



PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

Before paying for
your examination registration,
be sure you understand
the contents of this bulletin.
Please retain and use it as a reference
when contacting PSI.

TENNESSEE BOARD OF BARBER EXAMINERS



MASTER BARBER EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com.

EXAMINATIONS BY PSI Services LLC

This Candidate Information Bulletin provides you with information about the examination and application process for a master barber licensee in the State of Tennessee.

The Board of Barber Examiners has contracted with PSI to conduct the examination program. PSI provides examinations through a network of computer examination centers in Tennessee. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

APPROVAL TO TAKE THE EXAMINATION

You must be pre-approved to take the examination. Your education provider will provide your eligibility, electronically, to PSI upon successful completion of the course requirements. You will receive an email confirmation immediately after you have been submitted.

After your provider has submitted your file to PSI, please go to www.psiexams.com or call 1-800-733-9267 to pay and schedule for your examination. Note, if PSI does not have your record, please contact your education provider.

NAME CHANGE INSTRUCTIONS

If your name differs on any of your paperwork, please include documentation of legal name changes. This may require multiple marriage certificates, or other legal documents, if your name has changed more than once.

EXAMINATION PAYMENT AND SCHEDULING

You must pass the Master Barber Theory Portion of the examination before you can pay the fee and schedule the Master Barber Practical Portion. You have 3 years to pass both portions to qualify for a license. Once you pass both portions, you have 6 months to apply for licensure.

The Master Barber Theory Portion and the Master Barber Practical Portions may not be administered at the same locations. Please verify each address listed in this Bulletin.

EXAMINATION FEES

Master Barber Theory Portion only	\$70
Master Barber Practical Portion only	\$70
Master Barber Reinstatement Theory Portion only	\$70
Master Barber Reinstatement Practical Portion only	\$70

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

ONLINE (WWW.PSIEXAMS.COM)

For **the fastest and most convenient** examination scheduling process, register for your examinations online by accessing PSI's registration Web site at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information submitted on your application. Be sure to **check the box next to** "Check here to attempt to locate existing records for you in the system"
- You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

TELEPHONE

To register by phone, you need a valid credit card (Visa, MasterCard, American Express or Discover).

Call (800) 733-9267 to speak with a live registrar Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time.

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

EMAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You may pay fees by credit card (Visa, MasterCard, American Express or Discover), money order, company check or cashier's check. Make money order or check payable to PSI and print your name on it so we can ensure the payment is applied to your registration. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**



Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if PSI receives your *cancellation at least 2 days before the scheduled examination date*. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday.

To cancel an appointment, you can use PSI's Internet web site or call (800) 733-9267, Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to speak with a customer service representative.

Note: You cannot cancel an appointment by leaving a voice mail message. You must use the PSI Website or speak directly to a PSI customer service representative.

MISSED APPOINTMENT OR LATE CANCELLATION

You will forfeit your examination fee if you:

- Do not cancel your appointment at least 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

REASONABLE ACCOMMODATION

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must complete the Reasonable Accommodation Request Form at the end of this Candidate Information Bulletin and must fax it to PSI (702) 932-2666 or email it to PSI at examschedule@psionline.com.

EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

If severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling (800) 733-9267 or viewing the website at www.psiexam.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your exam will be rescheduled at no additional charge to you.

EXAMINATION REVIEW

PSI, in cooperation with the Tennessee Cosmetology Board, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking on the comments button. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Board may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the Theory examination available to candidates. There is NO review process for the Practical portion of the exam.**

EXAMINATION SITE LOCATIONS FOR MASTER BARBER THEORY AND LAW PORTIONS

The **Master Barber Theory and Law** examinations are administered at the examination centers listed below:

Chattanooga

6918 Shallowford Rd., Suite 314
Chattanooga, TN 37421

Take I-24 thru Chattanooga. Merge onto I-75 N (toward Knoxville). Take Exit #5 - Shallowford Rd. Turn Left onto Shallowford. The office is on the left.

Jackson

368 North Parkway, #3
Jackson, TN 38305

From I-40, Exit 80A onto South 45 Bypass. Third Signal light is North Parkway. Go left onto North Parkway and then go right into the first driveway on your right.

From the South, take Bypass 45 North to North Parkway and go right onto North Parkway and right into first driveway on the right.

North Parkway is also known as Business Route 412. Coming from the east on 412, turn left into last driveway on the left. Coming from the West on North Parkway, turn right into the first driveway on the right, after crossing the 45 Bypass. PSI is directly across the street (North Parkway) from the China Palace Buffet.

Johnson City

904 Sunset Drive, Suite 7A
Johnson City, TN 37604

Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.



Knoxville

301 South Gallaher View Rd Suite 114
Knoxville, TN 37919

Traveling I-40/I-75 East Bound, take exit # 379 (Bridgewater Rd.) Turn right onto Bridgewater Rd. Turn Left onto Kingston Pike. Turn right onto South Gallaher View Rd.

Memphis

Apple Tree Center
6099 Mt. Moriah Extended, Suite 17
Memphis, TN 38115

Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).

Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.

Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.

For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).

Nashville

The Oaks
1100 Kermit Drive, Suite 103
Nashville, TN 37217

From I-40 East: take exit onto I-24 (Exit 213-A). Take Murfreesboro Road at the first exit (Exit 52). Stay in the right lane on the ramp, as the exit appears while you are still in the curve. On Murfreesboro, stay in the left lane. You will pass Days Inn and Super Gigante grocery on your right. Turn left onto Kermit Drive when there is a McDonalds on your right. PSI is in the first building on your left.

From I-40 West: take exit onto Briley Parkway, turn left onto Briley Pkwy. Exit onto Murfreesboro Rd. Stay in the right lane. Turn right onto Kermit Drive. PSI is in the first building on your left.

EXAMINATION SITE LOCATIONS FOR MASTER BARBER PRACTICAL PORTION

The **Master Barber Practical Portion** is administered at the examination centers listed below:

PSI Memphis

Apple Tree Center
6099 Mt. Moriah Extended, Suite 26
Memphis, TN 38115

Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).

Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.

Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.

For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).

PSI Nashville

Corporate Park, Bldg. B
444 Metroplex Dr., Suite B100
Nashville, TN 37211

From I-24 East, take the TN-255N exit. Turn left onto Harding Pl. Turn left onto Metroplex Dr.

PSI Knoxville

9050 Executive Park Dr., Suite 206B
Knoxville, TN 37923

Traveling I-40/I-75 West Bound, take exit #378 (Cedar Bluff Rd.) Then take exit #378B (Executive Park Dr.). At the red light turn right onto Executive Park Dr. Turn right into 9050 on the right (Financial Plaza).

Traveling I-40/I-75 East Bound, take exit # 378 (Cedar Bluff Rd.) At the end of the ramp, at the red light, turn left onto Cedar Bluff Rd. At the 2nd light turn right onto Executive Park Dr. Go past the 1st red light and turn into 9050 on the right (Financial Plaza).

The suite is in the back of the building.



REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification, and provides time for you to familiarize yourself with the examination process. *If you arrive late, you will not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (e.g., driver's license, state ID, passport), which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

Additional requirements for the Master Barber Practical Portion ONLY:

Each model must provide identification as indicated above for candidates.

Candidates are required to wear a smock, shirt, and slacks (no jeans). (Aprons do NOT substitute for smocks.) All identifying marks on candidates' attire and supplies such as school logos must be covered before entering the testing facility. All candidates must wear closed-toe shoes.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.

- **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
- **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

MASTER BARBER THEORY AND LAW PORTIONS

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semi-private testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.



TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers. The "Function Bar" at the top of the sample question provides mouse-click access to the features available while taking the examination.

The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, and Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXPERIMENTAL QUESTIONS

In addition to the number of examination questions specified in the "Examination Content Outlines", a small number (5) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

MASTER BARBER THEORY PORTION

CONTENT OUTLINE

The examination content outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in barbering practice, instruction, and regulatory issues. The examination content outline identifies areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of reference material. The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics on the outline.

The examination consists of 100 questions and you will have 2 hours.

- I. Sanitation, Disinfection, and Safety** (25%; 25 questions)
 - a. Cleaning and Disinfecting of Implements, Equipment, and Work Environment
 - b. Sanitary and Safety Procedures
 - c. Pathogens, Bacteria, and Disorders
- II. Shampooing and Conditioning Hair** (5%; 5 questions)
 - a. Shampooing and Conditioning Procedures
 - b. Shampooing and Conditioning Products
 - c. Scalp Massage
- III. Haircoloring** (12%; 12 questions)
 - a. Communicating with Client and Evaluating Hair
 - b. Haircoloring Procedures
 - c. Haircoloring Products
- IV. Nail Care/Skin Care** (4%; 4 questions)
 - a. Communicating with Client and Evaluating Nails/Skin
 - b. Nail and Skin Physiology
 - c. Manicure
 - d. Facial Treatments
- V. Licensing and Regulations** (13%; 13 questions)
 - a. Meeting Licensure Requirements/Licensed Duties
 - b. Renewal
 - c. Board Responsibilities and Disciplinary Actions
 - d. Displaying the License
 - e. Shop Owner and Manager Responsibilities
 - f. Change of Address
- VI. Haircutting and Hair Styling** (27%; 27 questions)
 - a. Communicating with Client and Evaluating Hair
 - b. Cutting Hair
 - c. Shaving
 - d. Styling Hair
 - e. Scalp and Hair Physiology
- VII. Chemical Waving and Relaxing Services** (14%; 14 questions)
 - a. Communicating with Client and Evaluating Hair
 - b. Permanent Waving
 - c. Relaxing

REFERENCE LIST

This examination is CLOSED BOOK.

The reference materials listed below were used to prepare the questions for this examination.

Milady's Standard Textbook of Professional Barbering, 2011 or 2017, www.cengage.com

Rules of the Tennessee Board of Barber Examiners, Chapter 0200, 2004, Tennessee State Board of Cosmetology and Barber Examiners,
<http://www.state.tn.us/sos/rules/0200/0200.htm>



MASTER BARBER LAW EXAMINATION

Individuals who are under the age of 65 and would like to activate a retired license must take the law and practical portions. Individuals with licenses that have expired for 3 years or more must take the law and practical portions for reinstatement of their licenses. With Board approval, individuals who are licensed in another state and would like to obtain a Tennessee license must also take the law and practical portions.

CONTENT OUTLINE

The following content outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics in the outline.

The examination consists of 25 questions and you will have 40 minutes.

- I. **Sanitation, Disinfection, and Safety** (20%; 5 questions)
 - a. Cleaning and Disinfecting of Implements, Equipment, and Work Environment
 - b. Sanitary and Safety Procedures
 - c. Pathogens, Bacteria, and Disorders
- II. **Licensing and Regulations** (80%; 20 questions)
 - a. Meeting Licensure Requirements/Licensed Duties
 - b. Renewal
 - c. Board Responsibilities and Disciplinary Actions
 - d. Displaying the License
 - e. Shop Owner and Manager Responsibilities
 - f. Change of Address

REFERENCE LIST

This examination is CLOSED BOOK.

The reference materials listed below were used to prepare the questions for this examination.

Rules of the Tennessee Board of Barber Examiners, Chapter 0200, 2004, Tennessee State Board of Cosmetology and Barber Examiners,
<http://www.state.tn.us/sos/rules/0200/0200.htm>

Tennessee Code Title 62 Professions, Businesses and Trades, Chapter 3 Barbers, 2014, Tennessee Code Commission,
[http://www.lawserver.com/law/state/tennessee/tn-
code/tennessee code title 62 chapter 3](http://www.lawserver.com/law/state/tennessee/tn-code/tennessee%20code%20title%2062%20chapter%203)

MASTER BARBER THEORY AND LAW SCORE REPORTING

You must score at least 70 percent to pass the examination.

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** – your results will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
- If you **pass**, you will immediately receive a successful notification.
- If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses. Registration forms for submission to PSI to retake the examination will be available at the examination site.
- **On paper** – an official score report will be printed at the examination site.

DUPLICATE SCORE REPORT/LICENSE APPLICATION

You may request a duplicate score report and/or a license application after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

MASTER BARBER PRACTICAL EXAMINATION

For practical examination questions or concerns, please email barber@psionline.com

Read the following instructions carefully so that you will be properly prepared for the examination.

- You are required to bring a live **MALE** model. It is your responsibility to appear at the Practical examination with a model who is at least 16 years of age. The model **CANNOT** be a student, operator, instructor, owner or manager in the field of barbering. Models may not have any past or current training in barbering. This includes training in Tennessee or any other state. **Note: each model must provide the same identification as the test candidate, (see page 5 for Required Identification for admittance to the test).**
- **Your model must bring a signed parental consent form with them if they are under 18 years of age.**
- Your model must be present with you at the time specified on the Admission Notice.
- **Models must be appropriate for examination purposes. Models must have hair at least ½" in length and must not have any facial hair.** The model must be informed and must agree to submit to all operations of the master barber exam. It is mandatory that the model signs a release form at the test site attesting to his understanding of the services to be performed. If your model does not sign, it may affect your testing session. Please make sure that your model reads and understands this *Bulletin* and the services to be performed. Models may not actively participate in any way during the examination. You may only speak to your model in order to provide directions.

- Models must leave the testing center once they have finished participating.
- A proctor will be monitoring the time during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.
- During the Practical examination, you must follow all appropriate rules for patron protection that will ensure the health, safety, and welfare of the public.
- Do not place contaminated/used supplies/equipment back into kit.
- Candidates are NOT allowed to use personal timers during the examination.
- You may not observe other candidates during the examination.
- Mock products/mock chemicals should be used for the “Permanent Waving Service with Five Rods to Crown Section (using mannequin)” and “Virgin Color Application On One Quadrant (using mannequin)” sections of the examination.
- If you do NOT bring the items listed in the “Kits/Supplies and Equipment” section or bring a wrong item (e.g., real hair color or real perm solution), you will NOT receive points for completing those steps.

KITS/SUPPLIES AND EQUIPMENT

You are responsible for bringing your own supplies. Recommended supplies include the following items:

- Spray bottle
- Cuticle oil
- Finger bowl
- Orangewood stick
- Emery board or nail file
- Cuticle cream or cuticle remover
- Aftershave lotion or tonic
- Nail brush
- Nail buffer
- alcohol
- EPA-registered disinfectant
- Soap
- Towels
- Paper towels
- Haircutting cape
- Can of commercial shaving cream or shaving gel
- Applicator bowl
- Any type of shampoo
- Blow dryer
- Thermal styling product
- Spatula
- Massage cream
- Changeable straight razor, no blade
- Neck strip
- Style comb (with teeth intact)
- Tapered comb (with teeth intact)
- Pair of regular barber shears (NOT blending, texturizing, or serrated shears)
- Blood spill kit (including: latex gloves, bandages, two labeled baggies for hazardous waste, antiseptic, cotton, styptic powder)
- Haircutting clippers (adjustable clippers with no guards ONLY)
- Edger or outliner
- Hand sanitizer
- Mannequin with at least 4 to 6 inch long hair (suggested: no longer than 6 inches).
- Plastic hairclips
- Permanent rods
- End wraps
- Pairs of gloves
- Rat tail comb
- Applicator bottle (EMPTY)
- Color Brush
- Vent or bristle brush
- Shampoo cape
- Curling Iron (electric with spring or marcel grip)
- Large trash bag

*Note: There is no need to bring a wet sanitizer.
No metal combs can be used.

ITEMS SUPPLIED BY TESTING VENDOR:

- Shampoo bowls
- Hot and cold running water
- Work stations with electricity
- Chairs for candidates
- Trash cans with lids
- Brooms and dust pans
- Mannequin stand
- Wall clock

TN MASTER BARBER FINAL PRACTICAL RATING CRITERIA

The following information will be used by examiners to grade your performance during the practical portion:

ALL PROCEDURE CRITERIA MUST BE PERFORMED IN ORDER FOR THE CANDIDATE TO RECEIVE POINTS FOR THE TASKS.

It is NOT necessary to perform additional or altered steps/tasks not listed below. Items NOT listed below are NOT rated during the examination. Candidates MUST raise their hand and the end of each section indicating completion.

Pre-Exam Set Up and Disinfection

Time Allowed: 10 minutes

Safety Criteria (1 point each):

- 1) Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
- 2) Disposes of waste material using a trash bag
- 3) Disinfects work surfaces with approved EPA-registered disinfectant
- 4) Ensures all containers remain closed when not in use
- 5) Kit must remain closed
- 6) Removes products from containers without contamination
- 7) Blood spill kit is present

Main Topic: Main topic: Haircutting - Tapered Haircut (using live model)

Remove a measurable amount of hair (at least 1/2 inch) throughout entire head by performing a tapered, blended haircut using clippers and shears. (No blade in razor for neck shave do NOT use guards)

Time allowed: 45 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands with hand sanitizer
- 2) Drapes with neckstrip and cape
- 3) Uses clippers or shears to cut hair, starting at bottom of neck and moving up to crown or vice versa
- 4) Safely uses shears or clippers throughout haircut
- 5) Haircut is blended and balanced
- 6) Ensures hair is tapered at base of neck without blocking
- 7) Applies shaving cream to back of neck
- 8) Demonstrates neck shave using freehand and reverse backhand strokes
- 9) Safely palms razor
- 10) Removes excess shaving cream with towel
- 11) Applies aftershave lotion to shaved areas
- 12) Ensures at least 1/2 inch of hair is consistently cut from the head
- 13) Removes hair from model with towel (powder optional)
- 14) Removes cape from model
- 15) Cleans hair off workstation and sweeps hair from floor

Safety Criteria (1 point each):

- 1) Disposes of waste material using a trash bag
- 2) Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
- 3) Ensures draping is maintained throughout service
- 4) Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
- 5) Ensures tools and implements are in good working condition
- 6) Replaces contaminated items
- 7) Kit must remain closed

Main Topic: Shampoo (using live model)

Time allowed: 10 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands with hand sanitizer
- 2) Drapes with towel, cape, towel
- 3) Performs hair and scalp analysis
- 4) Massages scalp
- 5) Gently lowers head into shampoo bowl
- 6) Asks model if water temperature is comfortable
- 7) Applies shampoo and massages scalp, temples, and neck thoroughly
- 8) Rinses shampoo thoroughly
- 9) Towel dries hair

Safety Criteria (1 point each):

- 1) Disposes of waste material using a trash bag
- 2) Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
- 3) Ensures draping is maintained throughout service
- 4) Ensures all containers remain closed when not in use
- 5) Kit must remain closed
- 6) Removes products from containers without contamination

If model desires, candidate may dry model's hair

Time allowed: 5 minutes

Unscored

Main Topic: Shaving (using live model; mock shave)

Perform a mock shave using a straight razor without the blade or guard.

Time allowed: 20 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands with hand sanitizer to include the wrist
- 2) Covers headrest with paper towel/towel
- 3) Drape covers model's clothing, ensuring cape does not touch the skin
- 4) Lays residue towel across chest
- 5) Lathers face using fingertips in a circular motion
- 6) Wrings out wet towel thoroughly and tests for temperature
- 7) Places steam towel on face such that nose is not covered
- 8) Removes lather with towel in one continuous motion
- 9) Re-lathers face using fingertips in a circular motion
- 10) Stretches skin while shaving
- 11) Uses lead point of razor while performing strokes
- 12) Demonstrates freehand stroke on cheek
- 13) Demonstrates backhand stroke on cheek
- 14) Demonstrates freehand stroke on upper lip
- 15) Demonstrates freehand stroke below jawbone
- 16) Demonstrates reverse freehand stroke from neck to jawbone
- 17) Demonstrates backhand stroke on sideburn
- 18) Demonstrates freehand stroke from sideburn to cheek
- 19) Demonstrates backhand stroke on upper lip
- 20) Demonstrates backhand stroke from jawbone to cheek
- 21) Demonstrates reverse freehand stroke from neck to jawbone
- 22) Demonstrates freehand stroke across the chin
- 23) Demonstrates freehand stroke from chin to Adam's apple
- 24) Demonstrates reverse freehand stroke from bottom of neck to Adam's apple
- 25) Demonstrates reverse freehand stroke under lower lip
- 26) Places steam towel on face such that nose is not covered
- 27) Removes all traces of shaving cream

Safety Criteria (1 point each):

- 1) Disposes of waste material using a trash bag
- 2) Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
- 3) Ensures draping is maintained throughout service
- 4) Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
- 5) Ensures all containers remain closed when not in use
- 6) Removes products from containers without contamination
- 7) Replaces contaminated items
- 8) Kit must remain closed

Main Topic: Facial Treatment (using live model)

Apply massage cream and demonstrate facial manipulations (choose one of the following: petrissage, effleurage, or tapotement).

Time allowed: 20 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands with hand sanitizer to include the wrist
- 2) Covers headrest with a towel, paper towel, and plastic cap
- 3) Places cape over torso
- 4) Drapes the neck with a towel so skin is not touching cape
- 5) Transports massage cream to hand with clean spatula
- 6) Applies massage cream with hands ensuring all areas are covered
- 7) Completes either effleurage, petrissage or tapotement manipulations while maintaining continuous contact
- 8) Removes massage cream using a steam towel in one continuous motion
- 9) Applies astringent, freshener, or toner

Safety Criteria (1 point each):

- 1) Disposes of waste material using a trash bag
- 2) Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
- 3) Replaces contaminated items
- 4) Ensures all containers remain closed when not in use
- 5) Kit must remain closed

Main Topic: Plain Manicure on Index and Middle Fingers of One Hand (using live model)

Time allowed: 15 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands and model's hands with hand sanitizer
- 2) Shapes nails with file without filing too deep into the corners
- 3) Immerses nails in finger bath
- 4) Applies cuticle cream/remover
- 5) Safely pushes back cuticles with cuticle pusher/orangewood stick
- 6) Gently cleans under free edges of nails and dries hands with a towel
- 7) Buffs nail with a buffer
- 8) Applies cuticle oil

Safety Criteria (1 point each):

- 1) Disposes of waste material using a trash bag
- 2) Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
- 3) Removes products from containers without contamination
- 4) Replaces contaminated items
- 5) Ensures all containers remain closed when not in use
- 6) Kit must remain closed

Main Topic: Permanent Waving Service (using mannequin)

Wrap 5 rods in the center back of crown section area and apply mock chemical waving solution. Protective gloves are not necessary for sectioning and wrapping.

Time Allowed: 15 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands with hand sanitizer
- 2) Applies chemical draping using towel, chemical cape, and towel
- 3) Sections hair, ensuring section is not wider than length of rods
- 4) Subsections hair in sections equal to diameter of rods
- 5) Spreads hair evenly across end papers of 5 rods
- 6) Spreads hair evenly around 5 rods
- 7) Extends end papers beyond hair ends
- 8) Maintains consistent rod/base relationship (all on or half off)
- 9) Wraps rods for proper tension (without picks) ensuring proper band placement
- 10) Applies protective cotton around wrapped section
- 11) Saturates hair with waving lotion, safely ensuring excess lotion does not remain on skin (wears protective gloves)
- 12) Demonstrates test curl to confirm curl development

Safety Criteria (1 point each):

- 1) Disposes of waste material using a trash bag
- 2) Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
- 3) Ensures draping is maintained throughout service
- 4) Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
- 5) Uses a clean towel for entire procedure
- 6) Replaces contaminated items
- 7) Ensures all containers remain closed when not in use
- 8) Kit must remain closed

Main Topic: Virgin Color Application On One Quadrant (using mannequin)

Complete virgin color on one quadrant.

Time allowed: 20 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands with hand sanitizer
- 2) Wears protective gloves throughout chemical services
- 3) Divides hair into 1/4 to 1/2 inch subsections
- 4) Applies color to three 1/4 to 1/2 inch subsections using tint bottle/brush
- 5) Saturates hair in three subsections with color from scalp to ends
- 6) Ensures no chemical products touch client's skin or ears

Safety Criteria (1 point each):

- 1) Disposes of waste material using a trash bag
- 2) Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
- 3) Ensures draping is maintained throughout service
- 4) Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
- 5) Replaces contaminated items
- 6) Removes products from containers without contamination
- 7) Ensures all containers remain closed when not in use
- 8) Kit must remain closed

Main Topic: Removes Product from Hair (using mannequin)

Time allowed: 5 minutes

Unscored

Main Topic: Thermal Hairstyling with Three Curls on the TOP of the Mannequin (demonstrating use of hair dryer and curling iron)

Blow dries wet hair and completes 3 horizontal curls on top center section of hair beginning at front hair line, using curling iron.

Time allowed: 15 minutes

Procedure Criteria (1 point each):

- 1) Sanitizes own hands with hand sanitizer
- 2) Drapes with neckstrip and cape
- 3) Applies thermal styling product evenly throughout top center section
- 4) Blow dries top center section of hair safely in direction away from the scalp, ensuring the hair is tangle-free using vented/round brush
- 5) Sections hair from one to three inches wide. Subsections are equal to the diameter of the curling iron
- 6) Tests iron for proper temperature by clamping down on neckstrip or tissue paper
- 7) Protects the scalp with a comb
- 8) Manipulates iron to form a base
- 9) Demonstrates on-base curl
- 10) Demonstrates half off-base curl
- 11) Demonstrates off-base curl
- 12) Ensures smooth, open curl formation without securing with clips

Safety Criteria (1 point each):

- 1) Disposes of waste material using a trash bag
- 2) Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
- 3) Ensures draping is maintained throughout service
- 4) Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
- 5) Uses a clean towel for entire procedure
- 6) Replaces contaminated items
- 7) Ensures all containers remain closed when not in use
- 8) Kit must remain closed

End of Exam Disinfection

Time Allowed: 10 minutes

Safety Criteria (1 point each):

- 1) Removes cape
- 2) Disposes of used towel(s), cape(s), neckstrip(s), and glove(s)
- 3) Disinfects work surfaces with approved EPA-registered disinfectant
- 4) Sanitizes own hands with hand sanitizer
- 5) Sanitizes workstation, area, chair, and mirror
- 6) Removes all supplies, materials, and personal belongings

Time for complete practical: 3 hours and 10 minutes

SCORING PROCEDURE**

The passing score for the entire practical portion is 70%.

Practical Component	Weight
Pre-exam Set Up and Disinfection	4%
Haircutting—Tapered Haircut (Using a Live Model)	
• Procedure Criteria	9%
• Safety Criteria	4%
Shampoo (Using a Live Model)	
• Procedure Criteria	5%
• Safety Criteria	4%
Shaving (Using a Live Model)	
• Procedure Criteria	16%
• Safety Criteria	5%
Facial Treatment (Using a Live Model)	
• Procedure Criteria	5%
• Safety Criteria	3%
Plain Manicure on Index & Middle Fingers of One Hand (Using a Live Model)	
• Procedure Criteria	5%
• Safety Criteria	4%
Permanent Waving Service with Five Rods to Crown Section (Using a Mannequin)	
• Procedure Criteria	7%
• Safety Criteria	5%
Virgin Color Application On One Quadrant (Using a Mannequin)	
• Procedure Criteria	4%
• Safety Criteria	5%
Thermal Hairstyling with Three Curls on Top (Using a Mannequin)	
• Procedure Criteria	7%
• Safety Criteria	5%
End of Exam Disinfection	4%
Total	100%**

**Percentage may not total 100 percent due to rounding.

PICTURES ILLUSTRATING SELECTED PRACTICAL EXAM REQUIREMENTS:

On (left), Half (middle), and Off (right) Base Curl Placements



Tapered Haircut (two pictures below)



Grip for Razor



Grip for Shears



TENNESSEE BARBER

EXPOSURE INCIDENT (BLOOD SPILL) PROCEDURES

CANDIDATE SUSTAINS EXPOSURE INCIDENT:

1. Candidate MUST immediately **stop** the service.
2. Stop the bleeding by applying pressure to the area with a clean absorbent material (Cotton ball or piece of gauze)
3. Bring your Exposure Incident (Blood Spill) Kit to the Exposure Incident (Blood Spill) procedure area/workstation.
4. When the bleeding has stopped, clean the injured area with an antiseptic wipe
5. Bandage the cut with an adhesive bandage to completely cover cut
6. Cover bandaged cut with finger cot / glove
7. Using disinfectant clean Exposure Incident (Blood Spill) procedure area/workstation
8. Double bag soiled materials such as wipes or cotton balls and any contaminated items in a bag labeled as BioHazard
9. Sanitize hands
10. Return to workstation

MODEL SUSTAINS EXPOSURE INCIDENT:

1. Candidate MUST immediately stop the service
2. Wearing gloves, stop the bleeding by applying pressure to the area with a clean absorbent material (Cotton ball or piece of gauze)
3. When the bleeding has stopped, clean the injured area with an antiseptic wipe
4. Bandage the cut with an adhesive bandage to completely cover cut
5. Double bag soiled materials such as gloves, wipes or cotton balls and any contaminated items in a bag labeled as BioHazard
6. Sanitize hands
7. Continue service



TENNESSEE MASTER BARBER EXAMINATION REGISTRATION FORM

Before you begin. . .

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. **Legal Name:**

Last Name

First Name

Middle Name

2. **Social Security:**

- - (FOR IDENTIFICATION PURPOSES ONLY)

3. **Mailing Address:**

Number, Street (Must be a physical address, PO Boxes are NOT accepted)

Apt/Ste

City

State

Zip Code

4. **Telephone:**

Home

Office

5. **Email:**

@

6. **Examination:** (Check one)

☐

Master Barber Theory Portion only (\$70)

☐

Master Barber Practical Portion only (\$70)

☐

Master Barber Reinstatement (\$70)

(Check one):

☐

FIRST TIME

☐

RETAKE

7. **Total Fee Included:** \$_____. You may pay by credit card, company check, cashier's check or money order. Make your check or money order payable to PSI and note your Social Security # on it.

If paying by credit card, check one: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Card Number: _____ Exp. Date: _____

Card Verification No: _____

The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

8. I am submitting the Reasonable Accommodation Request form and required documentation. (See end of bulletin.)

☐

Yes

☐

No

9. **Affidavit:** I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the examination information bulletin.

Signature: _____ Date: _____

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.
Complete and forward this registration form with the applicable examination fee to:

PSI Services LLC * ATTN: Examination Registration TN BARBER

3210 E Tropicana * Las Vegas, NV * 89121

Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929

www.psiexams.com

If you are using a live model, you MUST bring this form to your Practical examination. If your model is under the age of 18, this form MUST be completed and signed by the model's parent or legal guardian and presented on the day of your Practical examination. If you do not have a completed form at the time of the examination, you will not be allowed to take the examination and you will forfeit your fees.

Release of Liability & Indemnity Agreement

This release of liability and indemnity agreement is being entered into so that Psychological Services, Inc. ("PSI") will permit me to participate as a live model in connection with the Tennessee Barber practical skills examinations conducted at _____ (the "Event").

I HEREBY ACKNOWLEDGE THE INHERENT RISKS OF PARTICIPATING AS A LIVE MODEL FOR A PERSON DEMONSTRATING BARBER SKILLS. Participation in any such activity necessarily involves risks of injury. I realize the risks include, but are not limited to: allergic reactions; infection; negligence by others including, without limitation, barber personnel; inattention of others; misuse of supplies or equipment; equipment that may be or become damaged; and accidents that may or may not be foreseeable. I acknowledge that the above list is not inclusive of all possible risks associated with such activities and I agree that this list in no way limits the extent or reach of this release. **I VOLUNTARILY ASSUME ALL RISKS, WHETHER FORESEEABLE OR NOT, WITH FULL KNOWLEDGE AND APPRECIATION OF THE DANGER AND RISK INVOLVED.**

I acknowledge that no representations or warranties of any kind whatsoever have been made to me regarding my qualifications or ability to participate in the Event, or regarding any of the services to be performed in connection with the Event. I acknowledge that PSI does not supervise barber test activities, including without limitation, at the Event.

RELEASE AND INDEMNITY: I voluntarily agree to assume all risk of personal injury, including paralysis and death, and damages that may occur arising out of or relating to the Event. I, ON BEHALF OF MYSELF AND MY SPOUSE, FAMILY, ASSIGNS, HEIRS, REPRESENTATIVES, EXECUTORS, AND ADMINISTRATORS, HEREBY KNOWINGLY AND INTENTIONALLY WAIVE AND RELEASE, HOLD HARMLESS, AND AGREE TO DEFEND AND INDEMNIFY PSI, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES, AFFILIATED ORGANIZATIONS AND AGENTS, AND EACH OF THEM, FROM ALL LIABILITIES, CLAIMS, DEMANDS, LOSSES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES, ARISING BY REASON OF ANY SUCH PERSONAL INJURY, DAMAGE, PARALYSIS, OR DEATH THAT MAY RESULT. **THIS RELEASE SHALL BE EFFECTIVE EVEN IF THE LOSS, DAMAGE OR INJURY WAS NOT FORESEEABLE OR RESULTS OR HAS RESULTED FROM THE ACTIVE OR PASSIVE NEGLIGENCE, WRONGFUL ACTS, OMISSIONS, BREACH OF WARRANTY OR STRICT TORT LIABILITY OF PSI OR THE OTHER PARTIES RELEASED.**

I UNDERSTAND THAT I AM NOT TO ASSIST OR AID THE BARBER EXAMINEE IN ANY WAY IN CONNECTION WITH THE EXAMINATION AND THAT DOING SO WILL INVALIDATE A CANDIDATE'S EXAMINATION RESULTS.

I understand that this release is a contract. I expressly state that I have read, understand and am familiar with all its provisions and that I sign it of my own free will. I further expressly agree that this release, waiver and indemnification agreement is intended to be as broad and as inclusive as is permissible under the laws of the State of California and that if any portion of this agreement is held to be invalid, the balance shall, notwithstanding, continue in full force and effect.

Live Model

Parent or Legal Guardian (if under the age of 18)

Name: _____
(Please Print)

Name: _____
(Please Print)

Signature: _____

Signature: _____

Date: ____/____/____

Date: ____/____/____



REASONABLE ACCOMMODATION REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Candidates with disabilities or those who would otherwise have difficulty taking the examination may request reasonable accommodation.

Candidates who wish to request reasonable accommodation because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for reasonable accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: _____ Social Security or ID#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

Check any reasonable accommodations you require (requests must concur with documentation submitted):

- | | |
|---|--|
| ☐ Reader (as accommodation for visual impairment or learning disability) | ☐ Extended Time
(Additional time requested: _____) |
| ☐ Large-print written examination | ☐ Other _____ |

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call (800) 367-1565, ext 6750 and leave a voice message.
- PSI Accommodations will call you back to schedule the examination within 48 hours.

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN
RECEIVED AND PROCESSED BY PSI ACCOMMODATIONS.**

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121