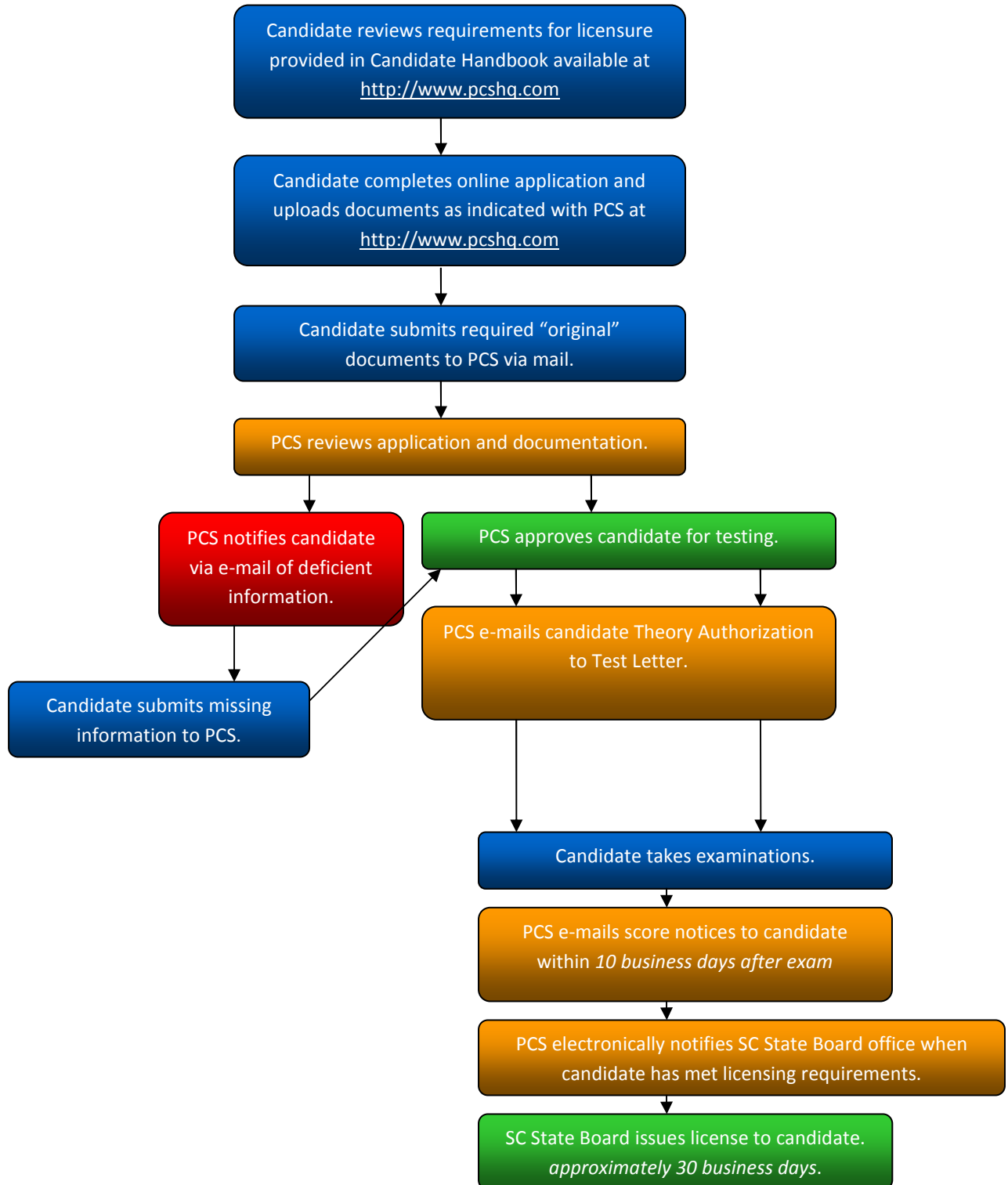
Courier Mailing Address

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

Candidate reviews requirements for licensure provided in Candidate Handbook available at http://www.pcshq.com

↓

Candidate completes online application and uploads documents as indicated with PCS at http://www.pcshq.com

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Candidate submits required "original" documents to PCS via mail.

↓

PCS reviews application and documentation.

↓

PCS notifies candidate via e-mail of deficient information.

PCS approves candidate for testing.

↓

Candidate submits missing information to PCS.

PCS e-mails candidate Theory Authorization to Test Letter.

↓

Candidate takes examinations.

↓

PCS e-mails score notices to candidate within *10 business days after exam*

↓

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

↓

SC State Board issues license to candidate. *approximately 30 business days*.

Contents

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 Instructor Barber license in the State of South Carolina, you must meet the following requirements:

1. Hold a current Registered Barber or Master Hair Care license for at least three years
2. Successfully completed the NIC theory examination.

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

1. Educational Credential Evaluators   (414) 289-3400
        http://www.ece.org
2. International Consultants of Delaware   (215) 222-8454
        http://wwwicdeval.com

Examination Fees

Examination Type	First Time Fees	Re-Exam Fees
Instructor Barber Theory	$160.00	$ 115.00

Fees may be paid by credit card (Master Card, Visa or Discover) online. First Time Examination Fees include your license fee. **All 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. You may download a copy of this form by going to the Form section of the South Carolina Instructor Barber page at http://www.pcshq.com.

Application Requirements

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

1. A current 2x2 passport type photo.
2. Copy of Photo Identification Card – must be current, non-expired Driver's License, State Issued ID Card or US Issued Passport.
3. Copy of signed Social Security Card or letter issued by the Social Security Office.
   ➢ 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 (See Form Section on the PCS Webpage)
   ➢ All areas of form must be completed with information contained on the photo identification submitted.

Criminal Conviction

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

- If you have a conviction which occurred in the state of South Carolina, you must submit 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 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

If you had an instructor license within the state of South Carolina, please contact the South Carolina Board office at (803) 896-4588.

Endorsement License Requirements

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

- You hold a current out of state Barber license for at least three years.
- You have passed the NIC theory examination.

Method Two: Must complete online application with PCS and take NIC Examinations with PCS.

- You hold a current out of state Barber license for at least three years.
- You have not passed the NIC theory examination

Endorsement Application Requirements

Method One

1. Contact the South Carolina State Board office at (803) 896-4500

Method Two

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

1. A current 2x2 passport type photo.
2. Copy of Photo Identification Card – must be current, non-expired Driver's License, State Issued ID Card or US Issued Passport.
3. Copy of signed Social Security Card or letter issued by the Social Security Office.
    ➢ 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.
5. Affidavit of Eligibility (See Form Section on the PCS webpage)
    ➢ All areas of form must be completed with information contained on the photo identification submitted.
6. 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.

Verification of Licensure – required for methods two.
- Original verification letter must be mailed directly from the State Board office 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.

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 **Candidates**
3. Click **Cosmetology & Barbering**
4. Click **South Carolina**
5. Click **Instructor Barber under Barber Related Professions**
6. Click **Application Process (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**

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 <u>unique</u> 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

Type the text
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 1-6 listed above.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online application; select appropriate license type (i.e. Instructor Barber).
4. Continue with online application until all required fields have been completed.
5. Select Payment Option*.
6. You may up-load your 2x2 photo and required documents that are allowed to be a "copy." Original required documents must be mailed.

*You can provide a credit card in order to pay your fees online or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until all required documents and payment have been received.

- 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).

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**

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.

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.

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 a score notice

South Carolina Cosmetology Theory
Score Loaded 09/03/2013
Test Date: 08/28/2013
Score: 84.00% PASS

PRINT SCORE NOTICE
CHANGE SCHOOL

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

Receipts
South Carolina Board of Cosmetology
07/30/2013 Check $165.00
Paid 07/30/2013

REPRINT
ISSUE REFUND

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

Active Applications.
South Carolina
Barber, Registered Barber
ADD STATE APP#
ADD LICENSE NUMBER
ADD LIC EXP DATE
ADD APP EXP DATE
Applied 04/16/2012 FT
Most recent application: 07/18/2013
Status: Approved.

Application Approval Requirements ADD
☑ Coordinator Review
☑ Final Review

📄 VIEW APPLICATION FORM
🔄 RESCHEDULE THEORY

Application Approval Process

Once an online application has been completed (payment has been made), the coordinator 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.

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.

! 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.

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.

Examination Day Requirements

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

- ATT Letter (theory)

- A current 2x2 passport type photo

- Two (2) forms of identification with one form must be a government issued photo id (see below)

If you fail to bring these items, you will not be allowed to take the examination and you will forfeit your examination fee.

Acceptable Forms of Identification

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

Primary ID (current, non-expired Governments Issued ID)

- 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)
- 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)

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.

General Examination Policies

Security Policy

Suspected security breaches during the theory examination, 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

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 the theory 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.

State Score Requirements

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 following form – all applicable areas of this form should be completed in order for PCS to properly locate and updated 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.

Fax: 615-312-3788

Email: sccos@pcshq.com

Print your name as it appears on your Application below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print your updated name or address below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print Social Security Number: _____

Sign and Date your Request:

Signature: _____ Date: _____

Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed to PCS within 48 hours of incident. 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

Mail Complaint to:

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

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A written reply will be emailed to you within three (3) business days.

National Instructor Barber Written Examination

Instructional Planning – 45%

Understand the Curriculum Delivery Process
◊ Understand course outline
◊ Understand syllabus
◊ Understand components of a lesson plan (e.g., subject matter, time allotment for subjects, student activities, etc.)
◊ Develop lesson plans
◊ Define instructional outcomes (e.g., course goals, instructional objectives)
◊ Measure performance using goals and objectives (e.g., theoretical, lab/clinic)
◊ Evaluate levels of performance (e.g., comprehension, application)
◊ Orientate new students

Understand Student Learning Styles
◊ Understand types of learners (e.g., kinesthetic, visual, audio)
◊ Apply types of learning styles (e.g., theoretical, lab/clinical application)

Understand the Advantage and Purpose of Materials (e.g., technology, tools, and equipment)
◊ Select instructional materials (e.g., based on creating interest, increasing retention, lesson objectives, learning styles)
◊ Understand types of materials available
- Printed (e.g., textbooks, handouts)
- Audiovisual (e.g., flip charts, CDs, DVDs, transparencies)
- Tools of the trade
- Web-based technology (e.g., podcasts, Internet)
◊ Establish guidelines for effective use of materials in lessons

Understand Assessment Methods of Student Learning
◊ Written
◊ Practical
◊ Oral

Instructional Methods – 35%

Utilize Methods of Instruction
◊ Lecture (e.g., formal, interactive, group process)
◊ Demonstration (e.g., role play, hands-on assignment)
◊ Discussion (e.g., question & answer, reflective, summarization, case/scenario study)

◊ Assignments (e.g., projects, homework, reports, resumes)
◊ Distance learning (e.g., Internet, web-based)

Recognize Obstacles to Learning
◊ Identify obstacles (e.g., ability level, behavior)
◊ Adapt instructional practices to accommodate obstacles to learning

Apply Communication Skills (e.g., lesson delivery)
◊ Verbal skills
- Language skills (e.g., pronunciation, grammar, vocabulary)
- Voice control (e.g., modulation, projection, tone)
◊ Non-verbal skills (e.g., body mechanics, facial expression)
◊ Listening skills (e.g., active listening)

Utilize Time Management Techniques

Assess Student Learning
◊ Implement steps in assessment
◊ Evaluate assessment results
◊ Understand reliability and validity of assessment results (e.g., assessment consistent with instruction)

Classroom and Clinic Management – 20%

Manage Learning Environment
◊ Physical environment
- Organize classroom/clinic to promote learning (e.g., seating arrangement, instructional space)
- Understand effect of physical environment (e.g., temperature, lighting, sound)
◊ Understand Instructor responsibilities as related to
- Professional conduct (e.g., image, ethics, leadership)
- Academic advising and counseling (e.g., attendance, progress reports)
- Administrative responsibilities (e.g., recordkeeping, inventory)

Maintain a Safe Learning Environment
◊ Promote safety procedures
◊ Observe universal precautions
◊ Maintain classroom control (e.g., enforce rules and routines)

Sample Questions

The sample questions are similar to those on the NIC Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers are listed following the sample questions.

1. A demonstration should be immediately followed by

    a. student practice.
    b. a change of subject.
    c. a student rest period.
    d. a complete lecture period.

2. The most important part of the instructor's responsibility is to create and develop student

    a. organizations.
    b. course of study.
    c. extracurricular programs.
    d. willingness and desire to learn.

3. If instruction methods are to be properly employed, they must be

    a. flexible.
    b. impersonal.
    c. strictly enforced.
    d. followed without deviation.

4. To be most effective, videos should be selected on the basis of

    a. availability.
    b. running time.
    c. subject matter.
    d. abilities of the students.

5. A properly organized workbook should be coordinated with the

    a. curriculum.
    b. lesson plan.
    c. text material.
    d. course of study.

6. The discussion method is useful because it develops

    a. spirited review lessons.
    b. student interpersonal relations.
    c. ideas and expressions from students.
    d. manipulative techniques and skills of students.

7. An instruction sheet is important because it gives pertinent facts about

    a. clinic patrons.
    b. tools and materials.
    c. rules and regulations.
    d. student attendance rules.

8. In planning a lesson, careful consideration must be given to the

    a. objectives of the lesson.
    b. student to instructor relations.
    c. extracurricular activities.
    d. various student organizations.

Answer Key

1. a   4. c   7. b

2. d   5. a   8. a

3. a   6. c

National Instructor Barber Written Examination

The National Cosmetology examination is the national licensure examination for Instructor, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). The time allowed for this examination is 90 minutes.

Instructor References

**Milady's Master Educator Student
Course Book Second Edition, 2009**
Author: Letha Barnes
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

**Milady's Master Educator Student
Course Book, 2001**
Author: Letha Barnes
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Optional References

**Pivot Point's Mindful Teaching
Program, 2002-2005**
Salon Fundamentals
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards
NIC, Inc., October 2002
www.nictesting.org