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Jefferson County Barber Commission

Important Instructions and Examination Core Domain Content – This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.

Practical Examination Guidelines:

PLEASE REVIEW ALL INFORMATION CAREFULLY!
IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into the examination.
- Candidates are required to bring a supply kit for their own use. It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
- The kit will be used during the examination as dry storage and is considered part of the work area.
- The kit must be **kept closed** except when removing materials for a particular service.
- Candidates may remove items, supplies, etc., from the kit at any time, **however nothing may be returned to the kit.**
- All examinations are administered in a testing environment.
- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT EXCEPT, CLIPPERS CARE SPRAY BOTTLE.

Proctors and examiners are required to adhere to the following standards:

- The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions or an emergency situation, the proctors and/or examiners are not allowed to communicate with candidates.
- Examiners are not allowed to speak with candidates.
- Candidates requesting information during the examination will be told one of the following statements:

“Do the best you can with what you have available.”

“Do as you were taught.”

- If a candidate experiences an emergency situation, please notify the proctor by raising your hand.

Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.

- Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
- Once a candidate has completed all tasks in the section, please step back to indicate they have finished.
- In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
- When the timer goes off, all candidates must stop working and step back IMMEDIATELY.

During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.

- In the event of a blood exposure incident, candidates will be expected to follow the NIC Blood Exposure Procedure.

Failure to do so may result in your dismissal from the examination.

- Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Blood Exposure Procedure.

- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.

The following provides examples of materials and actions that are prohibited during the examination administration:

- Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
- Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Exhibiting disruptive behavior.
- Communicating to other candidates or any examiner.

The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate's actions reported to the proper authorities.

- All supplies must be labeled in English. When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturers created labels must be only in English.
- Original manufacturer's labels are required for all disinfectants and hand sanitizers.
- EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT. Please refer to the "Suggested Examination Supplies"

section to see any further state specific requirements for supplies and products.

- Simulated products are not allowed for disinfectants and hand sanitizers.
- NO AEROSOLS OR DISINFECTANT SPRAYS are allowed in the testing environment.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "Suggested Examination Supplies" provided for each section of the examination. Suggested Supplies can be found after the "Content Domains" section of this bulletin.

MODEL REQUIREMENTS:

Please refer to your state specific guidelines for model requirements.

Candidates will be evaluated on proper designation of materials that are disposed of. Candidates are required to bring and use the following supplies for the appropriate disposal of materials:

- o Container labeled "To be disinfected"
- o Container labeled "Soiled linens"
- o Container labeled "Trash"

It is specified that there is more than one client represented for the purpose of this examination.

A new client is introduced and must be prepared for during the course of the examination (see Barber Styling Practical Examination Content Domains Sections).

The following sections are new to the Barber Styling Practical Examination:

- Shampoo Service (Content Domain Section 5)
- Blood Exposure Procedure (Content Domain Section 6)

Candidates are not allowed to label products as single-use items.

Clippers **MUST** have a cord, or a cord simulated, cordless clipper (optional).

A straight razor **MUST** be used.

Check your state examination regulations for razor blade and live model and/or mannequin requirements.

BARBER STYLING PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Barber Styling Practical Examination includes 6 (six) core domain sections. The Core Domain Sections are based on the national job analysis.

- 1. Work Area and Client Preparation, and Set Up of Supplies (First client, 10 minutes)
- 2. Haircutting (40 minutes)
- 3. Work Area and New Client Preparation, and Set Up of Supplies (Second client, 15 minutes)
- 4. Shaving with Straight Razor (Variable Timing)
- 5. Shampoo Service (Variable Timing)
- 6. Blood Exposure Procedure (10 minutes)

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

- “You will prepare your work area for your client.”
- “You will set up the universal supplies you will use throughout the examination.”
- “You will also set up the supplies for the Haircutting section of the examination.”
- “You will prepare your client for services.”
- “You will be expected to follow all client protection, safety and infection control procedures.”
- “You will have 10 minutes to complete this section.”
- “You will be informed when you have 5 minutes remaining.”
- “Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.”
- “Step back to indicate you have finished.”

(1) “The instructions will be repeated.” (2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English as EPA- registered, hospital-grade disinfectant
- 1.2 Sanitizes hands with product labeled in English
- 1.3 Universal supplies are labeled in English
- 1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: “Please stop working.”

2. HAIRCUTTING (40 minutes)

Proctor – Verbal Instructions: Read to all candidates:

- “You will perform a tapered Haircut with no blocked line at the nape.”
- “You will demonstrate clipper cutting with and without guard or detachable blade.”
- “You will demonstrate use of shear over comb.”
- “You will demonstrate fingers and shear cutting.”
- “You will cut at least 1/2 inch of hair throughout the haircut.”
- “You will be expected to complete and blend the haircut.”

“You will also be expected to shave both sides of the neck with a straight razor.”

“Do not remove your hair clippings from your work area until you are instructed individually, by the examiner, to do so.”

“You will be expected to follow all client protection, safety and infection control procedures.” “You will have 40 minutes to complete this section.”

“You will be informed when you have 20 minutes remaining.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.” (2) “You may begin.”

Candidates will be evaluated on the following tasks:

2.1 Haircutting supplies are labeled in English

2.2 Implements and supplies are visibly clean

2.3 Performs scalp analysis

2.4 Demonstrates safe use of clippers and comb without guard or detachable blade

2.5 Demonstrates safe use of clippers with guard or detachable blade

2.6 Demonstrates safe use of comb and shears

2.7 Establishes outline around ears

2.8 Shaves sides of the neck using straight razor to include reverse backhand stroke

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: “Please stop working. Please do nothing until the next verbal instructions are given.”

Examiner – Verbal Instructions: Read to each candidate individually: “May I please use your comb to check the haircut?”

2.9 Hair in front of ear is uniform in length (sideburns)

2.10 Haircut blended without weight line

2.11 At least 1/2 inch of hair is cut throughout

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of the haircut has been examined:

“Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given.”

2.12 Removes hair from work area

2.13 Maintains drape throughout section

2.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read to candidates when all examiners have indicated they have completed their assessment:

“All examiners have indicated they are ready to proceed.”

3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”

“You will prepare your work area for a NEW client.”

“You will set up the universal supplies you will use for the remainder of the examination.”

“You will also set up the **supplies for the Shaving with a Straight Razor** section of the examination.”

“You will prepare your client for a shave.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.” “Step back to indicate you have finished.”

(1) “The instructions will be repeated.” (2) “You may begin.”

Candidates will be evaluated on the following tasks:

3.1 Disinfects all work areas completely with product labeled in English as EPA- registered, hospital-grade disinfectant

3.2 Sanitizes hands with product labeled in English

3.3 Universal supplies are labeled in English

3.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: “Please stop working.”

4. SHAVING WITH A STRAIGHT RAZOR (Variable Timing)

Proctor – Verbal Instructions: Read to all candidates:

“You will prepare to shave with a straight razor.”
 “You will prepare the model’s face by lathering and steaming.”
 “Do not remove the steam towel until instructed to do so by the examiner.”
 “You will be expected to follow all client protection, safety and infection control procedures.”
 “You will have 5 minutes to complete this section.”
 “You will be informed when you have 2 minutes remaining.”
 “Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.” “Step back to indicate you have finished.”
 (1) “The instructions will be repeated.” (2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 4.1 Shaving supplies are labeled in English
- 4.2 Sets up implements that are visibly clean
- 4.3 Lathers beard and mustache area
- 4.4 Steam towel is applied

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: “Please stop working. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates after all candidates have stepped back to indicate that they have completed their preparation:

“You will perform Shaving with a Straight Razor.”
 “You will be expected to follow all client protection, safety and infection control procedures.”
 “You will be instructed individually by the examiner when to remove the towel, re-lather, and begin the shave.”
 “This is an untimed section.”
 “Do not remove the steam towel or demonstrate any strokes until instructed individually by the examiner to do so.”
 (1) “The instructions will be repeated.”

Examiner – Verbal Instructions: Read to each candidate individually:

“Please remove the steam towel, re-lather, and demonstrate the shaving strokes in the first 5 areas.”

4.5 Removes steam towel and lather

4.6 Re-lathers beard and mustache

4.7 Demonstrates freehand stroke in areas 1, 3, and 4 safely

4.8 Demonstrates backhand stroke in area 2

4.9 Demonstrates reverse freehand stroke in area 5

Examiner – Verbal Instructions: Read to each candidate individually after the shaving with a straight razor has been examined:

“Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates after demonstrated strokes are evaluated:

“All examiners have indicated they are ready to proceed.”

Proctor – Verbal Instructions: Read to all candidates:

“Do not demonstrate any additional shaving strokes.”

“You will perform the finishing steps of the service.”

“You will be expected to follow all client protection, safety and infection control procedures.” “You will have 5 minutes to complete this section.”

“You will be informed when you have 2 minutes remaining.” “Step back to indicate you have finished.”

(1) “The instructions will be repeated.” (2) “You may begin.”

4.10 Completes the shaving service

4.11 Maintains drape throughout section

4.12 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: “Please stop working.”

5. SHAMPOO SERVICE(Variable Timing)

Proctor – Verbal Instructions: Read to all candidates:

“You will breakdown your work area and dispose of supplies used in the previous sections of this examination.”

“You will prepare materials and supplies for the service.”

“You will proceed with the appropriate draping method”

“You will set up the universal supplies you will use for the remainder of the examination.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have variable timing to complete this section.”

“Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.” “Step back to indicate you have finished.”

(1) “The instructions will be repeated.” (2) “You may begin.”

Candidates will be evaluated on the following tasks:

5.1 Disinfects all work areas completely with product labeled in English as EPA- registered, hospital-grade disinfectant

5.2 Sanitizes hands with product labeled in English

5.3 Universal supplies are labeled in English

5.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout the section.

5.5 Candidates will drape a client for wet services,shampooing services require protection from liquids.

5.6 Shampoo and conditioner supplies are labeled in English

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: “Please stop working.”

6. BLOOD EXPOSURE PROCEDURE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will demonstrate the Blood Exposure Procedure.”

“You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. Your work area or client has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”

“You will be expected to follow all client protection, safety and infection control procedures.” “You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) “The instructions will be repeated.” (2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 6.1 Blood exposure supplies are labeled in English
- 6.2 Removes materials from first aid kit
- 6.3 Supplies and materials are visibly clean
- 6.4 Cleans injured area with antiseptic
- 6.5 Covers with dressing that is absorbent and secured
- 6.6 Candidate wears glove or finger guard
- 6.7 Disposes of all contaminated supplies

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back: “Please stop working.”

CANDIDATE CLEANUP AND FINAL SUMMARY

Proctor – Verbal Instructions: Read to all candidates at the conclusion of the examination:

“All examiners have indicated they have completed their assessment.”

“Make sure that all kit supplies and disposable materials are taken with you.”

“This concludes the National-Interstate Council of State Boards of Cosmetology, National Barbering Practical Examination.”

“Thank you for your participation.”

Suggested supply list:

This is a list of suggested supplies for the practical examination.

Candidates are responsible for bringing all needed materials, even if not included on this list.

Information related to labeling of supplies:

ALL supplies must be labeled in English

No other languages can be present unless an original manufacturer's label is present

Original manufacturers' labels MUST have English and may be multi-language

All other created labels must be only English

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

candidate supply kit to serve as dry storage area (must be closeable)

EPA-registered disinfectant wipes with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant wipes)

hand sanitizer and manufacturer's label (must be actual hand sanitizer)

container labeled "items to be disinfected" (recommended: free-standing paper sack with plastic liner)

container labeled "soiled linens" (recommended: free-standing paper sack with plastic liner)

container labeled "trash" (recommended: free-standing paper sack with plastic liner)

first aid kit paper towels

HAIR CARE – UNIVERSAL/GENERAL SUPPLIES

protective capes (2 capes) one for hair cutting (nylon or synthetic material) one for wet services (plastic or vinyl material)

neck strip(s) white color

cloth towels 2 (white color)

hair clip(s) and/or clamp(s)

comb(s)

hair brush(es)

shaving cream (non-aerosol)

After shave

spray bottle with water

spatula(s)

gloves

Used sharps container

HAIRCUTTING SUPPLIES

cloth towels 2 (white color)
protective cape
Neck strips
Clipper spray cleaner
Shears
clippers (clippers MUST have actual electrical cord)
Guards/detachable blades
Trimmer
Electric shaver (optional)
All purpose comb
Taper comb
Another comb is needed allowed
straight razor
Blow dryer/compressed Air Duster (optional)

SHAVING SUPPLIES

Straight razor
Cloth towels 3 (white color)
Steam towels 2 (level separated container)
Shaving gel or cream (non-aerosol)
toner, talc, or moisturizer

SHAMPOO SUPPLIES

Cloth towels 2 (white color)
Shampoo leveled bottle (empty)
Conditioner leveled bottle (empty)
A clamp or hair clip

BLOOD EXPOSURE PROCEDURE SUPPLIES

additional bag for disposal of blood-contaminated materials
First AID (small) essential
Styptic powder
Gloves (2)
Facial tissues