



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

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www.psiexams.com

DEPARTMENT OF REGULATORY AGENCIES (DORA) COLORADO OFFICE OF BARBER AND COSMETOLOGY LICENSURE CANDIDATE INFORMATION BULLETIN (CIB) COSMETOLOGY



COLORADO
Department of
Regulatory Agencies
Division of Professions and Occupations

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

EXAMINATION INFORMATION

Before registering for an examination, make sure that you have reviewed the checklist below.

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

STEP 1: Complete the *Licensure by Examination Application* either online at co.cos.brighttrac.com or by printing the paper application. NOTE: The on-line system allows for the uploading of documents such as the Record of Completion, the affidavit of Eligibility Form and any other supporting documentation required to complete the application. Payment for the on-line application is required to be made in the form of a credit/debit card. It is not necessary to file an on-line application and paper application. Select ONE method only.

If applicable, mail the completed application, including all required documents, and the \$28 application fee to:

PSI/Colorado Barber Cosmetology Program
PO Box 887
Wheat Ridge, CO 80034
www.psiexams.com
cocos@psionline.com
co.cos.brighttrac.com
(855) 229-9302 or (800) 733-9267

- If the application was filed on-line, it is not necessary to also submit a paper application.
- Within 48 business hours of the application received date, you will be notified, via email, that your application has been approved or that your application is deficient (specifying the outstanding requirements).
- Upon approval, PSI will email a confirmation notice. You will then be responsible for contacting PSI to pay and schedule for the Practical examination after receiving a confirmation notice.
- You must pass the Practical examination before you can pay the fee and schedule the Written examination.
- You have one (1) year from the date of passing the practical examination to complete and pass the theory examination or your application will expire.
- If you fail the examination, you may retest an unlimited number of times during the one (1) year eligibility period. However, you must wait fourteen (14) days between attempts for the practical and thirty (30) days for the written examination.
- Applications are valid for one (1) year and must be renewed with a new application fee if you do not to pass both portions of the examination since the submission and there is a possibility of having to retake the entire examination including any previously passed parts.

NOTE: All fees are **non-refundable** and **non-transferable**.

STEP 2: Take the examinations:

- Bring two forms of identification (I.D.), which bear the signature. One of these forms of I.D. must also have the photograph. The forms of identification will be required each time you appear to take an examination.
- The name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site(s). Please be sure to apply using your full legal name.
- Arrive 30 minutes prior to the appointment time.

STEP 3: Upon passing both examinations:

- If you answered “NO” to all screening questions in Section 3 of the Application, and have never worked in Colorado as a cosmetologist, you will immediately receive a successful notification containing a wall license as well as a photo-bearing pocket card.
- If you answered “Yes” to one or more of the screening questions in Section 3 of the Application, and or have previously worked in Colorado as a cosmetologist, approval from DORA- Office of Barber and Cosmetology Licensure will be necessary before PSI can mail the wall license and photo-bearing pocket card.

LAWFUL PRESENCE REQUIREMENT

House Bill (HB) 06S-1009, Section 24-34-107, C.R.S. requires that the Department of Regulatory Agencies (DORA) only issue or renew a license if the individual is lawfully present in the United States. The law requires individuals prove their identity with **secure and verifiable** documents.

EXAMINATION FEES

Practical Examination \$69
Written Examination \$55
Practical Examination (Retake) \$67
Written Examination (Retake) \$52

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

OUT OF STATE TRAINING/ENDORSEMENT If you completed training in another state, you must provide PSI a completion records along with a transcript and the hour requirements must meet or exceed the training requirements for Colorado candidates. If you hold an active license in another state, please apply ON-LINE (ONLY) through DORA using either website below:
www.dora.colorado.gov/professions/barbers OR www.dora.colorado.gov/professions/cosmetology

If the endorsement requirements are not met, you may be required to re-take one or both examinations.

INTERNET SCHEDULING – AVAILABLE 24 HOURS/DAY Go to www.psiexams.com

This is the fastest and most convenient examination scheduling process.

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the name shown on your identification that will be presenting at the examination site AND MUST BE YOUR FULL LEGAL NAME.
- You will be asked to select the examination and then enter your personal contact information. You will then be ready to pay and schedule the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

TELEPHONE SCHEDULING

Call (800) 733-9267

This is the second fastest method of scheduling. You'll speak with a live registrar, Monday through Friday between 6:30 AM and 9:00 PM, and Saturday and Sunday between 8:00 AM and 4:30 PM (CST). To register by phone, you need a valid VISA, MasterCard, American Express or Discover credit card.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting the paid fee if your cancellation notice is received a minimum of 2 calendar days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at www.psiexams.com or call PSI at (855) 229-9302.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit the examination fee, if you:

- (1) Do not cancel your appointment 2 calendar days before the scheduled examination date;
- (2) Do not appear for the examination appointment;
- (3) Arrive after examination start time;
- (4) Do not present proper identification for the examination. See page 5 for specific requirements.

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. However, you may check the status of your examination schedule by calling 800-733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com for any posted notices.

EXAMINATION ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and reasonable accommodations may be made in meeting a candidate's testing needs. Candidates with disabilities or those who require reasonable and appropriate testing accommodations are not guaranteed improved performance or test completion. Test accommodations are individualized and considered on a case-by-case basis. All candidates who need a testing accommodation must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932- 2666. This form also includes out-of-state testing requests (Written examination only).

ENGLISH AS A SECOND LANGUAGE

Upon receipt of an original letter from the education facility, school official, or designated signer of the ROC certifying that English is not your primary language, a candidate will be granted time and one-half to complete the written examination or an additional 30 minutes to complete the practical portion of the examination. To request this time consideration, please use the "English as a Second Language Test Request" form at the end of this Bulletin. Candidates may bring a word-for-word translation dictionary to the test site. If the dictionary has definitions in it, it will be disqualified.

FIRST LICENSE WITH FOREIGN EXPERIENCE- HB19-1290 Barber / Cos Foreign Equivalency

Effective August 2, 2019, applicants for barber, cosmetologist, esthetician, hairstylist, and nail technician licenses by examination can substitute work experience obtained in a foreign country for the required contact hours, using a ratio of

three months of experience for every one hundred contact hours. The hours required for disinfection, cleaning, safe work practices, and review of laws and rules are not eligible for substitution. See the Immigrant guide on the PSI website for further details.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the DORA. A State law requires State agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION SITE LOCATIONS

The complete address and driving directions to a specific exam location will be printed on the confirmation notice after registration. It is your responsibility to verify that you are going to the correct site. If there is an error, please contact cosmetology@psionline.com for assistance.

PRACTICAL AND WRITTEN EXAMINATION SITES:

Denver (Wheat Ridge)

Fort Collins

Colorado Springs

Grand Junction

Durango

WRITTEN ONLY EXAMINATION SITES:

Denver (Centennial)

Pueblo

OUT OF STATE TESTING FACILITIES - WRITTEN EXAMINATION ONLY:

Please visit our website at www.psiexams.com.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by submitting the out-of-state request form found in the back of this Bulletin. The Practical examination must be taken in Colorado.

REPORTING TO THE EXAMINATION SITE - EXAMINATION DATE

On the day of the examination, arrive at least 30 minutes before the examination appointment time. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you will not be admitted to the examination site and you will forfeit the examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.

PRIMARY IDENTIFICATION (with photo) - Choose One

- ☐ State issued driver's license. If the driver's license has a notice above the picture: "NOT VALID FOR", it will not be accepted unless another similar ID is provided
- ☐ State issued identification card
- ☐ US Government Issued Passport
- ☐ US Government Issued Military Identification Card
- ☐ US Government Issued Alien Registration Card NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One

- ☐ Credit Card (must be signed)
- ☐ Social Security Card

EXAMINATION CHECK-IN PROCESS

All candidates will be asked if they possess any prohibited items identified below. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes and/or recording devices are not present.

Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.

If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. NOTE: PSI will not be responsible for the security of any personal belongings or prohibited items.

Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify DORA of the occurrence.

EXAMINATION SITE SECURITY PROCEDURES & PROHIBITED ITEMS

The following security procedures will apply during the examination:

- (1) All personal belongings will be required to be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, glasses, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches or devices, radios, or electronic games and any other electronic device or item that can be used to record voice and pictures.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and any other miscellaneous items.
- (2) Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such personal items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- (3) Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors. Service animals are acceptable, however candidates must apply through Special Accommodations
- (4) No smoking, vaping, eating, or drinking is allowed in the examination center.
- (5) Possession of firearms, dangerous or unauthorized materials is strictly prohibited at the testing facility properties.
- (6) Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- (7) Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidates will not receive extra time to complete the examination if they leave and return to the examination under these circumstances.

DUPLICATE SCORE REPORTS

Duplicate score reports may be requested after completing the examination by emailing scorereport@psionline.com or by calling 800-733-9267.

PRACTICAL EXAMINATION

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

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

- One mannequin head and/or one mannequin hand for all exam services.
- The mannequin hand must have artificial nails serving as foundation nail beds with free edges, in addition, one finger must be polished.
- It is NOT necessary to purchase a mannequin hand with attached nails; you may attach the required artificial nails.
- No markings or colorings around the mannequin's hair, scalp, or hairline are permitted. Candidates bringing in mannequins with these markings may not receive points for the sections of the exam requiring use of these mannequins.
- An evaluator will be monitoring the time during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.
- During the Practical portion, you must follow all appropriate rules for patron client protection that will ensure the health, safety, and welfare of the public.
- No conversing or any other form of communication among candidates is permitted once you enter the examination area.
- You may not observe other candidates during the examination.
- All tasks listed in this bulletin must be performed in the order listed or candidates will NOT receive points.
- It is important to have all needed supplies and equipment when you arrive for the exam. You will not be permitted to leave the exam area once you arrive and are signed in.
- All supplies must be clean. Products must be labeled for its intended use in English ONLY. (Manufacturers labels ARE acceptable.)
- Candidates must step back and raise a hand at the end of each section indicating completion.
- An additional two minutes will be given before each section for setup.
- Candidate Information Bulletins, cheat sheets and written notes (e.g., written task lines on containers, bags that are numbered and/or bags with a written supply list or written instructions) are NOT to be used during the practical exam. To do so will result in loss of points for all Procedure Criteria throughout the exam (Identifying a bag for any particular service is allowed).
- Wearing gloves and changing them throughout the exam will NOT be accepted in lieu of sanitizing hands.
- If you do NOT bring the items listed in the "Kits/Supplies and Equipment" section or bring a wrong item (e.g., real hair color or real permanent wave solution), you will NOT receive points for completing those steps.
- Items left behind will be discarded. Please check for and remove all personal items at the end of exam.
- Cell phones are NOT allowed in the practical examination room.

IMPORTANT NOTICE

A PSI practical examination Evaluator (examiner) may not evaluate the practical examination of a candidate who is the Evaluator's, current employee, employer or co-worker, or is related to the rater by family, personal or financial interest or other relationship. If you feel the Evaluator that is assigned to you falls into one or more of these categories, you must notify the Evaluator immediately. If it is found that an Evaluator has evaluated a candidate and violated this policy, the candidate's examination results may be voided.

The Evaluators are responsible for observing and rating your skills performance and are not allowed to converse with candidates except to provide a general salutation and therefore are NOT permitted to instruct or discuss examination results in any way. Please direct all questions and/or concerns to cosmetology@psionline.com or barber@psionline.com

SUPPLIES AND EQUIPMENT

Candidates are responsible for bringing ALL necessary supplies/equipment needed to perform all services. Review the practical examination content outline (shown below) to ensure you bring all supplies/equipment needed to perform these examination tasks.

ITEMS THAT ARE NOT TO BE LABELED

Any of the items listed below are NOT TO BE LABELED. Doing so may result in loss of points.

- Blow dryer
- Clips
- Combs
- Cotton/cotton pads/facial tissues
- Cuticle pusher
- Disposable blade straight razor (with blade)
- Disposable gloves
- Drape(s)
- Emery board(s)/nail file(s)
- End papers
- Hairbrush
- Haircutting clippers
- Haircutting shears
- Irons (Marcel and Flat)
- Mannequin stand or tripod
- Mannequin head
- Neck strips
- Paper towels
- Permanent wave rods
- Protective cotton
- Spatula(s)
- Tint brush, bowl or bottle
- Towels

ITEMS THAT MUST BE LABELED IN ENGLISH ONLY

The items listed below MUST BE LABELED (numbering of any kind is NOT allowed; manufacturer labels are acceptable). Failure to properly label items may result in loss of points.

- 30x30 kit labeled as “Pre-sanitized, Clean or Disinfected”
- Astringent, freshener, or toner
- Blood exposure kit
- Cleansing product
- Cuticle remover
- EPA-approved disinfectant or simulated product
- Simulated product for chemical services (e.g., gel, cholesterol)
- Hand sanitizer
- Massage product

- Simulated product for permanent wave service (e.g., water)
- Protective cream
- Shampoo
- Shaving cream
- Spray bottle for water
- Trash bag(s)

ITEMS SUPPLIED BY PSI

- Workstations/manicure table with chairs
- Brooms and dust pans
- Covered trash cans
- Mounted wall clock

PRACTICAL CONTENT OUTLINE

Acrylic Nail Application on One Nail Using a form (15 minutes) Prep and apply one acrylic nail to any finger on the mannequin hand

Procedure Criteria

1. Sanitizes/cleans hands and mannequin hand
2. Buffs natural nail with abrasive to remove shine
3. Applies nail dehydrator
4. Positions nail form to fit snugly under free edge
5. Applies primer to natural nail surface
6. Places bead of product on nail form where free edge joins the nail to extend the free edge
7. Defines shape and length of free edge
8. Places second bead of product in center of nail and shape
9. Places smaller bead of product near base of nail
10. Ensures acrylic material is smooth and even
11. Shapes free edge with abrasive
12. Bevels, shapes, and refines the nail to a smooth finish
13. Buffs top of acrylic nail to shine

Safety Criteria

1. Disposes of waste material using trash bag
2. Ensures work area remains sanitary
3. Implements and supplies are clean, and bags are labeled as
4. pre-sanitized in ENGLISH only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit remains closed

Chemical Services (30 minutes)

Application Prep ONLY for Virgin Color, and Color Retouch

(10 minutes)

Procedure Criteria

1. Sanitizes/cleans hands
2. Sections hair into four equal quadrants and clips hair
3. Applies protective cream around entire hairline

Virgin Color to Darker on Right Front Quadrant (10 minutes)

Procedure Criteria

1. To entire right front quadrant divides hair into ¼- inch subsections
2. Applies tint from scalp to hair ends
3. Maintains even saturation of hair strands
4. Ensures no chemical products are left on mannequin skin or ears

Relaxer Retouch on Left Front Quadrant (10 minutes)

Procedure Criteria

1. To entire left front quadrant divides hair into 1/8- inch subsections
2. Applies relaxer onto 2 inches of new growth
3. Maintains even saturation of hair strands with relaxer
4. Ensures no chemical products are left on mannequin skin or ears

No-Base Virgin Relaxer on Left Rear Quadrant- 10 minutes

Procedure Criteria

1. To entire left rear quadrant divides hair into ½-inch subsections
2. Maintains even saturation of hair strands with relaxer
3. Applies relaxer ½ inch away from scalp to 1 inch from hair ends
4. Ensures no chemical products are left on mannequin skin or ears

Color Retouch on Left Front Quadrant (10 minutes)

Procedure Criteria

1. To entire left front quadrant divides hair into ¼ to ½ inch subsections
2. Saturates new growth with color evenly over front and back of hair strands
3. Applies color to new growth area
4. Ensures no chemical products are left on mannequin's skin or ears

Highlights Using Foil on Right Rear Quadrant (10 minutes)

Procedure Criteria

1. Working in right rear quadrant, divides hair into ¼ inch subsections
2. To 3 subsections weave hair strands and position hair over the foil and apply product
3. Maintains even saturation of hair strands
4. Seal weave hair strands in foil

Bleach Retouch on Left Front Quadrant- 10 minutes

Procedure Criteria

1. Working in left front quadrant, divides hair into 1/8-inch subsections
2. To entire left front quadrant, applies bleach onto 2 inches of new growth
3. Maintains even saturation of hair strands with bleach
4. Ensures no chemical products are left on mannequin's skin or ears

Safety Criteria

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures chemical draping is maintained throughout service
4. Implements and supplies are clean, and bags are labeled as pre-sanitized in ENGLISH only
5. Replaces contaminated items
6. Ensures all containers remain closed when not in use
7. Kit remains closed
8. Avoids cross contamination
9. Protective gloves are worn throughout chemical services (same pair is acceptable)

Pre-Exam Set Up and Disinfection -10 minutes

Safety Criteria

1. Implements and supplies are clean, and bags are labeled as pre-sanitized in ENGLISH only
2. Disposes of waste material using trash bag
3. Sanitizes/cleans work surfaces with EPA-approved disinfectants
4. Ensures all containers remain closed when not in use

5. Kit remains closed
6. Avoids cross contamination

End of Exam Disinfection- 10 minutes

Safety Criteria

1. Dispose of used materials
2. Disinfect workstation and clean work area
3. Remove all supplies, materials, and/or personal belongings

Facial Service- 15 minutes *Cleanse face, and demonstrates proper manipulations*

Procedure Criteria

1. Sanitizes/ cleans hands
2. Secures hair with head drape
3. Cleanses face with cleansing cream
4. Removes cleansing cream
5. Applies facial massage cream
6. Demonstrates one full set of proper manipulations each for effleurage, petrissage, and tapotement
7. Removes facial massage
8. Applies astringent, freshener, or toner

Safety Criteria

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Implements and supplies are clean, and bags are labeled as pre-sanitized in ENGLISH only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit remains closed
7. Avoids cross contamination

Hair Cut Service (90 degree using Shears and Razor or using a Razor only)- 30 minutes

Procedure Criteria

1. Sanitize/clean hands
2. Drapes mannequin
3. Safely establishes a guideline at nape using razor to determine length
4. Safely palms razor when in use
5. Follows established guideline throughout haircut using shears
6. Safely palms shears when in use
7. Ensures haircut is blended and even throughout.
8. Haircut using Razor only
9. Follows established guideline throughout haircut using razor
10. Ensures haircut is blended throughout
11. Ensures haircut is even throughout
12. Ensures hair is cut at a 90-degree angle
13. Removes at least 1 inch of hair throughout entire head and finished haircut is no shorter than 4 inches
14. Removes hair off workstation and sweeps hair from floor.

Safety Criteria

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Ensures draping is maintained throughout service
4. Implements and supplies are clean, and bags are labeled as pre-sanitized in ENGLISH only
5. Replaces contaminated items
6. Kit remains closed

Make Up Service- 15 minutes

Procedure Criteria

1. Sanitizes/cleans hands
2. Applies foundation
3. Applies face powder
4. Applies blush to enhance cheeks
5. Applies eye shadow using proper bracing
6. Applies eyeliner using proper bracing
7. Applies mascara to lashes using proper bracing
8. Applies lip color using proper bracing

Safety Criteria

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Implements and supplies are clean, and bags are labeled as pre-sanitized in ENGLISH only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit remains closed
7. Avoids cross contamination

Manicure Service- 15 minutes- *Perform a basic manicure on five fingers*

Procedure Criteria

1. Sanitizes/cleans hands
2. Remove polish from one fingernail
3. Files from outside edges to centers
4. Immerses mannequin hand in finger bowl
5. Applies cuticle remover to cuticle of all 5 nails
6. Gently pushes back cuticles
7. Cleans under free edges of nails
8. Massages fingers and hand with lotion/cream
9. Removes oil from nail plates with alcohol/polish remover
10. Applies base coat on all five fingernails
11. Applies two coats of polish smoothly and evenly on all five fingernails
12. Applies topcoat on all five fingernails
13. Removes all traces of polish from cuticles if necessary.

Safety Criteria

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Implements and supplies are clean, and bags are labeled as pre-sanitized in ENGLISH only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit remains closed

Permanent Waving Service- 20 minutes- *Wraps 6 permanent rods in the center back section of the head from crown to nape area and apply mock chemical waving solution (i.e., water)*

Procedure criteria

1. Sanitizes/cleans hands
2. Applies chemical draping
3. Sections hair equal to length and diameter of all 6 rods
4. Spreads hair evenly across end papers of all 6 rods
5. Extends end papers beyond hair ends
6. Spreads hair evenly around all 6 rods
7. Maintains consistent rod/base relationship
8. Wraps all 6 rods for proper tension ensuring proper band placement
9. Applies protective cotton around wrapped section
10. Wearing gloves saturates hair evenly with waving lotion
11. Demonstrates test curl to confirm curl development

Safety Criteria

1. Disposes of waste material using trash bag

2. Ensures workstation/area remains sanitary
3. Implements and supplies are clean, and bags are labeled as pre-sanitized in ENGLISH only
4. Replaces contaminated items
5. Ensures all containers remain closed when not in use
6. Kit remains closed

Thermal Curling Service (Marcel and Flat Iron)- 15 minutes- *Completes 3 curls in top section of the head and 2 curls on right front quadrant using a cold iron*

Procedure Criteria

1. Sanitizes/cleans hands
2. Drapes mannequin with neck strip/towel and cape
3. Tests Marcel iron or Flat iron for proper temperature
4. Subsections hair such that width of partings are equal to barrel size of the marcel curling or Flat iron
5. Rolls/manipulates Marcel iron to establish a base for each curl
6. Protects scalp with comb
7. Ensures smooth, open curl formation without securing with clips
8. Glides hair strand through Flat iron to demonstrate smoothing the hair ensuring no lines of demarcation

Safety Criteria

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary

3. Implements and supplies are clean, and bags are labeled as pre-sanitized in ENGLISH only
4. Replaces contaminated items
5. Kit remains closed
6. Avoids cross contamination

Tweezing and Waxing Service- 15 minutes

Procedure Criteria

1. Sanitizes/cleans hands
2. Applies antiseptic to each eyebrow area
3. Using tweezers, demonstrates removing hairs following the natural direction of hair growth
4. Applies astringent to treated area of the eyebrow
5. Applies soft wax to other eyebrow and removes fabric strip
6. Applies antiseptic to one side of upper lip
7. Applies wax and removes fabric strip
8. Applies astringent to treated area for the upper lip

Safety Criteria

1. Disposes of waste material using trash bag
2. Ensures workstation/area remains sanitary
3. Implements and supplies are clean, and bags are labeled as pre-sanitized in ENGLISH only
4. Replaces contaminated items
5. Kit remains closed
6. Avoids cross contamination

TAKING THE COMPUTER-BASED WRITTEN EXAM

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

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 type for which you are registered.

TUTORIAL

Before you start the examination, an introductory tutorial is provided on the computer screen. The time spent on this tutorial, up to 15 minutes and DOES NOT count as part of the examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers before you actually begin the examination.

TEST QUESTION SCREEN

The “function bar” at the top of the sample question provides mouse-click access to the features available while taking the examination. One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

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

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

WRITTEN EXAMINATION DESCRIPTION

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

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

Colorado Cosmetologist Written Examination

120 minutes

135 Questions – (Includes 110 scored and 25 “pretest” Items)

CONTENT OUTLINE

Topic	Percent
1. Safety, Sanitation, and Disinfection	20%
A. Safe working conditions and practices	
1.Environment	
2.Protective coverings	
3.Water temperature	
4.Chemical labeling and storage	
5.Safety Data Sheet (SDS)	
6.Patch test	
7.Prohibited materials	
B. Safety agencies	
1. Occupational Safety and Health Agency (OSHA)	
2. Environmental Protection Agency (EPA)	
C. Infection Control	
1. Infectious disease and pathogens	
2. Cleaning and disinfection	
a. Cleansers and disinfectants	
b. Procedures for tools, equipment, and work surfaces	
3. Storage of tools and equipment	
4. Single and multiuse items	
5. Prevention of cross-contamination	
D. Standard Precautions for exposure incidents	
1. Procedures	
2. First aid kit	
3. Blood-exposure disinfection and disposal	
E. Adverse or allergic reaction	
1. Signs and symptoms	
2. Corrective action	
2. Client Consultation and Professional Conduct	6%
A. Scope of license	
B. Client consultation	
1. Intake form	
2. Contraindications	
C. Record keeping	
D. Professional ethics	
E. Personal hygiene	

3. Hair, Skin, and Nail Structure	10%
A. Hair and scalp structure	
1. Hair types and structure (e.g., texture, elasticity, density, porosity)	
2. Hair growth phases	
3. Hair and scalp abnormalities	
B. Skin structure	
1. Skin types and structure	
2. Skin abnormalities	
C. Nail structure	
1. Nail structure	
2. Nail abnormalities	
4. Hair Cleansing and Scalp Care	5%
A. Hair Cleansing	
1. Product Knowledge	
2. Safety Procedures	
B. Scalp care	
1. Scalp analysis	
2. Scalp massage	
3. Procedures for presence of scalp abnormalities	
5. Hairstyling	7%
A. Styling procedures	
1. Blow-dry styling	
2. Wet Styling	
3. Comb out	
4. Thermal styling	
B. Tool safety	
C. Styling aids	
D. Artificial hair	
6. Haircutting	13%
A. Types of haircuts	
1. Blunt	
2. Graduated	
3. Layered	
B. Guidelines	
C. Sectioning hair	
D. Texturizing	
E. Using a razor	
F. Using clippers	
G. Using shears	
H. Using trimmers	
7. Haircoloring	12%
A. Color Theory	
1. Level and tone	
2. Corrective color	
B. Products and product chemistry	
C. Application procedures	
1. Strand test	
2. Hair and scalp preparation	
3. Mixing color	
4. Color and bleach application	
5. Color techniques	
D. Precautions	
1. Metallic and compound dyes	
2. Minerals	
8. Chemical Texture Services	11%
A. Permanent waving	
1. Products knowledge and application	

2. Safety, processing and procedures	
3. Hair wrapping techniques	
B. Relaxing and chemical straightening	
1. Product knowledge	
2. Safety, processing and application procedures	
3. Product removal	
9. Esthetics	8%
A. Basic Facial	
1. Skin analysis	
2. Products and product chemistry	
3. Procedures	
4. Extractions	
5. Massage manipulations	
B. Make up application	
1. Procedures	
2. Tools and implements	
C. Artificial eyelashes	
D. Hair removal	
1. Waxing	
a. Application and removal	
b. Types of wax	
c. Temperature precautions	
2. Tweezing	
3. Eyebrow shaping and grooming	
E. Basic Knowledge of Advanced Skin Treatments	
1. High Frequency	
2. Galvanic Current	
10. Nail Care	8%
A. Basic manicure and pedicure	
1. Products	
2. Procedures	
3. Tools and implements	
4. Hand and foot massage	
5. Cleaning and disinfection of pedicure tub	
B. Artificial nail enhancements	

REFERENCE LIST

This examination is **CLOSED BOOK**.

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

- Salon Fundamentals: A Resource for Your Cosmetology Career, (3rd edition) 2014.
- Pivot Point International, Inc.
- Milady's Standard Cosmetology, 2016. Cengage Learning, <http://Milady.Cengage.Com>
- Barber and Cosmetologist Act Title 12, Professions and Occupations Article 105, Barbers and Cosmetologists, Effective October 1, 2019
- Department of Regulatory Agencies (DORA) Barber and Cosmetology Licensure Rules 4 CCR 731-1, October 1, 2019

WRITTEN SCORE REPORTING

The score will be given to you immediately following completion of the examination. You must score at least 70 percent to pass the examination. The following summary describes the score reporting process:

- On screen** - your results will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
- If you answered "NO" to all screening questions in Section 3 of the *Application*, and have never worked in Colorado as a cosmetologist, you will immediately receive a successful notification, photo bearing pocket card that that information is provided electronically to DORA. Please verify this information about two weeks from passing the examination at askdora.colorado.gov.
- If you answered "Yes" to one or more of the screening questions in Section 3 of the *Application*, or have previously worked in Colorado as a cosmetologist, approval from DORA- the Office of Barber and Cosmetology Licensure will be necessary before PSI can mail the photo-bearing pocket card.

- If you **do not pass the examination**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses and there is a 30-day waiting period before re-taking the examination.
- **On paper** - an official score report will be printed at the examination site.

NON-SCORED QUESTIONS

The examination contains non-scored questions. The use of such questions is an essential step in developing accurate future examinations. These questions will NOT be scored, and the time taken to answer them will not count against examination time.

EXAMINATION REVIEW

PSI, in cooperation with DORA, are consistently evaluating the examinations to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link of the function bar of the test question screen. These comments will be analyzed by PSI's examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

REINSTATEMENT OF EXPIRED LICENSE

If your license has expired with DORA and you are choosing to re-take the examination, you can apply for the examination; however, you must also complete a reinstatement application directly with DORA- Office of Barber and Cosmetology Licensure. Please utilize the on-line application. Paper applications are no longer available.

DEPARTMENT OF REGULATORY AGENCIES (DORA) COLORADO OFFICE OF BARBER AND COSMETOLOGY LICENSURE

1560 Broadway, Suite 1350 * Denver, CO 80202

Phone: (303) 894-7800 *

www.dora.colorado.gov/professions/barbers

www.dora.colorado.gov/professions/cosmetology



EXAM ACCOMMODATION OR OUT-OF-STATE TESTING REQUEST

All examination sites are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations. Exam accommodations are individualized and considered on a case-by-case basis. Requesting to have the test in a language other than English is NOT considered to be a disability and will not be considered for approval.

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

Requirements for exam accommodation requests:

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

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

Date: _____ ID#: _____

Last Name

First Name

Address: _____

Street

City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____

Home

Work

Email Address: _____

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

- | | |
|---|---|
| ☐ Reader (as accommodation for visual impairment or learning disability) | ☐ Extended Time
(Additional time requested: _____) |
| ☐ Large-print written examination | ☐ Request for a translated examination. (This request does not require additional documentation.)
<i>You will be advised of the cost once PSI receives the quote for the translation. This fee will be paid by the candidate.</i> |
| ☐ *Out-of-State Testing Request for Written Exam; the Practical portion must be taken in Colorado. (This request does not require additional documentation.) | |

Site requested: _____

**You may email your out-of-state request to OutofStateRequest@psionline.com.*

- Complete and fax this form, along with supporting documentation, to (702) 932-2666. You may also email this form to examaccommodations@psionline.com.
- After 4 business days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

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