

**Pennsylvania**  
**STATE BOARD OF BARBER  
EXAMINERS**  
Content Outlines and Skills Lists

March 2017

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# THEORY EXAM CONTENT OUTLINES

## CONTENT OUTLINE – BARBER

110 SCORED ITEMS (100 GENERAL, 10 STATE)

20 PRETEST ITEMS (15 GENERAL, 5 STATE)

### I. RULES, REGULATIONS, AND SAFETY (25% TO 30%)

- A. Safety
  - 1. Knowledge of products, tools and equipment
    - a. Thermal appliances
    - b. Patch Test precautions
  - 2. Patron protection
    - a. Sanitation
    - b. Procedures
    - c. Professional Conduct
    - d. Consultation
    - e. Record keeping
  - 3. Maintaining safe working conditions
    - a. Labeling
    - b. Handling/Storing chemical products
    - c. Material Safety Data Sheets (MSDS)
  - 4. First aid/OSHA
    - a. Handling blood-contaminated tools
    - b. Disposing of blood-contaminated objects
- B. Sanitation and disinfection
  - 1. Personal hygiene
  - 2. Cleaning and disinfection of supplies, implements, and tools
  - 3. Single-use items
  - 4. Dispensing / disposal of products
  - 5. Prevention of infectious disease/referral
  - 6. Cleaning and disinfecting work surfaces

### II. HAIR / SCALP STRUCTURE AND CARE (5% TO 10%)

- A. Properties of hair
  - 1. Structure
  - 2. Growth phases
  - 3. Disorders
  - 4. Hair loss
- B. Hair type
  - 1. Pigment
  - 2. Wave pattern/follicle formation
  - 3. Texture
  - 4. Density
  - 5. Porosity
  - 6. Elasticity
- C. Hair and scalp care services
  - 1. Scalp analysis/Disorders and diseases of scalp
  - 2. Shampooing and conditioning
    - a. Procedure
    - b. Products
  - 3. Scalp treatment / scalp massage
    - a. Procedure
    - b. Products

### III. SHAVING / BEARD DESIGN (6% TO 10%)

- A. Shaving Safety
- B. Procedures
  - 1. Preparation
  - 2. Shave / shaving areas
  - 3. Post-shave
- C. Techniques
  - 1. Applying hot towels
  - 2. Lathering
  - 3. Shaving strokes
    - a. Freehand
    - b. Backhand
    - c. Reverse Freehand
    - d. Reverse Backhand
  - 4. Beard and mustache design
- D. Products and implements

### IV. HAIRCUTTING AND HAIRSTYLING (25 - 30%)

- A. Haircutting
  - 1. Determination of appropriate cut and style
    - a. Hair texture and types
    - b. Hair condition
    - c. Hair length
    - d. Face shape
    - e. Establishing guideline
  - 2. Blunt/one-length, graduated, and layered haircuts
  - 3. Thinning/texturizing
  - 4. Using scissors/shears
  - 5. Using clippers
  - 6. Using a razor
- B. Hairstyling
  - 1. Wet styling
  - 2. Blow-dry styling
  - 3. Thermal styling
  - 4. Braiding
  - 5. Artificial hair
  - 6. Products and styling aids

### V. CHEMICAL SERVICES (20% TO 25%)

- A. Hair Coloring
  - 1. Color Theory
  - 2. Product Chemistry
  - 3. Materials and Supplies
  - 4. Procedures, Techniques, and Application
  - 5. Patch test
- B. Chemical Waving
  - 1. Product Chemistry
  - 2. Materials and Supplies
  - 3. Procedures, Techniques, and Application
  - 4. Precautions
- C. Chemical Hair Relaxing
  - 1. Product Chemistry
  - 2. Materials and Supplies
  - 3. Procedures, Techniques, and Application
  - 4. Precautions

## VI. SKIN CARE (4% TO 8%)

- A. Skin analysis
  - 1. Conditions that benefit from facial services
  - 2. Diseases and disorders that preclude facial services
- B. Facial services
  - 1. Purpose and procedures
  - 2. Products, implements, and materials
  - 3. Massage manipulations
  - 4. Using electric skin devices and equipment
  - 5. Special procedures for sensitive, acne-prone, or aging skin

## CONTENT OUTLINE — BARBER TEACHER

60 SCORED ITEMS (50 GENERAL, 10 STATE)  
15 PRETEST ITEMS (10 GENERAL, 5 STATE)

### I. TEACHING METHODS (14%)

### II. ASSESSMENT TOOLS (16%)

- A. Why
- B. How
- C. What

### III. DETERMINING EFFECTIVE INSTRUCTION (36%)

- A. Establishing goals and objectives
- B. Determining essential knowledge, skills, and abilities
- C. Understanding outcomes

### IV. THE LEARNER AND LEARNING ENVIRONMENT (34%)

- A. Learning styles
- B. Individual differences
- C. Motivation
- D. Record keeping
- E. Classroom arrangement

## CONTENT OUTLINE – MANAGER-BARBER

40 SCORED ITEMS, 5 PRETEST ITEMS

### I. PA BARBER LAWS AND RULES (40%)

- A. Shop Requirements
  - 1. General
  - 2. Space
  - 3. Equipment (Interior and Exterior)
  - 4. Licensing/Display of License
- B. Maintenance and Sanitation (PA-Specific)
- C. Out-of-Shop Services

### II. GENERAL SHOP MANAGEMENT PRINCIPLES (60%)

- A. Safety and Sanitation
  - 1. Sanitation and Disinfection
  - 2. Maintaining Safe Working Conditions
- B. Shop Operations
  - 1. Managing Employees
  - 2. Business Operations
  - 3. Serving Customers

# PRACTICAL SKILLS EXAM CONTENT OUTLINES

## BARBER

- I. Infection Control & Safety
- II. Shaving
- III. Skin Care
- IV. Haircutting
- V. Haircoloring/ Bleaching
- VI. Permanent Waving
- VII. Chemical Hair Straightening and Relaxing

# PRACTICAL SKILLS LIST

**Note:** All candidates scheduled for a practical exam will be required to dress appropriately (business casual attire is recommended) **and to wear a salon smock or apron during the examination.** If the smock or apron has a school name on it, candidates are asked to ensure the school name is covered prior to coming to the test site and remains covered during the examination. If a candidate does not bring a smock or apron with them on the day of testing, they will not be allowed to test and will be required to reschedule their practical examination for a later date. Fees will apply.

## INFECTION CONTROL & SAFETY COMPONENTS FOR ALL LEVELS:

### BARBER

#### INFECTION CONTROL & SAFETY

- 1 Arrives with disinfected implements in sealed containers and clean supplies
- 2 Sanitizes hands. (This only has to be done one time before ALL skills unless the hands become unsanitary)
- 3 Sanitizes work area. (This only has to be done one time before ALL skills unless the table becomes unsanitary)
- 4 Universal precautions shall be utilized to clean blood and body fluids
- 5 Implements dropped on the floor shall not be used until demonstrating mock disinfection
- 6 Places disposable materials in trash after use
- 7 Places used implements in container separate from disinfected implements
- 8 Sanitizes work area after completing task. (This only has to be done one time at the end of ALL skills)

#### UNIVERSAL PRECAUTIONS - FOR BLOOD SPILL

- 1 Stops the skill immediately
- 2 Sanitizes hands
- 3 Puts gloves on
- 4 Cleans the wound using an antiseptic (not alcohol)
- 5 Bandages wound or applies styptic to stop bleeding
- 6 Puts all disposable items (including gloves) in one baggie labeled "biohazard"
- 7 That baggie must then put in another baggie labeled "biohazard"
- 8 These bio-hazard baggies must be thrown in the candidate's own trash can and not left on the premises anywhere at the test site
- 9 Candidate must sanitize hands after disposing contaminated items

## CHEMICAL RELAXER

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### CHEMICAL RELAXER – RETOUCH

(Barber, 15 minutes)

*This will be performed on mannequins for Barbers.*

- 1 Drapes for chemical service using chemical service cape and 2 terry cloth towels
- 2 Sections the hair
- 3 Applies base cream to the hairline and ears
- 4 Wears disposable gloves during application
- 5 Applies relaxer to regrowth
- 6 Cross-checks section to ensure complete coverage
- 7 Smooths hair with back of non-metal comb, fingers or applicator brush
- 8 Keeps mid-shaft and ends free from product
- 9 Keeps unprotected area free from product

### CHEMICAL RELAXER – VIRGIN

(Barber, 17 minutes)

*This will be performed on mannequins for Barbers.*

- 1 Drapes for chemical service using chemical service cape and 2 terry cloth towels
- 2 Sections the hair
- 3 Applies base cream to the hairline and ears
- 4 Wears disposable gloves during application
- 5 Applies relaxer approximately 1/4" from scalp out to 1/2" from ends
- 6 Applies relaxer to scalp area and ends
- 7 Smooths hair with back of non-metal comb, fingers, or applicator brush
- 8 Cross-checks section to ensure complete coverage
- 9 Keeps unprotected area free from product

## FACIALS

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### MALE FACIAL

(Barber, 20 minutes)

**Note:** Evaluators may ask candidates to perform each of the massage manipulations to ensure the evaluator sees each manipulation being performed. Candidates will NOT be marked down for demonstrating the massage manipulations before being asked, but candidates should make sure to demonstrate the massage manipulations when asked.

*This will be performed on a live model.*

- 1 Drapes model to protect clothing and hair
- 2 Applies and distributes cleanser in direction of beard growth
- 3 Avoids eye area
- 4 Tests temperature of steam cloth towel
- 5 Applies steam cloth towel to remove cleansing product
- 6 Applies massage product in direction of beard growth
- 7 Performs facial manipulations a minimum of one time on entire face

- 8 Performs manipulations in direction of beard growth
- 9 Maintains hand contact with client's skin throughout manipulations
- 10 Uses cushions of fingertips or palms for facial manipulations
- 11 Demonstrates effleurage manipulations
- 12 Demonstrates petrissage manipulations
- 13 Demonstrates tapotement manipulations
- 14 Applies steam cloth towel to remove massage product
- 15 Applies toner or astringent to skin
- 16 Applies moisturizer in direction of beard growth
- 17 Prevents cross-contamination

## HAIR COLORING

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### HAIR COLOR – RETOUCH

(Barber, 10 minutes)

*This will be performed on a mannequin.*

- 1 Drapes for chemical service using chemical service cape and 2 terry cloth towels
- 2 Sections the hair
- 3 Wears disposable gloves during application
- 4 Using a bottle, or brush and bowl, applies product at the scalp completely covering 1/2" to 1" of regrowth
- 5 Cross-checks section to ensure complete coverage
- 6 Removes excess color product from the skin
- 7 Avoids overlapping color onto previously colored hair

### HAIR COLOR – VIRGIN

(Barber, 15 minutes)

*This will be performed on a mannequin.*

- 1 Drapes for chemical service using chemical service cape and 2 terry cloth towels
- 2 Sections the hair
- 3 Wears disposable gloves during application
- 4 Using a bottle, or brush and bowl, applies product 1/2" from scalp up to 1/2" from ends
- 5 Applies color to scalp area and ends of hair
- 6 Cross-checks to ensure complete coverage
- 7 Removes excess color product from the skin

## HAIR CUTTING

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### BASIC LAYERED HAIRCUT – (SHEARS/SCISSORS )

(Barber, 20 minutes)

*This will be performed on a mannequin, utilizing one quadrant.*

- 1 Drapes mannequin with a neckstrip or towel and cutting or styling cape
- 2 Sections hair
- 3 Holds comb and cutting tool in hand(s) throughout haircut
- 4 Establishes and follows guideline
- 5 Removes a minimum of 1/2" of hair
- 6 Completes a blended layered haircut
- 7 Uses cutting tools safely
- 8 Cleans or sweeps area when finished

## TAPERED HAIRCUT BACK OF HEAD – (CLIPPERS)

Please see photo of finished haircut at [www.pearsonvue.com/pa/cosmetology](http://www.pearsonvue.com/pa/cosmetology) for further information.

**(Barber, 20 minutes)**

*This haircut will be performed on a live model. The whole back of the head will be tapered and the haircut will be blended or finished as desired. You will be graded on the overall, finished haircut.*

- 1 Drapes model with neck strip and cape
- 2 Begins at 0 degrees on the base of nape
- 3 Tapers upwards to 2"
- 4 Removes at least 1/4" of hair
- 5 Uses cutting tools safely
- 6 Completes a blended taper
- 7 Cleans or sweeps area when finished

## TAPERED HAIRCUT BACK OF HEAD – (SCISSORS OVER COMB)

Please see photo of finished haircut at [www.pearsonvue.com/pa/cosmetology](http://www.pearsonvue.com/pa/cosmetology) for further information.

**(Barber, 20 minutes)**

*This haircut will be performed on a live model. The whole back of the head will be tapered and the haircut will be blended or finished as desired. You will be graded on the overall, finished haircut.*

- 1 Drapes model with neck strip and cape
- 2 Begins at 0 degrees on the base of nape
- 3 Tapers upwards to 2"
- 4 Removes at least 1/4" of hair
- 5 Uses cutting tools safely
- 6 Completes a blended taper
- 7 Cleans or sweeps area when finished

## PERMANENT WAVING

### PERMANENT WAVE

**(Barber, 15 minutes)**

*This will be performed on a mannequin.*

- 1 Drapes for chemical service using chemical service cape and 2 terry cloth towels
- 2 Sections hair
- 3 Section width correlates with length of rod
- 4 Sub-section correlates with the diameter of the rod size
- 5 Partings are straight and clean
- 6 Wraps three rods
- 7 Winds hair around rods evenly and smoothly
- 8 Fastens the band along the top of the rod not twisted or touching the scalp
- 9 Applies protective cream or cotton around wrapped section
- 10 Wears disposable gloves during saturation
- 11 Curl is evenly saturated for processing
- 12 Demonstrates mock test curl
- 13 Finishes without fishhooks

## SHAVING

### SHAVING – FACE AND NECK

**(Barber, 25 minutes)**

*This will be performed on live model with a razor blade.*

- 1 Drapes model with cape and terry towel
- 2 Tests temperature of steam cloth towel
- 3 Applies a steam towel to the face and neck
- 4 Applies lather to face and neck with hands or brush
- 5 Removes lather from lips, nose, eyes, and ears
- 6 Demonstrates freehand (in correct section of face using bladed straight razor and removing hair)
- 7 Demonstrates backhand (in correct section of face using bladed straight razor and removing hair)
- 8 Demonstrates reverse freehand (in correct section of face using bladed straight razor and removing hair)
- 9 Demonstrates stretching the skin taut under the razor
- 10 Shaves in the direction of hair growth
- 11 Removes lather from the blade onto towel
- 12 Completes shaving face and neck
- 13 Tests temperature of steam cloth towel
- 14 Removes remaining lather from the face and neck with warm towel
- 15 Applies astringent or toner to the face and neck with a patting motion
- 16 Uses shaving tool safely

## BARBER

### HONING AND STROPPING

**(Barber, 15 minutes)**

*This will be performed on live model with a razor blade.*

- 1 Holds hone flat
- 2 Holds razor with all four fingers on the shank when honing
- 3 Holds the razor flat on stone while performing the figure-eight ("8" or "X")
- 4 Applies even pressure while honing
- 5 Turns razor on back while honing, prior to reversing the blade
- 6 Applies even pressure while stropping
- 7 Strops entire blade
- 8 Holds razor flat against strop
- 9 Turns razor with the back leading while stropping

# TEACHER PRACTICAL EXAMINATION SKILLS LIST

**Note:** All candidates scheduled for a practical exam will be required to dress appropriately (business casual attire is recommended) **and to wear a salon smock or apron during the examination.** If the smock or apron has a school name on it, candidates are asked to ensure the school name is covered prior to coming to the test site and remains covered during the examination. If a candidate does not bring a smock or apron with them on the day of testing, they will not be allowed to test and will be required to reschedule their practical examination for a later date. Fees will apply.

## LECTURE – BARBER TEACHER

1. Clearly presents lesson plan, including, topic, objective and time required.
2. Objective explicitly states purpose of lesson.
3. Objective delineates the knowledge, skills and abilities students should acquire within the lesson.
4. Subject matter of lesson plan is directly correlated to selected topic.
5. Brings all necessary, relevant materials.
6. Presents material in a linear manner.
7. Visual aids are clear and easily legible.
8. Begins lesson on time.
9. Does not second-guess information being presented.
10. Information presented is accurate.
11. Describes safety and sanitation procedures of subject matter.
12. Discusses theory of assigned subject.
13. Discusses practical application of assigned subject.
14. Summarizes subject at conclusion of lesson.
15. Describes assessment methods that will be used to determine student's retention of subject matter.
16. Lists students' assignment(s) to reinforce subject matter.

## BARBER TEACHER DEMONSTRATIONS

### MALE FACIAL - DEMONSTRATION

1. Identifies equipment, implements, cosmetics and materials that are used to perform a male facial service.
2. Demonstrates preparation of client.
3. Explains and demonstrates correct safety and client protection procedures.
4. Reviews basic male facial procedures including application of massage product in direction of growth of beard.
5. Demonstrates giving a facial with steam towels.
6. Stresses proper direction while conducting the manipulations.
7. Reviews proper use of implements, cosmetics, and materials.
8. Establishes criteria to evaluate a quality male facial.
9. Summarizes demonstration.
10. Speaks clearly and distinctly.
11. Follows time frame stated in lecture.
12. Maintains sanitary conditions throughout.

### SHAVE - DEMONSTRATION

1. Identifies equipment, implements, cosmetics and materials that are used to perform a shave service.
2. Demonstrates preparation of client.
3. Explains and demonstrates correct safety and client protection procedures including disinfection of the straight razor prior to the service and applying an astringent/toner after shaving the face.
4. Explains how to prepare client's face and beard for shave.
5. Reviews basic shave of face and neck.
6. Demonstrates 14 shaving movements using correct strokes in the proper order on client.
7. Demonstrates how and explains why holding the skin taut and proper razor angle and stroking are important in safely servicing a client.
8. Reviews proper use of implements, cosmetics, and materials.
9. Establishes criteria to evaluate a quality shave.
10. Summarizes demonstration.
11. Speaks clearly and distinctly.
12. Follows time frame stated in lecture.
13. Maintains sanitary conditions throughout.