



PSI licensure:certification
3210 E Tropicana
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www.psiexams.com

California Board of Barbering and Cosmetology



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 LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a Barber, Cosmetologist, Manicurist, Esthetician, and Electrologist in the State of California.

The Board has contracted with PSI licensure:certification (PSI) to conduct its examination program.

OBJECTIVE OF THE BOARD OF BARBERING AND COSMETOLOGY

The Board of Barbering and Cosmetology's (BBC) responsibilities are protecting and educating consumers who seek barbering, cosmetology, and electrology services. BBC also regulates the individuals who provide the services and the salons in which the services are performed. Through its examination programs, the BBC ensures that applicants for licensure have completed the necessary training and passed a written and practical examination. The examination requires that the individual demonstrate that they possess the knowledge and skills required to protect the public's health and safety. After successfully passing the examination, individuals are issued the applicable license by the BBC.

ELIGIBILITY

Once the BBC has sent PSI your examination eligibility, you will receive this Candidate Information Bulletin with a Schedule Notice printed on the back cover. This Schedule Notice is not valid unless there is a label with your name and address affixed to it.

The BBC considers an application abandoned if the candidate fails to take the examination within one year from the date the applicant qualified to be scheduled to take the examination. In this event, a new application and fee must be submitted and all requirements for licensure in effect at the time of filing must be met.

YOUR EXAMINATION APPOINTMENTS

The label affixed to the back of this bulletin contains important information about your testing appointments. Your practical and written examinations have been scheduled for you. The date, times and location of your examination appointments are indicated on the bottom of the label.

Candidates who are scheduled for both parts of the examination will be scheduled at one of the Board's exam sites, Glendale or Fairfield. Both parts will be scheduled on the same day. You may cancel and reschedule a written examination date at one of PSI's 13 testing sites for another day as long as the appointment is after the original scheduled date. This must be done at least 2 full days prior to the scheduled exam date. You are not allowed to reschedule your practical appointment for any reason.

If you have already passed the practical part of the exam (excluding Barbers) you must call PSI and schedule your own written exam. The written only exam can only be taken at one of PSI's testing sites. However, if you are approved to use an interpreter then the written exam can only be taken at the Glendale or Fairfield exam site.

If you miss or are late for your appointment, you will lose your examination fee and will be required to apply for re-examination through the BBC.

EXAMINATION ELIGIBILITY EXPIRATION

In accordance with BBC Rules and Regulations Section 932(d), BBC candidates who pass only one part of the examination must take and pass the failed portion of the examination within one year of passing the first examination part. If you do not pass the complete examination by this date, you will be required to retake both parts of the exam. Barber candidates who fail to receive a passing grade will be required to be re-examined in the practical part and the written part.

EXAMINATION DEVELOPMENT

The California Cosmetology examinations are developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

Each item is carefully researched and validated with published references to ensure accuracy and consistency with entry-level practice. All of the BBC examinations contain 100 multiple-choice questions, with the exception of the Barber exam, which contains 40 multiple-choice questions.

Effective May 1, 2009, the Barber, Cosmetologist, Esthetician, Electrologist and Manicurist written examinations are available in English, Spanish and Vietnamese.

ESTABLISHING THE PASSING STANDARDS

The licensing examination is designed to test a candidate's knowledge of basic health and safety necessary to protect the consumer. The examination is not designed to trick the candidate, but rather to ensure that each candidate possesses the basic entry-level skills and knowledge to work safely on the consumer so the consumer is not harmed.

In accordance with Business and Professions Code section 101.6, the purpose of Boards, Bureaus and Commissions is to "...establish minimum qualifications and levels of competency and license persons desiring to engage in the occupations they regulate upon determining that such persons possess the requisite skills and qualifications necessary to provide safe and effective services to the public, or register or otherwise certify persons in order to identify practitioners and ensure performance according to set and accepted professional standards."



TESTING SITE LOCATIONS

The California examinations are administered at the PSI examination centers in California as listed below:

FAIRFIELD

995 Oliver Road, Suite 2
Fairfield, CA 94534
(818) 244-0033 x7403

*NOTE: ENTRANCE FOR 995 OLIVER ROAD IS ON ROCKVILLE ROAD.
FROM THE SOUTH: TAKE I-80 EAST AND EXIT AT THE WEST TEXAS EXIT. STAY IN THE LEFT LANE AND TURN LEFT ON WEST TEXAS (THAT WILL TAKE YOU UNDER THE I-80 OVERPASS). CONTINUE ON WEST TEXAS (NOTE: WEST TEXAS TURNS INTO ROCKVILLE ROAD). TURN INTO OLIVER SQUARE, WHICH IS THE FIRST DRIVEWAY ON THE RIGHT.*

FROM THE NORTH: TAKE I-80 WEST AND EXIT AT THE WEST TEXAS/ROCKVILLE ROAD EXIT. CONTINUE ON THE EXIT THAT BECOMES OLIVER ROAD (NOTE: DO NOT TURN RIGHT ON NORTH OLIVER ROAD). AT THE INTERSECTION OF OLIVER ROAD, WEST TEXAS AND ROCKVILLE ROAD, TURN RIGHT ON ROCKVILLE ROAD. TURN INTO OLIVER SQUARE, WHICH IS THE FIRST DRIVEWAY ON THE RIGHT.

GLENDALE

710 SOUTH CENTRAL AVENUE, FOURTH FLOOR
GLENDALE, CA 91204
(818) 244-0033 x7402

FROM I-5 HEADING NORTH: TAKE THE LOS FELIZ BOULEVARD EXIT EAST TO S. CENTRAL AVENUE AND TURN LEFT. THE TESTING FACILITY IS ON THE RIGHT.

FROM I-5 HEADING SOUTH: TAKE THE COLORADO BOULEVARD EXIT EAST TO S. CENTRAL AVENUE AND TURN RIGHT. THE TESTING FACILITY IS ON THE LEFT.

FROM VENTURA FWY (134): TAKE THE BRAND BOULEVARD EXIT SOUTH. TURN RIGHT ONTO COLORADO BOULEVARD, THEN LEFT ONTO S. CENTRAL AVENUE. THE TESTING FACILITY IS ON THE LEFT.

FROM GLENDALE FWY (2): TAKE THE COLORADO BOULEVARD EXIT WEST AND TURN LEFT ONTO S. CENTRAL AVENUE. THE TESTING FACILITY IS ON THE LEFT.

ANAHEIM

2301 W. LINCOLN AVE, SUITE 252
ANAHEIM, CA 92801
(714) 254-1453

DIRECTIONS FROM LA: TAKE 5 SOUTH EXIT BROOKHURST AND TURN RIGHT. TURN RIGHT ON LINCOLN (PASS A SMALL STREET NAMED MONTEREY), AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

(ORANGE COUNTY) DIRECTIONS FROM SAN DIEGO, IRVINE, MISSION VIEJO, ETC.: TAKE 5N EXIT BROOKHURST AND TURN LEFT. TURN RIGHT ONTO LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

IF BROOKHURST EXIT IS CLOSED: TAKE 5 N EXIT EUCLID AND TURN LEFT. TURN RIGHT ON LINCOLN (PASS BROOKHURST AND SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

*****KEEP IN MIND THAT THE EUCLID EXIT COMES FIRST AND THEN BROOKHURST.*****

OR 91 FREEWAY: TAKE 91 W EXIT BROOKHURST AND TURN LEFT. TURN RIGHT ONTO LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.

ATASCADERO

7305 MORRO RD, SUITE 201A
ATASCADERO, CA 93422
(805) 462-8983

FROM US-101 N, TAKE THE CA-41 EXIT- EXIT 219-TOWARD MORRO RD. TURN LEFT ONTO EL CAMINO REAL. Turn LEFT onto CA-41/MORRO RD.

FROM US-101 S, TAKE THE MORRO RD/CA-41 EXIT- EXIT 219, TURN RIGHT ONTO CA-41/MORRO RD.

BAKERSFIELD

5405 STOCKDALE HIGHWAY, SUITE 206
BAKERSFIELD, CA 93309
(661) 398-9354

FROM I-5 S, TAKE THE STOCKDALE HWY EXIT (253). TURN LEFT ONTO STOCKDALE HWY.

FROM I-5 N TOWARD BAKERSFIELD, KEEP LEFT TO TAKE CA-99 N VIA EXIT (221) TOWARD BAKERSFIELD/FRESNO. TAKE THE CA-58 E EXIT TOWARD TEHACHAPI/MOJAVE. TAKE THE EXIT ON THE LEFT TOWARD CAL STATE UNIV/STOCKDALE HWY/BRUNDAGE LANE. TURN LEFT ONTO WIBLE RD. TURN SLIGHT LEFT ONTO STOCKDALE HWY.

CARSON

17420 S. AVALON BLVD, SUITE 205
CARSON, CA 90746
(310) 217-1066

FROM CA-91 E/GARDENA FWY TAKE THE AVALON EXIT. OFF RAMP WILL LEAD YOU ONTO ALBERTONI ST. MAKE A RIGHT ONTO AVALON BLVD AND WE ARE LOCATED ON THE RIGHT HANDSIDE (SAME PARKING LOT AS CARL'S JR).

FROM CA-91 W TAKE THE AVALON EXIT. MAKE A LEFT ONTO AVALON BLVD. MAKE A U-TURN ON AVALON BLVD AND ALBERTONI ST. WE ARE LOCATED ON THE RIGHT HAND SIDE. (SAME PARKING LOT AS CARL'S JR).

EL MONTE

9420 TELSTAR, SUITE 138
EL MONTE, CA 91731
(626) 442-4112

FROM I-10 E TOWARD SAN BERNARDINO, MERGE ONTO ROSEMEAD/CA 19 S TOWARD LONG BEACH. TURN LEFT ONTO E. TELSTAR AVE.

FROM I-10 W TOWARD LOS ANGELES, TAKE THE ROSEMEAD BLVD/CA-19 EXIT TOWARD PASADENA. TAKE THE ROSEMEAD BLVD RAMP TOWARD LONG BEACH. MERGE ONTO ROSEMEAD BLVD/CA-19 S. TAKE A LEFT ONTO E. TELSTAR AVE.

FRESNO

351 E. BARSTOW, SUITE 101
FRESNO, CA 93710
(559) 221-9006

FROM CA-41 S, TAKE THE BULLARD AVE EXIT. TURN LEFT ONTO E BULLARD AVE. TURN RIGHT ONTO N FRESNO ST. PASS THROUGH THE INTERSECTION OF FRESNO AND BASTOW AVE. TAKE THE FIRST DRIVEWAY ON THE RIGHT HAND SIDE.

FROM CA-41 N, TAKE THE SHAW AVE EXIT TOWARD CLOVIS. TURN RIGHT ONTO E SHAW AVE. TURN LEFT ONTO N FRESNO ST. TURN LEFT INTO THE LAST DRIVEWAY BEFORE BARSTOW AVE.

TESTING CENTER IS IN THE OFFICE COMPLEX ON THE SW CORNER OF BARSTOW AND FRESNO ST.

HAYWARD

24301 SOUTHLAND DRIVE, SUITE B-1
HAYWARD, CA 94545
(510) 784-1114

FROM I-880 N TOWARD OAKLAND, TAKE THE WINTON AVENUE EXIT. MERGE ONTO W WINTON AVE TOWARD HEALD COLLEGE. TURN LEFT ONTO SOUTHLAND DR.

FROM I-880 S TOWARD SAN JOSE/SAN MATEO BR, TAKE THE WINTON AVE WEST EXIT TOWARD HEALD COLLEGE. MERGE ONTO W WINTON AVE. TURN LEFT ONTO SOUTHLAND DR.

REDDING

2861 CHURN CREEK, UNIT C



REDDING, CA 96002

(530) 221-0945

FROM 1-5 S, TAKE THE CYPRESS AVENUE EXIT (677). TURN RIGHT ONTO E. CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD.

FROM 1-5 N TOWARDS SACRAMENTO, TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 E TOWARDS REDDING, START GOING WEST ON CA-299. MERGE ONTO 1-5 S RAMP ON THE LEFT TOWARDS SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

FROM 299 W TOWARDS REDDING. START GOING EAST ON CA-299 TOWARDS WEAVERVILLE/REDDING. FROM 299 EAST TURN RIGHT ONTO CA-273/CA-299 E/MARKET STREET. TURN LEFT ONTO CA-299-E. MERGE ONTO 1-5 S VIA EXIT 2A TOWARDS RED BLUFF/SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.

RIVERSIDE

RIVERSIDE TECHNOLOGY BUSINESS PARK

1660 CHICAGO AVE, SUITE M-15

RIVERSIDE, CA 92507

(951) 680-9720

FROM 15 SOUTH TO 215 SOUTH, EXIT COLUMBIA AND GO STRAIGHT. AT THE DEAD END TURN LEFT.

AT THE LIGHT (WHICH IS COLUMBIA) TURN LEFT. TURN RIGHT ON CHICAGO AVE.

FROM 91 EAST, EXIT SPRUCE AND TURN RIGHT. TURN LEFT ON CHICAGO AVE (SITE WILL BE ON RIGHT HAND SIDE).

FROM 60 WEST, EXIT 3RD/BLAINE AND TURN LEFT. TURN RIGHT ON CHICAGO AVE, PAST SPRUCE (SITE WILL BE ON RIGHT HAND SIDE).

SACRAMENTO

9719 LINCOLN VILLAGE DR.

BUILDING 100, SUITE 100

SACRAMENTO, CA 95827

(916) 363-6455

FROM SAN FRANCISCO/VALLEJO ON I-80 E, TAKE US-50 E TOWARD SACRAMENTO/SOUTH LAKE TAHOE. TAKE BRADSHAW ROAD, EXIT 13, TURN RIGHT ONTO BRADSHAW ROAD. TURN IMMEDIATE LEFT ONTO LINCOLN VILLAGE DR.

SAN DIEGO

5440 MOREHOUSE DRIVE, SUITE 3300

SAN DIEGO, CA 92121

(858) 658-0786

FROM 1-805 S, TAKE THE SORRENTO VALLEY RD/MIRA MESA BLVD EXIT. TURN LEFT ONTO MIRA MESA BLVD, TURN LEFT ONTO SCRANTON ROAD. TURN RIGHT ONTO MOREHOUSE DRIVE.

FROM 1-805 N TOWARD LOS ANGELES, TAKE THE MIRA MESA BLVD/VISTA SORRENTO PKWY EXIT. TURN RIGHT ONTO MIRA MESA BLVD. TURN LEFT ONTO SCRANTON RD. TURN RIGHT ONTO MOREHOUSE DR.

ADDITIONAL PARKING CAN BE FOUND (on top of the AT&T building) BY CONTINUING ON MOREHOUSE PAST OUR BUILDING AND TURNING LEFT AT THE NEXT DRIVEWAY UP THE HILL

SANTA ROSA

160 WIKIUP DRIVE, SUITE 105

SANTA ROSA, CA 95403

(707) 544-6723

FROM NORTHBOUND 101, TAKE THE RIVER ROAD/GUERNEVILLE EXIT. TURN RIGHT AT MARK WEST SPRINGS ROAD. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

FROM SOUTHBOUND 101, TAKE THE RIVER ROAD/GUERNEVILLE EXIT. TURN LEFT ON RIVER ROAD, GO ACROSS OVERPASS (TURNS INTO MARK WEST SPRINGS ROAD ON OTHER SIDE OF FREEWAY). TURN LEFT ON OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

SANTA CLARA

2936 SCOTT BLVD

SANTA CLARA, CA 95054

(408) 844-0004

FROM US-101 N, TAKE THE SAN TOMAS EXPWY/MONTAGUE EXPWY EXIT- EXIT 392. TAKE THE SAN TOMAS EXPWY RAMP. MERGE ONTO SAN TOMAS EXPY/CR-G4. TURN LEFT ONTO SCOTT BLVD.

FROM I-880 S TOWARD SAN JOSE, TAKE THE MONTAGUE EXPWY EXIT (7). TAKE THE MONTAGUE EXPWY WEST RAMP. MERGE ONTO MONTAGUE EXPY/CR-G4 E. TURN LEFT ONTO E TRIMBLE RD. E TRIMBLE RD BECOMES DE LA CRUZ BLVD. TURN SLIGHT RIGHT ONTO CENTRAL EXPY/CR-G6 W. TURN SLIGHT RIGHT ONTO SCOTT BLVD.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you must arrive at least 30 minutes prior to your scheduled appointment time. This allows time for check-in and identification verification and provides time to familiarize yourself with the examination process. If you arrive late, you may not be admitted to the examination site and you may forfeit your examination registration fee. Even though candidates will be thumb printed, you are still required to comply with any identification requirements established by the appropriate regulatory entity.

You will receive an admission letter from the BBC that must be presented for admittance into the practical examination.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

In order to be admitted into the examination, you must present valid Government-issued photographic identification. Examples are as follows:

- An unexpired State issued Driver License.(any State)
- An unexpired State Identification Card.(any State)
- A current U.S. military-issued identification card.
- An alien registration card with photograph
- A current passport.
- United States Immigration and Naturalization issued identification
- Certificate of United States Citizenship

All photographs must be recognizable as the person to whom the identification card was issued. The name on the application must match the photographic I.D. card. This information must match your release order.

FAILURE TO PROVIDE APPROPRIATE IDENTIFICATION AT THE TIME OF THE EXAMINATION WILL RESULT IN A CANDIDATE NOT BEING ABLE TO SIT FOR THE EXAMINATION. Candidates who fail to appear for the examination or who not admitted due to improper identification must submit the re-examination application (copy provided at the back of this bulletin) along with the applicable fee to BBC in order to be eligible to reschedule their examination

CALIFORNIA LAW SECURITY PROCEDURES

Section 123 of the California Business and Professions Code states: It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- Conduct which violates the security of the examination materials;
- Removing from the examination room any examination materials without authorization;
- The unauthorized reproduction by any means of any portion of the actual licensing examination;
- Aiding by any means the unauthorized reproduction of any portion of the licensing examination;
- Paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination;
- Obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or
- Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.
- Communicating with any other candidate during the administration of a licensing examination.
- Copying answers from another candidate or permitting one's answers to be copied by another candidate.
- Having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination.
- Impersonating any candidate or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under authority provided for in any other provision of law. In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

IMPORTANT INFORMATION ABOUT TAKING AN EXAMINATION

1. All candidates will have their thumbprint taken during examination check-in and re-entry into the testing room after an approved absence. If a candidate passes the examination, the thumbprint record will be destroyed. If a candidate abandons his or her application for licensure, as determined by the appropriate regulatory authority, the thumbprint will also be destroyed. If a candidate is unsuccessful, the thumbprint record will be retained by PSI to ensure proper identification on any subsequent examination attempts. If the thumbprint doesn't match upon exit and re-entry, the candidate shall be disqualified from the examination, his or her test results invalidated, and the appropriate regulatory entity will be notified of the occurrence. The taking of the thumbprint is an additional measure to enhance examination security. The Department's Office of Professional Examination Services

shall ensure that the appropriate safeguards for the storage and destruction of the thumbprint records are in place.

2. The temperature in the testing room is maintained at a moderate level. Candidates are advised to layer clothing. Acceptable layered clothing includes lightweight shirts, sweaters, and pullovers without pockets. These items must be worn upon check-in, while you wait to enter the testing room, and during your initial seating for the examination.
3. There are timing mechanisms available at the test site and on the computer console to help candidates keep track of time during the test administration. Watches or other timekeeping devices are not permitted in the examination rooms.
4. Only one candidate will be allowed to take a restroom break at a time. Candidates are required to sign out when you leave the room and when you return. If a candidate's restroom break takes longer than 5 (five) minutes, a proctor will check on the candidate and will notify the applicable regulatory entity of the occurrence, which will take appropriate action.
5. The following items are not permitted in the examination rooms:
 - Cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or readings material, music players, radios, electronic games, calculators, or briefcases.
 - Personal items including watches, backpacks, wallets, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
 - Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

During the check-in process, all candidates will be asked if they possess any of the prohibited items and all candidates will be asked to empty their pockets. If prohibited items are found during check-in, candidates shall return these items to their vehicle or other place of safekeeping. Neither PSI, nor the Department of Consumer Affairs, shall be responsible for the items. Any candidate possessing the prohibited items in the examination room shall have his or her test results invalidated, and PSI shall notify the appropriate regulatory entity of the occurrence.

6. Copying or communicating examination content is a violation of PSI security policy and existing law. Either one shall result in the disqualification or invalidation of examination results, the denial of your license, and may subject the candidate to criminal prosecution.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site 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 schedule by calling (877) 392-6422. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

Những Quy Vĩ Chũng Trĩnh Thi

Vào ngày thi ngũĩi tham đĩ phải Ç%on trũşc gi© hĩn ít nhĩt 30 phút, Ç ghi danh và Çũc hũşng dĩa vş cách thũc của chũng trĩnh thi. N%ou ngũĩi tham đĩ Ç%on trĩ có thĩ không Çũc đĩ thi và tişn ICE phí có thĩ sẽ không Çũc hoàn trĩa lĩa. Ngũĩi tham đĩ thi Çòi hũĩ phải có nhũng giĩa t© chũng minh h@p ICE (xin xem a trang số 4 dũşĩ phĩa REQUIRE IDENTIFICATION AT EXAMINATION SITE) Ç nhĩn diĩn khi ra vào phòng thi, mĩc dù Çĩ Çũc lĩa dĩa tay theo quy Çĩnh mşĩ Çũc Çĩşu chĩnh.

Nhũng Thông Tin Quan Trĩng Vş Chũng Trĩnh Thi

1. Tĩt cũ nhũng ngũĩi đĩ thi Çşu Çũc lĩa dĩa tay trũşc khi Çũc phép ra vào phòng thi trong thũĩ gian thi. Dĩa tay Çũc hũy bũ n%ou ngũĩi tham đĩ thi Çũc hoĩc vi phĩm luĩt thi Çũc xác Çĩnh bĩĩ giĩa khĩa phòng thi. Khi dĩa tay ngũĩi tham đĩ không phù h@p lúc ra vào phòng thi sẽ không Çũc ti%op tc thi và k%ot quĩa của kỳ thi sẽ không có giá trĩ theo luĩt Çĩ Çũc Çĩşu chĩnh. N%ou ngũĩi tham đĩ thi không Çũc dĩa tay sẽ Çũc vãn phòng PSI gi» lĩa dũng Ç nhĩn diĩn cho kỳ thi tşĩ. Tĩt cũ nhũng dĩa tay sẽ Çũc Çĩm bảo an toãn bĩĩ cũ quan Department's Office of Professional Examination Services.
2. Phòng thi Çũc gi» a nhiĩt Çĩ trung bĩnh, ngũĩi tham đĩ nên mĩc quĩa áo gĩn gĩang không có tũĩ. Ngũĩi đĩ thi sẽ Çũc kiĩm tra trũşc khi vào phòng thi.
3. Thũĩ gi© Ç làm bài thi Çĩ có sn trên computer cho ngũĩi thi đĩ dĩang theo dũĩ thũĩ gian thi. ãng hũ Çeo tay và nhũng thi%ot bĩ tĩnh gi© khác không Çũc phép mang vào phòng thi.
4. Mşĩ lĩa Çĩ vĩ sinh chĩ mşĩt ngũĩi Çũc phép Çĩ. Khi ra vào phòng thi ngũĩi tham đĩ Çũc yũc cĩa kş tên. N%ou Çĩ quá nãm phút sẽ Çũc ban giĩa khĩa nhĩc nh" Çĩ có hành Çĩng thĩch h@p.
5. Nhũng vĩt dng sau Çĩ sẽ không Çũc phép mang vào phòng thi:
 - Cellular telephone, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or readings material, music players, radios, electronic games, calculators, or briefcases.
 - ã dũng cá nhĩn bao gũm Çũng hũ Çeo tay, tũĩ xách, bp tay, vi%ot mĩc, vi%ot chĩ, hay nhũng vĩt dng khác, còn thũc ẽn và nũşc uũng (chĩ khi Çũc phép mşĩ Çũc mang vào).
 - Nn, tĩm che nĩng vşĩ nhũng trang phc của tôn giĩa, nhũng áo choãng, khĩn choãng, áo khoác bĩn ngoĩa, áo có nn.
 - Vãn phòng PSI hay Department of Consumer Affairs không chơi trĩach nhiĩm vş bĩt cũ vĩt dng nào của ngũĩi đĩ thi. Tĩt cũ Çũ dũng cá nhĩn nên Çĩ nũĩ an toãn trong xe. Trong lúc làm thũ tc, ngũĩi tham đĩ Çũc yũc cĩa Çĩ tũĩ quĩa áo trũng. Khi kiĩm tra n%ou tìm Çũc bĩt kỳ vĩt dng gì ngũĩi tham đĩ, có thĩ sẽ không Çũc đĩ thi.
6. Gian lĩn hay ni chuyĩn trong lúc làm bài thi là vi phĩm luĩt của PSI security policy and existing law. Ngũĩi tham đĩ sẽ Çũc mĩ ra khũĩ phòng thi, k%ot quĩa thi không có giá trĩ, không Çũc cĩa license và ngũĩi vi phĩm có thĩ bĩ kh"ĩ tũ phĩm tşĩ.

REPORTANDOSE AL LUGAR DEL EXAMEN

El día del examen, usted debe llegar por lo menos 30 minutos antes del tiempo de su cita. Esto permitira tiempo para registrarse y familiarizarse con el proceso del examen. Si usted esta tarde, es possible que no sea admitido al lugar del examen y que usted pierda lo que pago por el examen. Aunque se les tomara huellas digitales a los candidatos, a usted se le pedirán identificacions de las establecidas por la entidad reguladora.

INFORMACION IMPORTANTE PARA TOMAR EL EXAMEN

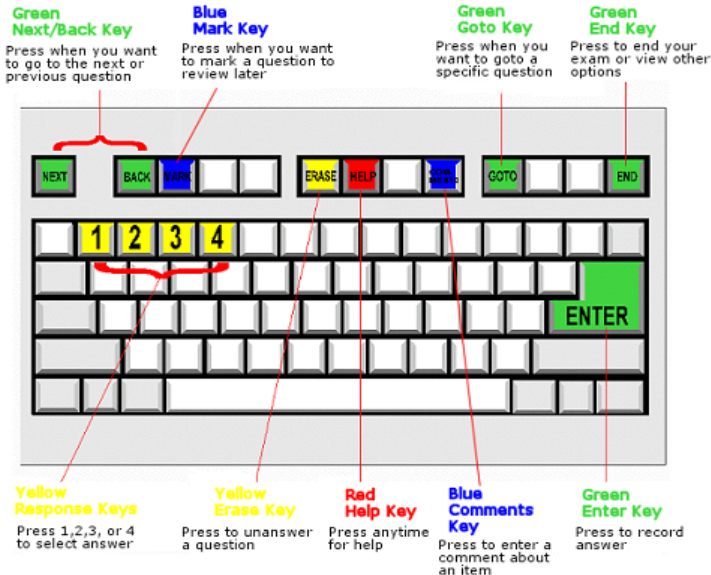
1. A todos los candidatos se les tomara sus huellas al registrarse para el examen y al regresar al lugar despues de una ausencia justificada. Si un candidato pasa el examen, el record de sus huellas seran destruidas. Si un candidato abandona su aplicacion de licencia, como lo determina la autoridad reguladora apropiada, sus huellas tambien seran destruidas. Si un candidato no pasa el examen, el record de sus huellas seran retenidas por PSI para asegurar una identificacion apropiada para cualquier futuro intento de tomar el examen. Si las huellas no son las mismas al compararse durante la salida o entrada, el candidate debera ser descalificado del examen, los resultados del exame invalidados, y la entidad reguladora apropiada sera notificada de lo ocurrido. La toma de huellas es una medida adicional para mejorar la seguridad del examen. Office of Professional Examination Services debera asegurar que medidas apropiadas para el almacenamiento y destruccion de records de huellas esten disponibles.
2. La temperature del lugar del examen se mantendra en un nivel moderado. Se les recomienda a los candidatos usar varias capas de ropa. La ropa aceptada incluye camisetas, sudaderas, y chamarras sin bolsas. La ropa tendra que ser usada desde que usted se registre en la entrada, cuando usted este esperando para entrar al cuarto del examen, y cuando se siente al inicio del examen.
3. Mecanismos para medir el tiempo estaran disponibles en el lugar del examen y en la computadora para ayudar a los candidatos a tener nocion del tiempo durante la administracion del examen. Relojes y otro tipo de aparatos para tomar el tiempo no son permitidos en los cuartos de examen.
4. Solo se permitira a los candidatos ir al bano de uno en uno. Se requiere que firmen cada vez que salgan del cuarto y cuando regresen. Cuando el candidato pase mas de 5 minutos en el bano, un proctor va a revisar al candidate y va a notificar a la entidad reguladora apropiada de lo ocurrido, la cual va a tomar las medidas necesarias.
5. Los siguientes utensilios no son permitidos en los cuartos de examen:
 - Telefonos celulares, asistentes personales (PDAs), aparatos para grabar, camaras, pagers, bolsas, computadoras portatiles, material de lectura o referencias, reproductores de musica, radios, juegos electronicos, calculadoras, o portafolios.
 - Cosas personales incluyen relojes, mochilas, carteras, plumas, lapices, y otros utensilios para escribir, comida, bebidas (al menos que se hayan permitido antes por su entidad reguladora) y utensilios para la buena suerte.
 - Sombreros, gorras de baseball, o visceras (con la excepcion de objetos religiosos), chaquetas, ropa con gorros, chaquetas pesadas.

Durante el proceso de registracion, se les preguntara a todos los candidatos si poseen alguno de los objetos prohibidos y se les pedira a todos que vacien sus bolsas. Si se les encuentran alguno de los objetos prohibidos, los candidatos los deberan llevar a su auto o algun otro lugar seguro. PSI o Department of Consumer Affairs no seran responsables de los objetos. Al candidato que se le sorprenda con alguno de los objetos prohibidos en el cuarto del examen se le invalidaran sus resultados, y PSI debera notificar a la entidad reguladora apropiada de lo ocurrido.

6. Copear y comunicar el contenido del examen es una violacion de la poliza de seguridad de PSI y de la ley existente. Cualquiera de las dos resultara en la descalificacion o invalidacion de los resultados del examen, la negacion de su licencia, y es posible que el candidato sea sujeto de persecucion criminal.

TAKING THE WRITTEN EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here.



IDENTIFICATION SCREEN

You will be directed to a semiprivate 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 to the computer and keyboard 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 as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

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.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer. You should then press “ENTER” to record your answer and move on to the next question. A sample question display follows:



REASONABLE ACCOMMODATIONS AVAILABLE

Candidates with a physical or mental impairment that substantially limits a major life activity may be eligible for accommodation in the testing process to assure you that the examination accurately reflects knowledge, skills or abilities. BBC and PSI are fully compliant with ADA guidelines and will provide reasonable accommodations. Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling 800-790-3926.

If you need special accommodations to take the exam, you must submit a Request for Reasonable Accommodations form with your license application. The form must be signed by the professional making the diagnosis. You will be required to explain the disability and what reasonable accommodation is needed. A letter from your health-care provider must be included, confirming the disability and justifying the need for special accommodations using the criteria in the request form.

A Reasonable Accommodations Form is provided at the back of this handbook.

COMPUTER-BASED TESTING SITE PROCEDURES

1. You must appear to take your examination(s) at the place and time you have been scheduled.
2. The information on this page is provided to explain what will happen (occur) when you arrive at the written exam. This document is provided to help you understand the registration and examination process.
3. You will be asked to take a seat at the registration desk.
4. You will be asked to present your identification. Refer to Page 4 for acceptable identifications.
5. You will be asked to sign the sign-in roster and enter the date.
6. Test center staff will then take your photo. And confirm your personal information.
7. You will be provided with a security agreement on the computer screen prior to taking the examination. Please read the security agreement and select "I Agree" in order to proceed with the examination. You are advised that the testing session will be taped for security purposes. Test center staff will ask if you have any unauthorized items with you. Unauthorized items are: cameras, notes, tape recorders, pagers, cellular phones, programmable calculators, valuables, PDAs, pagers or weapons. PSI is not responsible for items left in the reception area. You must place unauthorized items in your car.
8. You will be given scratch paper. You will print your name and date on the scratch paper.
9. You will be taken to the computer testing station. No family or friends may wait during your test. They must leave the building.
10. You will be asked to type in your ID, read and agree to the security agreement, and then your tutorial will begin. The tutorial is provided to help you understand the functions of the computer and is presented in English. The tutorial is limited to 15 minutes. The exam time begins with question number 1.
11. There is a short, multiple-choice survey presented in English at the end of the exam. You are encouraged to participate in this survey. You will also have the chance to type in your own comments, in English, at the end of survey.
12. Test center staff will walk in and out of the testing room from time to time. If you need any help, please come out and get the staff person. You do not need to raise your hand. Test center staff will then answer your question. The staff cannot answer questions about the content of your exam.
13. At the end of your exam bring your scratch paper, go back to the reception area, and return the scratch paper to the test center staff. Your results will then be printed and handed to you.

QUY TRÌNH TẠI CHỖ KIỂM TRA VỚI MÁY TÍNH

1. Bạn phải có mặt tại địa điểm và thời gian đã được ấn định để thực hiện bài kiểm tra của mình.
2. Thông tin ở trang này sẽ được dùng để giải thích cho những gì sẽ diễn ra trong quá trình làm bài kiểm tra viết của bạn. Tài liệu này sẽ được dùng để giúp bạn hiểu được quá trình thi và đăng ký thi.
3. Bạn sẽ được yêu cầu ngồi tại bàn đăng ký.
4. Bạn sẽ được yêu cầu chứng minh nhận diện của mình. Hãy tham khảo trang 4 để biết các hình thức nhận diện được chấp nhận.
5. Bạn sẽ được yêu cầu ghi ngày và ký tên lên sổ ghi danh.
6. Nhân viên trung tâm kiểm tra sau đó sẽ chụp hình của bạn. Nhân viên phụ trách sẽ chụp hình và chứng nhận hồ sơ cá nhân của bạn.
7. Trước khi thi, trên màn hình, bạn sẽ thấy bản đồng ý về sự bảo mật. Xin vui lòng đọc bản đồng ý về sự bảo mật này và chọn câu “I Agree” (Tôi đồng ý) để có thể tiếp tục cuộc thi. Vì lý do bảo mật bạn sẽ được thu hình trong suốt cuộc thi. Nhân viên phụ trách sẽ hỏi nếu bạn có đem theo bất cứ vật nào không được chấp nhận. Những vật không được chấp nhận là: máy chụp hình, giấy nháp về bài học, máy thu băng, máy gọi để nhắn tin (pager) điện thoại di động, máy thảo chương trình kế toán, bảo vật, PDAs và vũ khí. PSI sẽ không chịu trách nhiệm về bất cứ vật nào bỏ quên trong phòng tiếp tân. Bạn phải bỏ tất cả những vật không được chấp nhận trong xe của bạn.
8. Bạn sẽ được phát cho tờ giấy nháp. Bạn viết bằng chữ in, tên họ và ngày thi lên tờ giấy nháp đó.
9. Sau đó, bạn sẽ được dẫn đến một máy trạm kiểm tra mà bạn dùng trong quá trình làm bài của mình. Gia đình hoặc bè bạn của bạn không được phép ngồi đợi trong lúc bạn làm kiểm tra. Họ sẽ phải rời khỏi trung tâm.
10. Bạn sẽ được yêu cầu đánh máy vô, số thẻ của bạn, đọc và đồng ý với bản bảo mật và cuộc thi sẽ bắt đầu. Nếu đúng, bạn sẽ nhấp chuột lên từ “đúng”, và bắt đầu đọc phần hướng dẫn cách làm bài thi dành cho bạn. Phần hướng dẫn được cung cấp nhằm giúp bạn hiểu các chức năng của máy tính và được viết bằng tiếng Anh. Phần hướng dẫn diễn ra trong 15 phút. Thời gian thực hiện bài kiểm tra sẽ bắt đầu bằng câu hỏi số 1.
11. Sẽ có một bài điều tra ngắn với câu trả lời ở dạng lựa chọn bằng tiếng Anh sau khi thời gian làm kiểm tra kết thúc. Chúng tôi khuyến khích các bạn tham gia bài điều tra này. Bạn cũng có cơ hội gõ vào bài điều tra ý kiến phê bình đóng góp của chính bạn, tất nhiên bằng tiếng Anh, sau khi thời gian làm bài kết thúc.
12. Thỉnh thoảng, nhân viên trung tâm kiểm tra sẽ bước quanh phòng thi. Nếu bạn cần bất kỳ sự trợ giúp nào, xin vui lòng bước ra ngoài và tìm đến một nhân viên nào đấy. Bạn không cần thiết phải giơ tay xin phép. Nhân viên trung tâm kiểm tra sẽ trả lời câu hỏi của bạn. Nhân viên trung tâm không thể trả lời các câu hỏi có liên quan đến nội dung của bài kiểm tra của bạn.
13. Khi kết thúc thời gian làm bài của bạn, màn hình cuối cùng sẽ có câu, “Xin bạn vui lòng đến gặp giám thị”. Xin bạn vui lòng mang giấy nháp của mình, trở lại khu vực tiếp nhận, và trả lại giấy nháp cho nhân viên trung tâm kiểm tra. Sau đó, kết quả của bạn sẽ được in ra và chuyển đến cho bạn.

PROCEDIMIENTOS DEL CENTRO EXAMINADOR PARA LOS EXÁMENES ASISTIDOS POR COMPUTADORA

1. Debe presentarse al examen en el lugar y a la hora programados.
2. En esta página se explica todo lo que sucederá cuando llegue al centro para realizar el examen escrito. Este documento pretende ayudarle a entender el proceso de inscripción y del examen.
3. Le pedirán que tome asiento en el mostrador de inscripción.
4. Le pedirán que presente su identificación. Consulte la página 4 para conocer cuáles son las formas de identificación aceptadas.
5. Le pedirán que firme la *lista de inscripción y que escriba la fecha*.
6. El personal del centro le tomará una fotografía y confirmará su información personal.
7. Suministrar la computadora un acuerdo de seguridad en la pantalla antes de tomar el examen. Por favor, lea el acuerdo de seguridad y seleccione “acuerdo” para proceder con el examen. Tenga en cuenta que la sesión del examen será grabada por motivos de seguridad. El personal del centro le preguntará si lleva encima algún objeto no autorizado. Los objetos no autorizados son: cámaras, notas, grabadoras, buscapersonas, teléfonos móviles, calculadoras programables, objetos de valor, agendas personales (PDA) o armas. PSI no se hace responsable de los objetos que se depositen en el área de recepción. Los objetos no autorizados puede dejarlos en el automóvil o, si lo desea, puede solicitar al personal del centro que se los guarde en un lugar seguro.
8. Le proporcionarán papel borrador. Tiene que escribir (letra de molde) su nombre y la fecha en el papel de apuntes.
9. Le llevarán hasta la computadora donde debe realizar el examen. No se permitirá que los familiares ni amigos le esperen mientras usted realiza el examen. Deberán abandonar el edificio.
10. Le pedirán que escribir por computadora su identificación, lee y conviene el acuerdo de seguridad, y entonces su tutor comenzará.. El tiempo máximo disponible para el tutorial es de 15 minutos. El examen empieza con la pregunta n.º 1.
11. Al final del examen aparecerá una pequeña encuesta tipo test (en inglés). Le animamos a que participe en ella. Después de la encuesta, tendrá la oportunidad de escribir los comentarios que desee (en inglés).
12. El personal del centro irá pasando de vez en cuando por la sala del examen. Si necesita ayuda, solicítela a ellos directamente. No es necesario que levante la mano. Le responderán cualquier pregunta que tenga. Tenga en cuenta, sin embargo, que el personal del centro no responde preguntas relacionadas con el contenido del examen.
13. Al final del examen, la última pantalla dice *Please go see the Proctor* ('Vaya a ver al supervisor'). En ese momento, vaya al área de recepción y devuelva el papel borrador al personal del centro. Ellos imprimirán los resultados del examen y se los entregarán en una hoja.

SCOPE OF WRITTEN EXAMINATION

For barber candidates, refer to page 13 of this bulletin.

For cosmetologist candidates, refer to pages 15 of this bulletin.

For electrologist candidates, refer to pages 19 of this bulletin.

For esthetician candidates, refer to pages 21 of this bulletin.

For manicurist candidates, refer to pages 23 of this bulletin.

PLEASE NOTE: DURING THE PRACTICAL EXAMINATION, CANDIDATES MAY NOT BORROW TOOLS FROM ANOTHER CANDIDATE.

SCOPE FOR BARBER EXAMINATION

THE LICENSE EXAMINATION

The examination consists of two parts, a written part and practical part. Both parts are scheduled for the same day.

To pass the examination, you must achieve a total score of 75 points (75% out of a possible 100 points.)

If you pass you will be issued a license immediately.

If you fail you will be given a form showing the scores in each category, the areas of failure, and an application form for re-examination with instructions.

SCOPE OF THE WRITTEN PART

20 POINTS

SCIENTIFIC CONCEPTS 40%				
Infection Control and Safe Practices ◇ Bacteriology <ul style="list-style-type: none"> • Types of bacteria • Growth and reproduction ◇ Viruses <ul style="list-style-type: none"> • Types • Transmission ◇ Immunity	Electricity and Light ◇ Types of electric current ◇ Safety devices ◇ Electrotherapy <ul style="list-style-type: none"> • Modalities (e.g., high frequency, faradic) • Light therapy 	<ul style="list-style-type: none"> • Preparing the facial hair for service • Positions and strokes ◇ Mustaches and beards <ul style="list-style-type: none"> • Design • Procedures 	<ul style="list-style-type: none"> • Outline/neck shave ◇ Hair styling methods <ul style="list-style-type: none"> • Blow-dry styling • Thermal styling • Wet-hair styling ◇ Head shaving <ul style="list-style-type: none"> • Preparation • Safety ◇ Hairpieces <ul style="list-style-type: none"> • Materials (i.e., human or synthetic) • Sizing • Attachment methods • Styling • Maintenance 	
◇ Parasites ◇ Methods of infection control <ul style="list-style-type: none"> • Sterilization • Disinfection • Sanitation ◇ Federal Regulations and Universal Precautions	Skin Histology ◇ Anatomy of the skin <ul style="list-style-type: none"> • Layers of the skin • Glands of the skin • Types of nerves in the skin • Skin color ◇ Functions of the skin ◇ Disorders of the skin	HAIR CARE SERVICES 20% Client Consultation ◇ Scalp analysis ◇ Hair analysis <ul style="list-style-type: none"> • Texture • Density • Porosity • Elasticity • Color • Resistant hair 	Treatment of the Hair and Scalp ◇ Shampoo service <ul style="list-style-type: none"> • Product selection • Procedures ◇ Scalp treatments <ul style="list-style-type: none"> • Product selection • Equipment • Procedures 	
Tools, Implements and Equipment ◇ Safe usage ◇ Care and maintenance	Facial and Shaving Services 15% Draping Procedures Related to Facial and Shaving Services ◇ Massage manipulations ◇ Equipment ◇ Facials <ul style="list-style-type: none"> • Preparing the client • Skin types • Skin analysis • Products • Procedures 	Draping Procedures Related to Shampooing and Haircutting Haircutting and Styling ◇ Basic principles <ul style="list-style-type: none"> • Facial shapes • Head forms ◇ Elements of design <ul style="list-style-type: none"> • Shape • Line • Wave pattern/texture • Proportion and balance • Color ◇ Haircutting methods and procedures <ul style="list-style-type: none"> • Shears • Clippers • Razor • Tapering and fading • Blending and texturing 	CHEMICAL SERVICES 25% Draping Procedures Related to Chemical Services Safety Procedures Related to Chemical Services Performing Client Consultation ◇ Scalp analysis ◇ Hair analysis <ul style="list-style-type: none"> • Texture • Density • Porosity • Elasticity • Color 	
Anatomy and Physiology ◇ Cells ◇ Tissues ◇ Organs ◇ Physiological systems <ul style="list-style-type: none"> • Skeletal system • Muscular system • Nervous system • Circulatory system 	Shaving Procedures and Facial Hair Design ◇ Tools and equipment ◇ Facial shaving			
Chemistry ◇ Water ◇ Shampoos and conditioners ◇ Chemical agents (e.g. chemical waving, chemical relaxing, hair coloring) ◇ Styling aids				

- Resistant hair
- ◇ Record keeping

Chemical Texture Services

- ◇ Chemical waving (e.g. permanent waving)
- Procedures
 - Products
- ◇ Reformation curls
- Procedures
 - Products
- ◇ Chemical hair relaxing
- Procedures
 - Products

Haircolor and Lightener

- ◇ Color theory
- Law of color
 - Tone
 - Level
- ◇ Haircoloring
- Procedures
 - Products
- ◇ Hair Lightener
- Procedures
 - Products
- ◇ Mustaches and beards
- Procedures
 - Products

SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Barber Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct

answers are listed following the sample questions.

1. Anthrax and tetanus bacilli form which of the following types of spore?
 - a. Mitosis
 - b. Flagella
 - c. Spherical
 - d. Infectious
2. All French style shears
 - a. are cobalt metal.
 - b. have a finger brace.
 - c. are made in France.
 - d. have tight pivots.
3. Prior to a shaving service the headrest must be
 - a. washed and dried.
 - b. disinfected and covered.
 - c. washed and removed.
 - d. sanitized and sterilized.
4. To avoid damage to muscle tissue, the movements of a massage are directed
 - a. away from the origin of the muscle.
 - b. toward the origin of the muscle.
 - c. around the origin of the muscle.
 - d. above the origin of the muscle.
5. Which of the following can permanently relieve split ends?
 - a. Applying oil to the ends

- b. Using a styling gel on the ends
 - c. Moistening the ends
 - d. Cutting the ends
6. The diameter of a single strand of hair is also called
 - a. growth pattern.
 - b. porosity.
 - c. density.
 - d. texture.
 7. What should be performed FIRST before applying permanent hair color?
 - 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.

BARBER REFERENCES

Milady's Standard Textbook of Professional Barbering, 2006

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Milady's Standard Textbook of Professional Barber-Styling Rev. Ed., 1999

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

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

Answers

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

NOTE: Due to the ongoing evaluation of our examination questions, some examinations may contain over 40 items, however, only 40 of the items will be used to compute a passing grade towards licensure.

Time allowed: 60 minutes

SCOPE FOR COSMETOLOGIST EXAMINATION

THE LICENSE EXAMINATION

The examination consists of two parts, a written part and practical part. Both parts are scheduled for the same day. To pass the examination, you must achieve all of the following:

1. A score of at least 225 on the practical part
2. A score of at least 70 on the written part

If you pass both parts you will be issued a license immediately.

If you fail you will be given a form showing the scores in each category, the areas of failure, and an application form for re-examination with instructions.

SCOPE OF THE WRITTEN PART

100 POINTS

SCIENTIFIC CONCEPTS 30%		HAIR CARE AND SERVICES 40%	
<p>Infection Control</p> <ul style="list-style-type: none"> ◇ Microbiology <ul style="list-style-type: none"> • Bacteria • Viruses • Parasites • Immunity • Prevention ◇ Methods of infection control <ul style="list-style-type: none"> • Sanitation • Disinfection • Sterilization ◇ Federal regulations <ul style="list-style-type: none"> • OSHA guidelines • Material Safety Data Sheets (MSDS) • Environmental Protection Agency (EPA) • Food and Drug Administration (FDA) • Universal precautions ◇ First Aid <ul style="list-style-type: none"> • Minor bleeding • Minor burns • Minor eye irritation <p>Human Anatomy</p> <ul style="list-style-type: none"> ◇ Cells ◇ Tissue ◇ Organs <ul style="list-style-type: none"> • Heart • Lungs • Skin <p>Basic Physiology (Body Systems)</p> <ul style="list-style-type: none"> ◇ Skeletal system <ul style="list-style-type: none"> • Skull • Bones of the face • Bones of the neck • Bones of the shoulders 	<ul style="list-style-type: none"> • Bones of the arms and hands • Bones of the legs and feet <p>◇ Muscular system</p> <ul style="list-style-type: none"> • Scalp muscles • Mastication muscles • Mouth muscles • Muscles of the eye and nose • Muscles of the arms and hands • Muscles of the legs and feet • Muscles of the neck • Muscles of the shoulders and upper back <p>◇ Types of joints</p> <p>◇ Circulatory system</p> <ul style="list-style-type: none"> • Blood-vascular or cardiovascular system • Lymph-vascular system <p>◇ Endocrine system</p> <p>◇ Respiratory system</p> <p>◇ Integumentary system</p> <p>◇ Nervous system</p> <p>◇ Excretory system</p> <p>Ergonomics/Body Positioning</p> <p>Basic Principles of Chemistry</p> <ul style="list-style-type: none"> ◇ Matter ◇ The pH scale ◇ Nutrition ◇ Medication ◇ Compounds ◇ Mixtures ◇ Product ingredients ◇ Product labeling ◇ Product safety <p>Basic Principles of Electricity</p> <ul style="list-style-type: none"> ◇ Electric current ◇ Electricity in cosmetology <ul style="list-style-type: none"> • Electrotherapy • Light therapy 	<p>Trichology</p> <ul style="list-style-type: none"> ◇ Properties and structure of the hair and scalp <ul style="list-style-type: none"> • Shaft • Root • Keratinization ◇ Hair analysis and hair quality <ul style="list-style-type: none"> • Porosity • Elasticity • Texture • Density ◇ Stages of hair growth ◇ Hair loss ◇ Conditions of the scalp and hair <ul style="list-style-type: none"> • Disorders • Diseases <p>Draping Procedures</p> <ul style="list-style-type: none"> ◇ Shampooing ◇ Haircutting ◇ Chemical services ◇ Thermal <p>Shampooing, Conditioning, Massaging and Brushing Procedures</p> <ul style="list-style-type: none"> ◇ Hair analysis ◇ Scalp analysis ◇ Shampooing <ul style="list-style-type: none"> • Product selection • Procedure ◇ Conditioning <ul style="list-style-type: none"> • Product selection • Procedure ◇ Scalp treatments ◇ Scalp massage <p>Principles of Hair Design</p> <ul style="list-style-type: none"> ◇ Elements of hair design <ul style="list-style-type: none"> • Form 	<ul style="list-style-type: none"> • Line/Direction • Growth pattern • Texture • Color <p>◇ Principles of balance and design</p> <p>◇ Facial shapes</p> <p>Haircutting Procedures</p> <ul style="list-style-type: none"> ◇ Client consultation <ul style="list-style-type: none"> • Desired look • Face shape • Lifestyle and/or climate • Hair analysis ◇ Principles of haircutting <ul style="list-style-type: none"> • Areas of the head • Elevation or projection • Lines and angles • Crosschecking • Texturizing ◇ Tools and safety <ul style="list-style-type: none"> • Electrical • Manual ◇ Basic haircuts <ul style="list-style-type: none"> • Solid form or blunt haircut • Graduated form • Layered form • Combination form <p>Hairstyling Procedures</p> <ul style="list-style-type: none"> ◇ Client consultation ◇ Wet styling ◇ Thermal styling ◇ Braiding <p>Wigs, Hair Enhancements and Extensions</p> <ul style="list-style-type: none"> ◇ Client consultation ◇ Wigs and hair enhancements <ul style="list-style-type: none"> • Wig composition (e.g., human or synthetic) • Wig construction (e.g., cap and capless)

- Wig care
- ◇ Hair extensions and additions
- Chemical Services Consultation**
- ◇ Hair analysis
- ◇ Scalp analysis
- ◇ Predisposition (skin patch) test
- ◇ Preliminary strand test
- ◇ Desired results

- Chemical Services**
- ◇ Chemical waving
 - pH balance of chemical waves
 - Chemical waving procedures
- ◇ Chemical hair relaxers
 - pH balance of chemical hair relaxers
 - Chemical hair relaxing procedures

- Haircoloring Procedures**
- ◇ Law of color
- ◇ Types of haircolor
 - Temporary haircolor
 - Semi-and demi-permanent haircolor
 - Permanent
 - Lighteners
- ◇ Haircolor applications
 - Virgin
 - Retouch
 - Color correction

SKIN CARE AND SERVICES
15%

- Skin Histology**
- ◇ Composition of the skin
 - Layers of the skin
 - Nerves of the skin
 - Glands of the skin
 - Types of skin
 - Skin pigmentation
- ◇ Conditions of the skin
 - Disorders
 - Diseases
- ◇ Functions of the skin

- Skin Care Services Consultation**
- ◇ Skin analysis
- ◇ Health history

- Draping Procedures for Facial Services**

- Temporary Hair Removal Procedures**

- ◇ Shaving
- ◇ Tweezing
- ◇ Waxing
- ◇ Depilatories
- ◇ Threading
- ◇ Sugaring

- Facial Procedures**
- ◇ Skin care tools
 - Equipment
 - Implements
 - Products and supplies
- ◇ Facial treatments
 - Electrical therapy
 - Massage manipulations
 - Topical applications

- Facial Makeup Application**
- ◇ Makeup color theory
- ◇ Cosmetic application procedures
 - Basic
 - Specialty
 - Corrective
- ◇ Artificial eyelashes
 - Predisposition test
 - Application
- ◇ Eyelash and eyebrow coloring

NAIL CARE AND SERVICES
15%

- Nail Care Service Consultation**
- Nail Structure**
- ◇ Nail composition
- ◇ Nail growth
- ◇ Nail conditions
 - Disorders
 - Diseases

- Manicure and Pedicure Procedures**
- ◇ Nail care tools
 - Equipment
 - Implements
 - Products and supplies
- ◇ Types of manicures and pedicures
 - Basic manicure and pedicure
 - Specialty manicures and pedicures
- ◇ Massage procedures
 - Hand and arm massage
 - Foot and leg massage
- ◇ Infection control procedures for pedicure basin

Advanced Nail Care

- ◇ Preservice and postservice procedures
- ◇ Nail tips
- ◇ Nail wraps and overlays
 - Acrylics
 - Gels
- ◇ Nail art

SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Cosmetology Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Which of the following substances is usually contained in a toner?
 - a. Metallic dye
 - b. Compound dye
 - c. Vegetable tint
 - d. Oxidation tint
2. Which one of the following should be applied to the skin after removal of whiteheads?
 - a. A caustic
 - b. Deodorant
 - c. An antiseptic
 - d. Bleaching cream
3. Before disinfecting combs and brushes, they should be
 - e. wiped with a towel.
 - f. wiped with a tissue.
 - g. rinsed in cold water.
 - h. cleaned with soap and warm water.
4. What is the process used in tapering and thinning with scissors?
 - e. Clipping
 - f. Slithering
 - g. Razor cutting
 - h. Layer cutting
5. The action of chemical hair relaxers causes the hair to
 - e. stop growing.
 - f. harden and set.
 - g. form new curls.
 - h. soften and swell.
6. When should a predisposition test be performed?

- a. When the scalp has cuts
- b. Before applying peroxide
- c. Before every application of oxidizing tints
- d. Before any application of vegetable coloring

7. At what part of the nail does growth start?
 - a. Wall
 - b. Matrix
 - c. Lunula
 - d. Cuticle
8. What is the function of sebum?
 - a. To dry the skin
 - b. To harden the skin
 - c. To cleanse the skin
 - d. To lubricate the skin
9. Sterilization is the process of
 - a. keeping bacteria alive.
 - b. destroying offensive odors.
 - c. destroying beneficial microorganisms only.
 - d. destroying both harmful and beneficial bacteria.
10. Where should freshly laundered towels be kept?
 - a. On a clean shelf
 - b. In any convenient place
 - c. In a closed cabinet or drawer
 - d. In neat stacks by the shampoo bowl

Answers			
1. d	4. b	7. b	10. c
2. c	5. d	8. d	
3. d	6. c	9. d	

PLEASE CALL PSI at 1-800-211-2754 to take the COSMETOLOGY ONLINE PRACTICE TEST (\$30.00 fee applies)

COSMETOLOGY REFERENCES

Milady's Standard Cosmetology, 2012

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals, Cosmetology, 2007

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

*Cosmetology Career Concepts, Haircutting, Hairdesigning,
Haircoloring, and Success Dynamics, 2010*

CLiC International
396 Pottsville-St. Clair Highway
Pottsville, PA 17901
(800) 207-5400
www.clicusa.com

NIC Health and Safety Standards

NIC, Inc., October 2002
www.nictesting.org

NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs
and Spa's for All Industry Modalities

NIC, Inc., August 2007
www.nictesting.org

OPTIONAL REFERENCES

Milady's Standard Cosmetology, 2004 & 2008

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals Cosmetology, 2004 & 2006

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

Milady's Standard Nail Technology, 2007

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

*Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's
for All Industry Modalities.*

The recommended cleaning and disinfecting standard for all circulating and non circulating tubs or spas are: (the use of eye goggles and nitrile protective gloves are recommended and exposure of the client's feet, or other skin areas of the body to disinfectants should be avoided).

After each client or service:

1. Drain the tub.
2. Clean the tub according to manufacturer's instructions. Take special care to remove all film, especially at the water line. Rinse the tub well.
3. Fill the tub with water.
 - a. Add appropriate disinfectant into the water according to the following:
 - i. At Minimum, use an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions, EXCEPT TUBS THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS.
 - ii. If a Tub has COME IN CONTACT WITH BLOOD OR BODY FLUIDS at minimum, an EPA registered disinfectant that is effective against HIV -1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions shall be used.
 - b. Allow the disinfectant to stand for non circulating tubs or to circulate for circulating tubs for the time specified according to the manufacturer's instructions.
4. At the end of the day remove all removable parts (filters, screens drains, jets, etc) clean and disinfect the removable parts as follows:
 - a. Scrub with a brush and soap or detergent until free from debris.
 - b. Rinse.
 - c. Completely immerse in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
 - d. Rinse.
 - e. Air dry.
5. Replace the disinfected parts into the tubs. (drains, jets, etc) or, store them in a disinfected, dry, covered container that is isolated from contaminants.

Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with an EPA registered disinfectant that is effective against HIV -1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions. Storage as in number 5 above.

Adopted August 2007

SCOPE FOR ELECTROLOGIST EXAMINATION

THE LICENSE EXAMINATION

The examination consists of two parts, a written part and practical part. Both parts are scheduled for the same day.

To pass the examination, you must achieve all of the following:

1. A score of at least 225 on the practical part
2. A score of at least 70 on the written part

If you pass both parts you will be issued a license immediately.

If you fail you will be given a form showing the scores in each category, the areas of failure, and an application form for re-examination with instructions.

SCOPE OF THE WRITTEN PART

100 POINTS

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> SCIENTIFIC CONCEPTS 65% </div> <p>Infection Control</p> <ul style="list-style-type: none"> ◇ Microbiology <ul style="list-style-type: none"> • Bacteria • Viruses • Fungi • Parasites ◇ Methods of infection control <ul style="list-style-type: none"> • Heat • Chemical agents • Ultraviolet ◇ Levels of infection control <ul style="list-style-type: none"> • Sanitation • Disinfection • Sterilization ◇ Safety procedures <ul style="list-style-type: none"> • Center for Disease Control (CDC) • OSHA standards • Chemicals (labeling, mixing, storage) <p>Basic Concepts of Electricity</p> <ul style="list-style-type: none"> ◇ Characteristics of electricity and electrical measurement ◇ Types <ul style="list-style-type: none"> • Direct currents 	<ul style="list-style-type: none"> • Alternating Currents <p>◇ Modalities of Electrolysis</p> <ul style="list-style-type: none"> • Galvanic • Thermolysis • Blend <p>Basic Chemistry</p> <ul style="list-style-type: none"> ◇ Organic and inorganic matter ◇ Elements, compounds, and mixtures ◇ Acidity/alkalinity (pH) ◇ Effect of galvanic action <p>Human Physiology and Anatomy</p> <ul style="list-style-type: none"> ◇ Cells ◇ Tissues ◇ Organs ◇ Systems and their functions ◇ Understand skin histology <ul style="list-style-type: none"> • Layers of the skin • Structures of the skin • Functions of the skin ◇ Diseases and disorders of the skin <ul style="list-style-type: none"> • Primary lesions • Secondary lesions • Sebaceous disorders • Sudoriferous disorders • Pigmentation • Inflammation 	<ul style="list-style-type: none"> • Hypertrophies <p>◇ Hair and its growth cycle</p> <ul style="list-style-type: none"> • Hair structure • Hair types • Hair growth cycles • Regrowth • Excessive hair growth <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;"> SERVICES 35% </div> <p>Consultation</p> <ul style="list-style-type: none"> ◇ Confidentiality ◇ Previous treatments ◇ Explanation of treatment <ul style="list-style-type: none"> • Possible effects from treatment • Expected result of treatment • Grounded plugs ◇ Effects of temporary hair removal <ul style="list-style-type: none"> • Physical • Chemical (i.e. depilatory) ◇ After-care/home care <p>Client Record Keeping</p> <ul style="list-style-type: none"> ◇ Medical history <ul style="list-style-type: none"> • Conditions • Contraindications • Medications ◇ Record of treatment <ul style="list-style-type: none"> • Modality used • Machine settings • Treatment area 	<ul style="list-style-type: none"> • Size and type of needle/probe • Products used <p>Safe Practices</p> <ul style="list-style-type: none"> ◇ Equipment & supplies <ul style="list-style-type: none"> • Equipment operation and maintenance • Safety procedures • Types of machines • Use and care of needles/probes • Disposable supplies ◇ Client Protection <ul style="list-style-type: none"> • Draping procedures • Eye protection • Maltreatment ◇ Positioning <ul style="list-style-type: none"> • Client • Electrologist ◇ Selection of needle or probe <ul style="list-style-type: none"> • Skin type • Hair type ◇ Insertion of needle/probe <ul style="list-style-type: none"> • Angle • Depth <p>Treatment Selection</p> <ul style="list-style-type: none"> ◇ Electrolysis ◇ Thermolysis ◇ Blend
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SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Electrology Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Disease producing bacteria are called
 - a. hyperemia.
 - b. pathogenic.
 - c. hypo-allergenic.
 - d. non-pathogenic.
2. Which of the following would result in the GREATEST production of lye?
 - a. Increase both current and time
 - b. Decrease both current and time
 - c. Increase current and decrease time
 - d. Decrease current and increase time
3. Hair grows from the papilla by multiplication of the
 - a. matrix cells.
 - b. stratum lucidum.
 - c. papillary layer.
 - d. reticular region.
4. What temporary method of hair removal accelerates the shedding of the

horny layer of the skin?

- a. Bleaching
 - b. Depilatory
 - c. Threading
 - d. Clipping
5. Electrolysis is recognized as the only proven method of permanent hair removal by the
- a. Environmental Protection Agency (EPA).
 - b. Food and Drug Administration (FDA).
 - c. Centers for Disease Control (CDC).
 - d. Occupational Safety and Health Administration (OSHA)

Answers

- | | |
|------|------|
| 1. b | 4. b |
| 2. a | 5. b |
| 3. a | |

ELECTROLOGY REFERENCES

Milady's Hair Removal Techniques: A Comprehensive Manual, 2004, Bickmore, Helen, R., Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214
www.Milady.com

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

Modern Electrology: Excess Hair, Its Causes and Treatments, 1987
Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214
www.Milady.com

Cosmetic and Medical Electrolysis and Temporary Hair Removal A Practice Manual and Reference Guide, 2nd Ed., 1997
Medric Ltd.
Toronto, Ontario
(416) 590-9842

Infection Control Standards for the Practice of Electrology
American Electrology Association

OPTIONAL REFERENCES

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

SCOPE FOR ESTHETICIAN EXAMINATION

THE LICENSE EXAMINATION

The examination consists of two parts, a written part and practical part. Both parts are scheduled for the same day.

To pass the examination, you must achieve all of the following:

1. A score of at least 225 on the practical part
2. A score of at least 70 on the written part

If you pass both parts you will be issued a license immediately.

If you fail you will be given a form showing the scores in each category, the areas of failure, and an application form for re-examination with instructions.

SCOPE OF THE WRITTEN PART	100 POINTS		
SCIENTIFIC CONCEPTS 60 %	Integumentary System and Skin Histology <ul style="list-style-type: none"> ◇ Structure and function of the layers of the skin <ul style="list-style-type: none"> • Epidermis • Dermis • Subcutaneous ◇ Glands <ul style="list-style-type: none"> • Sebaceous • Sudoriferous ◇ Functions of the skin <ul style="list-style-type: none"> • Protection • Sensation • Temperature regulation • Excretion • Secretion • Absorption Disorders of the Sebaceous and Sudoriferous Glands Skin Conditions, Disorders, and Diseases <ul style="list-style-type: none"> ◇ Inflammation and rashes ◇ Pigmentation ◇ Skin growths and lesions Hair, Follicle, and its Growth Cycle Basic Chemistry <ul style="list-style-type: none"> ◇ Acidity/Alkalinity (pH) ◇ Organic and inorganic Skin Care Products <ul style="list-style-type: none"> ◇ Ingredients ◇ Composition Factors that Affect the Skin <ul style="list-style-type: none"> ◇ Intrinsic factors ◇ Extrinsic factors 	ESTHETICS PRACTICES 40 %	Electricity and Use of Electrical Devices Hair Removal Procedures Color Theory and Makeup Application General Knowledge of Specialized Services <ul style="list-style-type: none"> ◇ Face and body treatments (e.g., body wraps, aromatherapy, body scrubs, lymphatic drainage, reflexology, camouflage makeup, hydrotherapy) ◇ Terminology related to cosmetic procedures
Sanitation and Infection Control <ul style="list-style-type: none"> ◇ Microbiology <ul style="list-style-type: none"> ▪ Pathogenic & non-pathogenic bacteria ▪ Viruses ▪ Animal and plant parasites (e.g., lice, fungi) ◇ Levels of infection control <ul style="list-style-type: none"> ▪ Sanitation ▪ Disinfection ▪ Sterilization ◇ Methods of infection control ◇ Safety procedures <ul style="list-style-type: none"> • OSHA bloodborne pathogen standards • Material Safety Data Sheets (MSDS) • Blood spill procedures Human Physiology and Anatomy <ul style="list-style-type: none"> ◇ Cells <ul style="list-style-type: none"> • Structure • Growth & reproduction ◇ Tissues ◇ Organs ◇ Systems and their functions <ul style="list-style-type: none"> • Skeletal • Muscular • Nervous • Vascular/circulatory 	Cleansing Procedures Steaming Procedures Exfoliation Procedures <ul style="list-style-type: none"> • Chemical • Physical Extraction Procedures Massage Manipulations and Their Effects <ul style="list-style-type: none"> ◇ Effleurage ◇ Petrissage ◇ Friction ◇ Tapotement ◇ Vibration ◇ Dr. Jacquet Appropriate Use for Masks	SAMPLE QUESTIONS	
			<p>The following sample questions are similar to those on the NIC Esthetics Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.</p> <ol style="list-style-type: none"> 1. What is the term for the scientific study of the skin? <ol style="list-style-type: none"> a. Myology b. Angiology c. Physiology d. Dermatology

2. A product containing antiseptic reaches what level of decontamination?
 - a. Disinfection
 - b. Sterilization
 - c. Ionization
 - d. Sanitation

3. Which of the following is also referred to as the basal layer?
 - a. Stratum granulosum
 - b. Stratum lucidum
 - c. Stratum germinativum
 - d. Stratum corneum

4. During the anagen phase of hair growth, the hair is
 - a. beginning to destroy itself.
 - b. actively growing.
 - c. shedding.
 - d. disconnecting from the papilla.

5. A new client schedules for a series of chemical exfoliation treatments. When should the consultation form be reviewed and signed?
 - a. Monthly
 - b. Annually
 - c. At the first treatment
 - d. At each treatment

6. Dilated capillaries that can be seen beneath the surface of the skin are known as
 - a. seborrhea.
 - b. keratoma.
 - c. telangectasia.
 - d. dehydrated.

7. Melanocytes that are more active will produce
 - a. lighter skin.
 - b. darker skin.
 - c. sebaceous skin.
 - d. dry skin.

8. In addition to softening sebum, another function of a facial steamer is to
 - a. oxygenate the skin.
 - b. moisturize the skin.
 - c. decrease circulation.
 - d. detoxify the skin.

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

REFERENCES

Milady's Standard Fundamentals for Estheticians 10th Ed., 2009
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
www.Milady.com

Salon Fundamentals Esthetics 2007, 2005, 2004, 2002
 Pivot Point International, Inc.
 Evanston, IL 60201
 (800) 866-4247
www.pivot-point.com

Milady's Standard Fundamentals for Estheticians 9th Ed., 2004, 2003
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
www.Milady.com

Modern Esthetics, Gambin, 1992
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
www.Milady.com

Milady's Standard Cosmetology, 2004
 Milady
 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
www.Milady.com

NIC Health and Safety Standards
 NIC, Inc., October 2008
www.nictesting.org

NOTE: Due to the ongoing evaluation of our examination questions, some examinations may contain over 100 items, however, only 100 of the items will be used to compute a passing grade towards licensure.

Time allowed: 2 hours

SCOPE FOR MANICURIST EXAMINATION

THE LICENSE EXAMINATION

The examination consists of two-parts, a written part and practical part. Both parts are scheduled for the same day.

To pass the examination, you must achieve all of the following:

1. A score of at least 225 on the practical part
2. A score of at least 70 on the written part

If you pass both parts you will be issued a license immediately.

If you fail you will be given a form showing the scores in each category, the areas of failure, and an application form for re-examination with instructions.

SCOPE OF THE WRITTEN PART

100 POINTS

SCIENTIFIC CONCEPTS 45%			
<p>Infection Control Procedures</p> <ul style="list-style-type: none"> ◇ Microbiology <ul style="list-style-type: none"> • Pathogenic and non pathogenic bacteria • Viruses ◇ Methods of infection control <ul style="list-style-type: none"> • Chemical agents • Heat ◇ Levels of infection control <ul style="list-style-type: none"> • Sanitation • Disinfection • Sterilization ◇ Safety Procedures <ul style="list-style-type: none"> • Disposal • Storage <p>Basic Human Anatomy and Physiology</p> <ul style="list-style-type: none"> ◇ Skin of the hands and feet <ul style="list-style-type: none"> • Function • Structure • Disorders and diseases <ul style="list-style-type: none"> • Abnormal pigmentation • Infections • Inflammations • Lesions ◇ Systems and their functions <ul style="list-style-type: none"> • Skeletal system <ul style="list-style-type: none"> - Arms - Hands - Legs - Feet 	<ul style="list-style-type: none"> • Muscular system <ul style="list-style-type: none"> - Forearms - Hands - Lower legs - Feet • Blood vascular (circulatory) system • Nervous system <p>Nail Composition</p> <ul style="list-style-type: none"> ◇ Structure <ul style="list-style-type: none"> • Cuticle • Free edge • Hyponychium • Matrix • Nail bed • Nail folds/grooves • Nail plate ◇ Disorders and diseases of the nail <ul style="list-style-type: none"> • Abnormal nail growth or formation (e.g., trumpet, tile-shaped, egg shell, onychauxis) • Brittle • Bruised • Corrugations and furrows • Discolored nails • Fungus, infections, and molds • Hangnail • Ingrown • Leuconychia (white spots) • Melanonychia (black band under or within the nail plate) • Onychia (inflammation of entire nail) • Onycholysis (lifting of the nail) • Paronychia (infection of the tissue around the nail) 	<ul style="list-style-type: none"> • Pterygium (overgrowth of cuticle) <p>Basic Chemistry</p> <ul style="list-style-type: none"> ◇ Nail service products <ul style="list-style-type: none"> • Acetone and non-acetone • Alum (styptic) • Antiseptic • Brush cleaner • Catalyst/activator • Cuticle cream and solvents • Exfoliants • Gels (e.g., light-cured, no light-cured) • Moisturizers • Monomer • Nail adhesives • Nail enamel/polish/treatments • Polymer • Priming agent ◇ OSHA hazard communication standard <ul style="list-style-type: none"> • MSDS standard • Product safety <ul style="list-style-type: none"> - Labeling - Storage - Ventilation - Disposal <p style="text-align: center; border: 1px solid black; padding: 5px;">NAIL TECHNOLOGY PROCEDURES 55%</p> <p>General Nail Technology Procedures</p> <ul style="list-style-type: none"> ◇ Client consultation ◇ Contraindications ◇ Nail assessment ◇ Service protocol ◇ Documentation 	<p>Nail Service Tools</p> <ul style="list-style-type: none"> ◇ Equipment ◇ Implements ◇ Supplies, products, and materials <p>Natural Nail Service Procedures (Manicure and Pedicure)</p> <ul style="list-style-type: none"> ◇ Sanitize ◇ Remove polish ◇ Shape nails ◇ Apply cuticle remover ◇ Soften cuticles in warm soak ◇ Exfoliate (pedicure) ◇ Push back cuticle ◇ Remove excess cuticle ◇ Clean nails (i.e., top and free edge) ◇ Buff nails ◇ Apply cuticle oil ◇ Apply lotion for massage ◇ Remove traces of oil or lotion on/under nails ◇ Apply polish <p>Basic Massage Movements</p> <ul style="list-style-type: none"> ◇ Effleurage ◇ Friction ◇ Petrissage ◇ Tapotement <p>Apply, Repair and Maintain Nails</p> <ul style="list-style-type: none"> ◇ Tips ◇ Acrylic <ul style="list-style-type: none"> • Backfill • Fill • Overlays • Sculpted • Tips ◇ Wraps <ul style="list-style-type: none"> • Fill • Overlays • Tips

- ◇ Gels
 - Light-cured
 - Backfill
 - Fill
 - Overlays
 - Sculpted
 - Tips
 - No light-cured
 - Fill
 - Overlays
 - Tips

Electric Filing

- ◇ Safety procedures
 - Appropriate attachment
 - Appropriate speed
 - Appropriate use
- ◇ Maintenance and disinfection

Specialty Services

- ◇ Hot oil/lotion therapy
- ◇ Paraffin treatment
- ◇ Scrubs
- ◇ Soaks

SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Nail Technology (Manicuring) Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Pumice stone is used in manicuring as
 - a. an abrasive.
 - b. a bleach.
 - c. a lubricant.
 - d. an astringent.
2. What is the FIRST step in performing a manicure?
 - a. Shape the nails
 - b. Soften the cuticles
 - c. Clean under free edge
 - d. Remove old polish
3. Where should all manicuring cosmetic supplies be kept when not being used?
 - a. On a clean shelf
 - b. On the manicuring table
 - c. In a clean manicuring kit
 - d. In clean, closed containers
4. Which one of the following is a condition in which the cuticle splits around the nail?
 - a. Hangnails
 - b. Pterygium
 - c. Onychophagy
 - d. Onychorrhexis
5. Nerves and blood vessels are found in the nail
 - a. bed.
 - b. wall.
 - c. plate.
 - d. grooves.
6. An antiseptic is used in manicuring to
 - a. bleach the nails.
 - b. treat minor cuts.
 - c. smooth corrugated nails.
 - d. give the nails a high sheen.
7. After each use, manicuring instruments should be
 - a. wiped with a towel.
 - b. wiped with a tissue.
 - c. cleansed and disinfected.
 - d. placed in dry storage.
8. For which one of the following are oil manicures recommended?
 - a. Leuconychia
 - b. Split nails
 - c. Brittle nails
 - d. Prevention of infection
9. What is the actively growing part of the nail?
 - a. Lunula
 - b. Matrix
 - c. Mantle
 - d. Free edge

10. What should be applied to a split in the nail before wrapping it?
 - a. Top coat
 - b. Base coat
 - c. Adhesive glue
 - d. Nail hardener

Answers

- | | | | |
|------|------|------|-------|
| 1. a | 4. a | 7. c | 10. c |
| 2. d | 5. a | 8. c | |
| 3. d | 6. b | 9. b | |

REFERENCES

Milady's Standard Nail Technology, 6th Edition, 2011
 Milady, 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 347-7707
www.Milady.com

Salon Fundamentals Nails, 2007
 Pivot Point International, Inc.
 Evanston, IL 60201
 (800) 886-4247
www.pivot-point.com

NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities
 NIC, Inc., August 2007
www.nictesting.org

OPTIONAL REFERENCES

Milady's Standard Textbook of Cosmetology, 2008
 Milady, 5 Maxwell Drive
 Clifton Park, NY 12065
 (800) 730-2214
www.Milady.com

Salon Fundamentals, Cosmetology, 2007
 Pivot Point International, Inc.
 Evanston, IL 60201
 (800) 886-4247
www.pivot-point.com

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

Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's For All Industry Modalities.

The recommended cleaning and disinfecting standard for all circulating and non circulating tubs or spas are: (the use of eye goggles and nitrile protective gloves are recommended and exposure of the client's feet, or other skin areas of the body to disinfectants should be avoided).

1. After each client or service,
2. Drain the tub
3. Clean the tub according to manufacturer's instructions. Take special care to remove all film, especially at the water line. Rinse the tub well.
4. Fill the tub with water.
 - a. Add appropriate disinfectant into the water according to the following:
 - i. At Minimum, use an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions, EXCEPT TUBS THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS.
 - ii. If a Tub has COME IN CONTACT WITH BLOOD OR BODY FLUIDS at minimum, an EPA registered disinfectant that is effective against HIV -1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions shall be used.
 - b. Allow the disinfectant to stand for non circulating tubs or to circulate for circulating tubs for the time specified according to the manufacturer's instructions.
5. At the end of the day remove all removable parts (filters, screens drains, jets, etc) clean and disinfect the removable parts as follows:
 - a. Scrub with a brush and soap or detergent until free from debris.
 - b. Rinse.
 - c. Completely immerse in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
 - d. Rinse.
 - e. Air dry.
6. Replace the disinfected parts into the tubs. (drains, jets, etc) or, store them in a disinfected, dry, covered container that is isolated from contaminants.

Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with an EPA registered disinfectant that is effective against HIV -1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions. Storage as in number 6 above.

NOTE: Due to the ongoing evaluation of our examination questions, some examinations may contain over 100 items, however, only 100 of the items will be used to compute a passing grade towards licensure.

Time allowed: 2 hours

Adopted August 2007

NOTE: California candidates should refer to CCR 980.1-980.3 Article 12 Health and Safety, regarding specific cleaning and disinfecting whirlpool and pipeless footspas and non whirlpool footspa basins or tubs.

C. Revised 6/2008
Ref. Revised 4/200

SCHEDULING THE WRITTEN EXAMINATION

In most California testing centers, testing does not take place on the following major holidays:

Memorial Day	Closed May 28-30, 2011
Independence Day	Closed July 2-4, 2011
Labor Day	Closed September 3-5, 2011
Thanksgiving	Closed November 24-27, 2011
Christmas	Closed December 24-26, 2011
New Years	Closed December 31-January 2, 2012

INTERNET SCHEDULING

You may schedule for your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, www.psiexams.com. You may schedule for a test via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.
3. You will need to choose a date to complete your registration.
4. Upon successful registration, you will receive a traceable confirmation number.

TELEPHONE SCHEDULING

PSI has two scheduling methods available if you wish to schedule by telephone. First, call PSI at (877) 392-6422, 24 hours a day and schedule using the Automated Registration System. Second, if you wish to contact a live operator, use this same telephone number to contact PSI registrars Monday through Friday between 4:30 am and 7:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time, to schedule your appointment for the test.

RESCHEDULING THE PRACTICAL EXAMINATION

You are **NOT ALLOWED** to reschedule your practical examination appointment FOR ANY REASON.

If you miss or are late for your appointment, you will lose your examination fee and will be required to apply for re-examination through the BBC by submitting a new application and fee.

RESCHEDULING THE WRITTEN EXAMINATION

You may cancel and reschedule a written examination appointment without forfeiting your fee *if your cancellation notice is received 2 days prior to the scheduled examination date*. You may reschedule online at www.psiexams.com, or you may call PSI at (877) 392-6422. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone

system, or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if:

1. You do not cancel your appointment 2 days before the scheduled examination date;
2. You do not appear for your examination appointment;
3. You arrive after examination start time;
4. You do not present proper identification when you arrive for the examination.

UNDERSTANDING THE EXAMINATION RESULTS

If you take both your written and your practical examination on the same day, you will not receive any exam results until both parts of the examination have been completed. If you pass both parts of your examination, you will receive your photographic license onsite. If you fail one or both parts of the examination, you will receive a fail notice and will be instructed on how to re-apply for your examination. If you are taking the written and practical parts of the examination on different days you will receive your results only when both parts are completed.

A failure notice indicates the candidate's score, a breakdown of subject content areas, and the number of correct answers necessary to pass the examination.

Your examination results are confidential and are released only to you and your state licensing agency. To protect your privacy and to maintain the confidentiality of examination results, score information is not given over the telephone.

Candidates failing the examination have the right to appeal their results as outlined in BBC Rules and Regulations, Section 934. Appeals must be submitted in writing within 15 days after notification of the examination results to: Board of Barbering and Cosmetology, P.O. Box 944226, Sacramento, CA 94244-2260. The BBC shall only consider appeals regarding significant procedural error in or adverse environmental conditions during the test administration. All appeals must include the candidate's name, address, daytime telephone number, name of examination and date taken, examination site and BBC file number

ADDITIONAL BBC FORMS

If you need any of the forms listed below, you may download them at www.barbercosmo.ca.gov.

Enclosed for your convenience:

- Request for Name Change
- Request for Change of Address
- Application for Re-Examination
- Request for Reasonable Accommodation
- Interpreter Forms



BOARD OF BARBERING AND COSMETOLOGY

P.O. Box 944226, Sacramento, CA 94244-2260

P (800) 952-5210 F (916) 575-7281 www.barbercosmo.ca.gov



REQUEST FOR NAME CHANGE

*\$10.00 FEE

SECTION A: LICENSEE/APPLICANT INFORMATION (Incomplete forms will not be processed)

License Type	Letter(s)	Number
<input type="checkbox"/> Cosmetologist		
<input type="checkbox"/> Barber		
<input type="checkbox"/> Electrologist		
<input type="checkbox"/> Manicurist		
<input type="checkbox"/> Esthetician		
<input type="checkbox"/> Establishment Owner		

I do not have a license, I am an applicant.

Last 4 digits of your Social Security Number <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/>	Date of Birth <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> - <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> - <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> Month Day Year
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Old Name	First Name	Middle Name
New Name	First Name	Middle Name

Have you changed your address? Yes No

Address	City	State	Zip Code
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Phone Number () ()	Email Address (not required)
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SECTION B: DOCUMENTATION REQUIREMENTS AND OPTIONS

I have attached photocopies of the following two required documents:
 A current government-issued photographic identification (e.g., driver license, alien registration, passport, etc.)
 AND one of the following legal documents as proof of my name change. Check one and attach a copy of the document.

<input type="checkbox"/> Certified Court Order <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Dissolution of Marriage (Divorce)	<input type="checkbox"/> Certified Declaration/Registration of Domestic Partnership <input type="checkbox"/> Notarized Document Verifying Name Change
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Choose One Option:

I am including a \$10.00 non-refundable duplicate license fee with this form. (Allow up to 6 weeks to process this application and receive a new license. Once you receive your new license, please destroy your old license).

*Name change for the sole purpose of updating the Board's licensing records (No fee required).

The name on your government issued ID must match the name on your license issued by the Board of Barbering and Cosmetology.

SECTION C: LICENSEE /APPLICANT CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.

Signature of Applicant	Date
------------------------	------



REQUEST FOR CHANGE OF ADDRESS FOR A PERSONAL LICENSE

SECTION A: LICENSEE/APPLICANT INFORMATION (Incomplete forms will not be processed)

License Type	Letter(s)	Number
Check box for each license type you hold, and enter your license number.		
<input type="checkbox"/> Cosmetologist		
<input type="checkbox"/> Barber		
<input type="checkbox"/> Electrologist		
<input type="checkbox"/> Manicurist		
<input type="checkbox"/> Esthetician		

I do not have a license, I am an applicant.

Establishment This form CANNOT be used to change the address of an establishment license. A change in establishment location requires a new license application and fee.

Last 4 digits of your Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of Birth <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="display: flex; justify-content: space-around; font-size: small;"> Month Day Year </div>
-------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Last Name	First Name	Middle Name
Previous Address	City	State
		Zip Code
New Address	City	State
		Zip Code
Phone Number ()	Email Address (not required)	

Have you changed your name? Yes No
 If yes, please submit a name change form with the required documentation.

SECTION B: APPLICANT/LICENSEE CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.

Signature of Applicant	Date
------------------------	------



APPLICATION FOR RE-EXAMINATION

ATS ID Number (For official use only)

Check one box for type of license to which you are applying

- | | | | | |
|--------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Cosmetology
\$75.00 | <input type="checkbox"/> Barber
\$75.00 | <input type="checkbox"/> E lectrologist
\$75.00 | <input type="checkbox"/> M anicurist
\$75.00 | <input type="checkbox"/> E sthetician
\$75.00 |
|--------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------|

SECTION A: APPLICANT INFORMATION

Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Date of Birth <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="display: flex; justify-content: space-around; font-size: small;"> Month Day Year </div>		
Last Name		First Name		Middle Name
Address		City	State	Zip Code
Telephone Number ()		Has your name changed since your last application? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please submit a name change form with this application.		

SECTION B: EXAM QUESTIONS

Examination Type: <input type="checkbox"/> Written & Practical <input type="checkbox"/> * Practical Only <input type="checkbox"/> * Written Only	*Date you last took this exam?
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*You are required to take both parts of examination if more than a year has passed since you passed one part of the examination.

Exam location <input type="checkbox"/> North (Fairfield) <input type="checkbox"/> South (Glendale)	Exam language preference <input type="checkbox"/> English <input type="checkbox"/> Vietnamese <input type="checkbox"/> Spanish	Do you require special accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the request for reasonable accommodation form with all supporting documentation and attach to this application.
-----------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Do you need an interpreter or interpreter/Model? Yes No
 If yes, please complete the interpreter forms G & H and attach to this application.

Since your last application have you been convicted of, or pled no contest to, a violation of any law of the United States, in any state, local jurisdiction, or any foreign country? Yes No
 If yes, please attach an explanation that includes the type of violation, date, circumstances and location, and the complete penalty received.

Since your last application have you had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country? Yes No
 If yes, please attach an explanation that includes license type, action, and company name (if applicable), year of action and state.

SECTION C: APPLICANT CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.

Signature of Applicant	Date
------------------------	------



INFORMATION COLLECTION, ACCESS AND DISCLOSURE

***This statement is for your information.**

The Information Practices Act, Sec. 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME:

Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:

Executive Officer

ADDRESS:

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS:

www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS:

(916) 574-7570 phone (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:

It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:

The information requested will be used to determine qualifications for licensure or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:

Your completed application becomes the property of the board and will be used by authorized personnel to determine your eligibility for a license or certification. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code Section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure

SOCIAL SECURITY NUMBER (SSN) DISCLOSURE:

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.



REQUEST FOR REASONABLE ACCOMMODATION

ATS ID Number

In order to arrange for the requested accommodations, all requests and supporting documentation need to be submitted to the Board of Barbering and Cosmetology as soon as possible to avoid any delay in scheduling the examination date.

SECTION A: APPLICANT INFORMATION

Social Security Number		Date of Birth	
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Day Year		
Last Name		First	Middle
Address		City	State Zip Code
Residence Telephone Number ()		Daytime or Cell Telephone Number ()	
Email Address (not required)			

SECTION B: REQUIREMENTS FOR SPECIAL ACCOMMODATION REQUESTS:

The Board considers all requests on a case by case basis. If your request involves modification of examination procedures it will be necessary for testing staff to speak with you regarding specific arrangements. Therefore, it is **IMPORTANT** that you provide a daytime telephone number.

You are required to submit documentation from the licensed professional or learning institution that rendered the diagnosis. Verification must be submitted to the Board on the letterhead stationary of the profession or authority 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 licensed professional rendering the diagnosis
- Original signature of the medical authority or licensed professional rendering the diagnosis
- Professional license or certification number of the medical authority or licensed professional rendering the diagnosis
- If this request is for a learning impairment and you are supplying your own reader or signer, Forms G & H must be completely filled out with photos of the reader or signer

If your disability is observable and your request does not involve modifying examination procedures, but is limited to wheelchair space, special seating or equipment needs, it is not necessary to obtain professional verification.

SECTION C: REQUESTED ACCOMMODATION

Check any special accommodations you require (requests must concur with certification of the medical authority or licensed professional rendering the diagnosis and the supporting documentation)

<input type="checkbox"/> Reader <input type="checkbox"/> I am supplying my own reader (Include Forms G & H) <input type="checkbox"/> I want the Board to provide a reader*	<input type="checkbox"/> American Sign Language (ASL) Interpreter <input type="checkbox"/> I am supplying my own ASL interpreter (Include Forms G & H) <input type="checkbox"/> I want the Board to provide an ASL interpreter*
<input type="checkbox"/> Private Room**	<input type="checkbox"/> Extended Time (Written portion only): <input type="checkbox"/> 1 (one) additional hour <input type="checkbox"/> 1/2 (one-half) additional hour

Special seating or equipment needs (i.e., wheelchair access, etc.). Please specify: _____
* Applicants using a ASL interpreter **MUST** schedule the written exam at least 3 to 4 weeks in advance by calling 1-877-392-6422 and you must notify the Board of the examination date so accommodations can be set up.

** Applicants requesting a private room must schedule their written exam **AFTER** receiving the notification for the practical examination by calling 1-877-392-6422. Private rooms **CANNOT** be provided at the Board's exam sites; if applicant is scheduled for the complete exam, the written portion must be taken on a different day

Is your disability observable? YES NO

Nature of disability:

SECTION D: MEDICAL VERIFICATION

- A. Please provide your diagnosis of the applicant's disability. Attach any documentation that will help to verify the need for this accommodation. Documentation should include verification of testing to identify the specific learning impairment.
B. Is the requested accommodation an appropriate aid for this disability which would be likely to increase the candidate's ability to accurately demonstrate his/her knowledge and skill on this examination? YES NO

If NO, specify the recommended accommodation: _____

Signature of Professional _____

Date _____

Typed or Printed Name of Professional _____

(_____) _____
Telephone Number

SECTION E: VERIFICATION

APPLICANTS REQUIRING NEW VERIFICATION (No previous request):

Contact the medical authority or licensed professional rendering the diagnosis. Have them complete the MEDICAL VERIFICATION portion of this form and provide the information requested above.

APPLICANTS WITH PREVIOUS VERIFICATION:

PREVIOUS FILE NUMBER: _____ PREVIOUS EXAM DATE: _____

Name of medical authority or licensed professional rendering the diagnosis: _____

Phone number and address of medical authority or licensed professional rendering the diagnosis: (_____) _____ - _____

SECTION F: APPLICANT CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.

Signature of Applicant _____

Date _____

In compliance with the Americans with Disabilities Act (ADA), Public Law 101-336, the Board of Barbering and Cosmetology (Board) provides "Reasonable Accommodation" for applicants with disabilities that may affect their ability to take required examinations. It is the applicant's responsibility to notify the Board if reasonable accommodation is needed. The Board is not required by the ADA to provide accommodations if it is not informed of your needs. The information requested below and any documentation regarding your disability will be considered strictly confidential and will not be shared with any outside source without your express written permission.



BOARD OF BARBERING AND COSMETOLOGY

P.O. Box 944226, Sacramento, CA 94244-2260

P (800) 952-5210 F (916) 575-7281 www.barbercosmo.ca.gov

INFORMATION COLLECTION, ACCESS AND DISCLOSURE

***This statement is for your information.**

The Information Practices Act, Sec. 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME:

Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:

Executive Officer

ADDRESS:

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS:

www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS:

(916) 574-7570 phone (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:

It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:

The information requested will be used to determine qualifications for licensure or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:

Your completed application becomes the property of the board and will be used by authorized personnel to determine your eligibility for a license or certification. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code Section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.

SOCIAL SECURITY NUMBER (SSN) DISCLOSURE

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.



INTERPRETER OR INTERPRETER/MODEL INSTRUCTIONS

WHO CAN REQUEST AN INTERPRETER OR INTERPRETER/MODEL?

If an applicant has qualified for the barber, cosmetologist, manicurist, esthetician, or electrologist examination and cannot read, speak, or write in English at a 10th grade-level, the applicant may request authorization from the Board of Barbering and Cosmetology (BBC) to use an interpreter for the written part of the examination. If the Applicant is taking both the practical and the written parts of the examination and requires an interpreter for both parts, an interpreter/model must be requested for use in the examination. Due to space constraints in the testing facility, applicants CANNOT have a separate model and interpreter for the practical portion of the exam. The BBC does NOT provide interpreters or interpreter/models.

SPANISH OR VIETNAMESE APPLICANTS:

Written Examination: The barbering, cosmetology, electrology, esthetician and manicurist examinations are available in English, Spanish, and Vietnamese and applicants must indicate their language preference on the examination application. It is NOT necessary for Spanish or Vietnamese-speaking applicants to request an interpreter since the examination is available in Spanish and Vietnamese.

Practical Examination: The cosmetology, esthetician and manicurist practical examinations are available in English, Spanish and Vietnamese. It is NOT necessary for Spanish or Vietnamese-speaking applicants to request an interpreter/model since the examination is available in Spanish and Vietnamese. However, an interpreter/model may be requested for use in only the practical part of the barber or electrologist examination.

WHO CANNOT ACT AS AN INTERPRETER OR INTERPRETER/MODEL?

- Persons less than 15 years of age.
- Persons who are current or former students in barbering, cosmetology, manicuring, esthetics, or electrology.
- Persons who have ever been licensed as an operator or an instructor in barbering, cosmetology, manicuring, esthetics, or electrology in this or any other state.
- Persons who are or have been enrolled in a barber apprentice or cosmetology apprentice training program.
- Persons who have been a Junior Operator or Junior Electrologist.
- Persons who are or have been owners or employees of any school of barbering, cosmetology, manicuring, esthetics, or electrology.
- Persons who have acted as an interpreter or interpreter/model within the past two years, regardless of the examination type.

WHAT FORMS MUST BE COMPLETED TO USE AN INTERPRETER OR INTERPRETER/MODEL?

Both BBC Forms G and H must be completed and sent to the Board with the application for examination and appropriate examination fees. An applicant CANNOT use an interpreter or interpreter/model if any of the following requirements are not fully met:

Applicant Requirements:

- Must fully complete and sign Form G. This form is to be completed by the applicant ONLY.
- Provide the interpreter or interpreter/model with Form H for their completion and signature.
- Verify the interpreter or interpreter/model included two copies of a 1 ½” by 1 ½” full face photograph with the interpreter or interpreter/model signature on the back is included with the completed Form H.
- Verify the photo was taken within the past two years of the signed request.
- Ensures that Forms G and H, along with photographs, arrive at the Board at least 15 days prior to the date of the examination, if they were not initially submitted with the application for examination.

Interpreter or Interpreter/Model Requirements:

- Must fully complete and sign Form H and return it to the applicant. By completing and signing this form, the interpreter or interpreter/model is certifying under penalty of perjury under the laws of the State of California that he/she is fluent in both English and the native language of the applicant.
- Provide the applicant with two copies of a 1 ½” by 1 ½” front view, FULL-FACE, photograph of the Interpreter or Interpreter/Model and sign the back of the provided photograph. The Interpreter or Interpreter/Model must have taken the photograph within the last two years.

Upon BBC’s evaluation and approval of the request to use an interpreter or interpreter/model, the BBC will validate Form H by embossing the photograph with the Board’s seal. The BBC will return Form H to the applicant to present to the exam facility on the day of the examination.

ON THE DAY OF THE EXAMINATION

At the examination facility, the applicant and the interpreter or interpreter/model **MUST**:

- Present the validated and authorized Form H along with the applicant’s examination admission letter.
- Each shall present one form of a current and valid government issued photographic identification. Acceptable forms of identification include:
 1. Current Drivers License - any state
 2. State Identification Card - any state
 3. U.S. Military Identification
 4. Valid Passport - any country (valid foreign passport with valid Record of Arrival/Departure - form I-94 or Processed for I-551 stamped in a valid foreign passport)
 5. United States Immigration and Naturalization Issued Identification
 6. Certificate of United States Citizenship (must be current and valid)

IMPORTANT NOTES

- The BBC may record the interpreting of the written portion of the examination.
- Interpreters are not permitted to read the examination to the applicant in English. The interpreter must interpret the exam in the applicant’s native language.
- Disabled persons are entitled to have access to the examination in a manner equal to a person who is not disabled. Reasonable accommodations will be provided upon verification of medically confirmed disabilities. Applicants requiring reasonable accommodations under the Americans with Disabilities Act (ADA) may request accommodations by completing the BBC’s Request for Reasonable Accommodation form (i.e., readers, ASL signers, etc.).
- Interpreters or interpreter/model may provide translation services **ONLY**. They may not help the applicant by explaining, coaching, demonstrating, or giving answers. If the Board determines that an interpreter is assisting the applicant, the applicant’s examination will be voided and the applicant may be denied entry into future examination or any other BBC licenses issued to the applicant may be subject to suspension or revocation.
- Persons who have acted as an interpreter or interpreter/model may not apply to the Board for a license in any category (i.e., barbering, cosmetology, manicuring, esthetics, or electrology) for which they provided interpreter or interpreter/model services for a period of one year from the date of service.



APPLICATION TO USE AN INTERPRETER OR INTERPRETER/MODEL

FORM G

ATS ID Number (For official use only)

Check Box for type of license to which you are applying:

<input type="checkbox"/> B arbering	<input type="checkbox"/> C osmetology	<input type="checkbox"/> E sthetician	<input type="checkbox"/> M anicurist	<input type="checkbox"/> E lectrology
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SECTION A: APPLICANT INFORMATION

Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			Date of Birth <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="display: flex; justify-content: space-around; font-size: small;"> Month Day Year </div>		
Last Name		First	Middle		
Address		City	State	Zip Code	
My Native Language is:		Telephone Number ()			

SECTION B: INTERPRETER INFORMATION

Last Name		First	Middle	
Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			Date of Birth <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="display: flex; justify-content: space-around; font-size: small;"> Month Day Year </div>	
Telephone Number ()		Check one <input type="checkbox"/> Interpreter <input type="checkbox"/> Interpreter/Model		

SECTION C: APPLICANT CERTIFICATION

READ AND INITIAL EACH STATEMENT

- I, the applicant, hereby state that I:
- am unable to speak, read, or write the English language at the 10th grade level.
 - understand it is my own responsibility to obtain the interpreter or interpreter/model.
 - understand I can use an interpreter only in the written part of the examination. An interpreter/model may be used both in the written and practical portions of the examination.
 - understand I cannot use a particular interpreter or interpreter/model who has acted in either of these capacities within the past TWO years.
 - understand that I cannot use a particular interpreter or interpreter/model who is under 15 years of age or who is or has been a student in barbering, cosmetology, or electrology in this state or any state, an apprentice, or owner or employee of any school of barbering, cosmetology, or electrology.
 - understand the interpreter or interpreter/model **MUST BE FLUENT IN ENGLISH AND MY NATIVE LANGUAGE.**
 - may not be coached by the interpreter or interpreter/model during any part of the examination.
 - understand the Board may tape record the interpreting of the written part of the examination.

I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.

Signature of Applicant	Date
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INTERPRETER OR INTERPRETER/MODEL FORM H

ATS ID Number (For official use only)

SECTION A: INTERPRETER/MODEL INFORMATION

Social Security Number			Date of Birth			
--			--		Month Day Year	
Last Name			First		Middle	
Address			City		State	Zip Code
Check one <input type="checkbox"/> Interpreter <input type="checkbox"/> Interpreter/Model			Telephone Number ()			
Applicant Information						
Last Name			First		Middle	
Exam Location: <input type="checkbox"/> Glendale <input type="checkbox"/> Fairfield			Native Language			

SECTION B: INTERPRETER CERTIFICATION

READ AND INITIAL EACH STATEMENT

- I have not acted as an interpreter or interpreter/model in any examination given by the Board of Barbering and Cosmetology 2 years prior to the date of signature on this application.
- I am at least 15 years of age.
- I am not or never have been any of the following:
- A student in any school of barbering, cosmetology, or electrology.
- A licensed apprentice, barber, cosmetologist, electrologist, cosmetology or barber instructor, junior operator, junior electrologist, electrology instructor, esthetician, or manicurist.
- An owner or employee of any school of barbering, cosmetology or electrology.
- I will not coach the applicant during any part of the examination.
- I AM FLUENT IN ENGLISH AND THE NATIVE LANGUAGE OF THE APPLICANT.
- I understand that the Board may tape record the interpreting of the written part of the examination.

I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.

Signature of Interpreter/Model	Date
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**This form (H) will be returned to the applicant once approved by BBC. The applicant and interpreter must present the authorized form H, the exam admission letter, and valid identification to the exam site on the scheduled date.
 FOR OFFICIAL BBC USE ONLY (DO NOT FILL OUT THIS SECTION)**

<i>Official Seal with Picture</i>	<i>AUTHORIZATION TO USE AN INTERPRETER OR INTERPRETER/MODEL</i>		
	<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><i>Approved by the Board of Barbering and Cosmetology</i></td> <td style="border: none; text-align: right;"><i>Date</i></td> </tr> </table>	<i>Approved by the Board of Barbering and Cosmetology</i>	<i>Date</i>
<i>Approved by the Board of Barbering and Cosmetology</i>	<i>Date</i>		
<i>TYPE OF ID</i>	<i>NUMBER ON ID</i>		



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SOCIAL SECURITY NUMBER (SSN)/INDIVIDUAL TAX IDENTIFICATION NUMBER (ITIN) DISCLOSURE:

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

Board of Barbering and
Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260



STATE OF CALIFORNIA NOTICE OF ELIGIBILITY

Your address label contains important information. The exam code on the label indicates the exam type and language (if other than English) of the exam you are scheduled to take, as well as the location, time, and date of your practical examination and same-day written examination. If you do not take your examination on the scheduled date and time or if you fail your examination, you **MUST** reapply with the Board of Barbering and Cosmetology and pay all required fees.

If no location, time, and date is printed above your name on the label, the Board of Barbering and Cosmetology has identified you as needing the written examination only. You must call (877) 392-6422 to schedule your written examination. If the examination language is incorrect, call (877) 392-6422 prior to your scheduled examination date to correct it.
