



# PENNSYLVANIA BARBER CANDIDATE HANDBOOK

May 2024

# QUICK REFERENCE

## PENNSYLVANIA DEPARTMENT OF STATE, BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS STATE BOARD OF BARBER EXAMINERS

[www.dos.pa.gov/barbers](http://www.dos.pa.gov/barbers)

P.O. Box 2649, Harrisburg, PA 17105-2649

833-367-2762 | Toll Free: 1-833-DOS-BPOA

*Hours of Operation 8:00 am – 5:00 pm M-F, Closed on Federal Holidays*

### **Contact the State Board of Barber Examiners to:**

- Clarify information about licensure
- Obtain information regarding reciprocity from other States
- Obtain information on continued licensure
- Renew or reinstate a license that has been inactive for less than five years
- Obtain license verification

### **Go to [www.pals.pa.gov](http://www.pals.pa.gov) to:**

- Submit initial application for examination and licensure
- Apply for licensure by reciprocity
- Verify if your Eligibility Requirements were received
- Change your current address or name *after* testing

### **Questions:**

- Please submit a question by selecting the 'Create New Ticket' option from the webpage at: <https://www.pals.pa.gov/#/page/AnonymousSupportTicket>

## PEARSON VUE® PENNSYLVANIA BARBER

*Attn: Regulatory Program Manager*

5601 Green Valley Dr., Bloomington, MN 5543

(866) 638-7502

*Monday–Friday 7am–11pm; Saturday 8am–5pm; Sunday 10am–4pm (Eastern Time Zone)*

### **Go to Pearson VUE's website ([www.pearsonvue.com/pa/cosmetology](http://www.pearsonvue.com/pa/cosmetology)) to:**

- Schedule, cancel, or reschedule a Theory or Practical Skills Examination
- Obtain information regarding your Score Report
- Request a duplicate Score Report
- Obtain information regarding your examination
- Obtain a copy of your Authorization to Test (ATT) letter
- Request an accommodation for testing under the Americans with Disabilities Act (ADA) guidelines

### **Go to Pearson VUE's website ([www.pearsonvue.com/pa/cosmetology](http://www.pearsonvue.com/pa/cosmetology)) to:**

- Download a Candidate Handbook
- Make a real-time examination reservation
- View test center testing dates (for Practical Exams)
- View Frequently Asked Questions

## PEARSON VUE® OHT PROCESSING OFFICE

PO Box 1178

Dripping Springs, TX 78620

888-511-5352

*Monday–Friday 8am–6pm (Eastern Time Zone)*

### **You can check the status of the following by logging into your PALS account @ [www.pals.pa.gov](http://www.pals.pa.gov) :**

- Verify that your application was correctly submitted & processed
- Verify if your Eligibility Requirements and transcripts were received
- Check on the status of your license application

### **Call to:**

- Obtain information on license requirements
- Clarify application instructions
- Obtain a printed copy of the candidate handbook
- Change your current address or name *before* testing

# STEPS TO LICENSURE

## STEP 1: SUBMIT THE APPLICATION

Complete the *License Application* by logging in to the following website: [www.pals.pa.gov](http://www.pals.pa.gov)

You can also find a link to the state's web site (and application) at: [www.pearsonvue.com/pa/cosmetology](http://www.pearsonvue.com/pa/cosmetology)

To submit your application for review, you must pay the application fee through PALS. You will also need a Pennsylvania State Background Check. You must provide a recent Criminal History Records Check (CHRC) from the state police or other state agency that is the official repository for criminal history record information for every state in which you have lived, worked, or completed professional training/studies for the past five (5) years.

Notarized affidavits, photos, Valid ID, Proof of Education, barber school transcripts, and Criminal History Checks can be attached electronically to the PALS application.

## STEP 2: RECEIVE ELIGIBILITY AND APPROVAL TO TEST LETTER

Once applications are submitted along with the required documentation, applicants will receive their exam eligibility letter (from PALS) via email, and an approval to test (ATT) email from Pearson VUE, which will detail steps for scheduling and paying for the Theory and/or Practical Skills Examination(s). If you do not receive your authorization to test within 2 business days of receiving your exam eligibility letter, please call the Pearson VUE OHT Processing Office at 888-511-5352.

Applicants **MUST** provide a valid email address in the application in order to receive important email communication.

## STEP 3: SCHEDULE THE THEORY AND PRACTICAL SKILLS EXAMINATIONS

To schedule or reschedule an exam, create or log into your Pearson VUE account at:

<https://home.pearsonvue.com/pa/cosmetology>

Use Live Chat feature on the website or contact the call center at toll free number (866) 638-7502. Call Center Hours are M-F, 8am-11pm EST; Sat, 8am-5pm EST; Sun, 10am-4pm EST.

Theory exams must be scheduled at least two (2) calendar days in advance. Barber practical exams must be scheduled at least five (5) calendar days in advance. Instructor practical exams must be scheduled at least 14 calendar days in advance. All exams must be in scheduled in advance. Walk-ins are not be permitted.

## STEP 4: COMPLETE THE THEORY AND PRACTICAL EXAMINATIONS

Candidates have one year from the date of authorization to take either the theory or practical exam. Exams can be taken in any order. If one exam is not passed within the one-year authorization period, a new application must be submitted. If one exam is taken and passed within the authorization period, the candidate will have one additional year from the date the first exam was passed to take and pass the second exam. If the second exam is not passed within a year of the first, a new application must be submitted. Any exam rescheduled during the active authorization time period will require the exam fee payment for each rescheduled exam.

## STEP 5: LICENSURE

If the applicant has passed both the Barber theory and the practical skills examination, passing results will be sent electronically to the State, updated in the applicant's PALS record, and then the State will issue the applicant's license. Please allow 10-15 days for information to be updated in PALS. If you cannot verify your license on PALS, or you do not receive your license in the mail within 10-15 days from your exam date, please call the Pearson VUE OHT Processing Office at 888-511-5352. To verify certification of a license, you may search the State's database at: <http://www.pals.pa.gov>, and then click on **Verification/Certification of License** in the left-hand navigation panel.

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## INTRODUCTION

This handbook is for candidates who want to be licensed as barbers in Pennsylvania. It describes the steps that you, the candidate, must follow to apply for and test. Please read this handbook in its entirety.

The Pennsylvania State Board of Barber Examiners has contracted with Pearson VUE to manage the application process, as well as create, score, and report the results of the Practical Skills Examination and the Theory Examination you must take to become licensed. The phone number and address of Pearson VUE are listed in the Quick Reference on the inside front cover of this handbook.

### EXAM OVERVIEW

There are two examinations: the Practical Skills Examination and the Theory Examination. You must pass both examinations in order to be licensed. Candidates may take either exam first. There is no requirement to pass one before the other.

During the Practical Skills Examination you will be asked to perform randomly selected barber skills. You will be given two (2) hours to complete the skills. You will be rated on these skills by an evaluator. You must perform all of the skills correctly in order to pass the Practical Skills Examination. A complete listing of the skills is shown on pages 11 to 14.

**You may take the Practical Skills Examination and the Theory Examination in any order. You have one year from the date of the first passed exam to pass the second exam.**

The Theory Examination consists of multiple-choice questions and is available for all license types in English. Candidates can also take the Barber, Barber Endorsement, and Manager Barber theory examinations in Spanish. Content Outlines for the Theory examinations can be found on pages 9 to 10 in this handbook.

## ELIGIBILITY

You must submit a License Application with supporting documentation and fees prior to being eligible to receive a temporary license and sit for the examinations.

### ELIGIBILITY REQUIREMENTS

#### 09 – BARBER

A candidate who wishes to obtain a barber license must pass a theory examination and a practical examination. Before taking these examinations, a candidate must:

- Successfully complete a 1,250-hour course of instruction in barbering in a licensed school (completed in not less than nine months) **OR**
- Successfully complete 1,250-hour course of instruction in a licensed barber shop under the supervision of a barber teacher or barber manager (completed in not less than nine months). **AND**
- Be at least 16 years old and have an 8th grade education or equivalent.

#### 10 – BARBER TEACHER

A candidate who wishes to obtain a barber teacher license must pass a theory examination and a practical examination. Before taking these examinations, a candidate must:

- Be at least 23 years old and have a 12th grade education or equivalent. **AND**
- Successfully complete five years of experience as a licensed barber in a licensed shop in the Commonwealth of Pennsylvania (**must attach a copy of current barber's license**). **OR**
- Hold a current barber manager license and have trained for 1,250 hours under a licensed teacher in a licensed barber school as teacher trainee (**must attach a copy of current barber manager's license**).

#### 11 – BARBER MANAGER

A candidate who wishes to obtain a barber manager license must pass a theory examination. Before taking the examination, a candidate must:

- Have an 8th grade education or equivalent. **AND**
- Have a current barber license and have worked at least one year as a barber within a licensed barber or cosmetology shop.

#### 12 – BARBER BY ENDORSEMENT/OUT-OF-STATE BARBER

A candidate who wishes to obtain a barber by endorsement/out-of-state barber license must pass a theory examination. Before taking this examination, a candidate must:

- Hold a current, active barber license in a state where Pennsylvania does not have an agreement of reciprocity. **AND**
- Provide a certification of their license from the state in which they are licensed on official letterhead bearing the state seal. A copy of the license is **not** acceptable proof of licensure. **NOTE:** Verifications must be received directly from the state board, not from the applicant.



## REQUIRED DOCUMENTATION

### BARBER, BARBER TEACHER

#### Required Documentation

1. **Proof of Age:** (copy of your current, unexpired Driver's License, Birth Certificate, Visa, or Passport).
2. **Barber Training Affidavit (included in application):**  
This can be found on-line at [www.pearsonvue.com/pa/cosmetology](http://www.pearsonvue.com/pa/cosmetology). For "BARBER MANAGER" the Training Affidavit must be completed by a Barber Manager, Teacher, or Shop Owner where you have earned your hours. All sections of the affidavit must be completed in the entirety. If using qualifying experience from more than one shop or school, you must submit an affidavit from each shop/school with dates and hours from those shops/schools. Candidates who are self-employed must submit a copy of the shop license and including specific dates for shop ownership.  
\*In lieu of a signed school affidavit, a certificate issued by the licensing board certifying school hours for a school which has closed is an acceptable alternative.
3. **Proof of High School Education:** (attach one of the following):
  - A. Barber: Proof of 8th grade education  
Barber Teacher: Proof of 12th grade education.
  - B. Official letter from school with original signature of principal or guidance counselor.
    1. Official transcript with school seal with original signature of principal.
    2. Home schooling documentation is acceptable if it follows the previously stated guidelines and is through an association currently registered with the Pennsylvania Department of Education.
    3. If documents verifying education are in any language other than English, they must be translated into English and notarized. If you were educated outside of the United States, education must be evaluated by an accredited evaluation service to establish equivalency.

#### Recommended Evaluation Services:

##### 1. ACREVS, Inc.

1776 Clear Lake Ave., Milpitas, CA 95035-7014

E-mail: [www.acrevs.com](http://www.acrevs.com)

Phone: 408-719-0015 Fax: 510-252-0876

##### 2. Educational Credential Evaluators, Inc.

P.O. Box 514070, Milwaukee, WI 53203-3470

E-mail: [www.ece.org](http://www.ece.org)

Phone: 414-289-3400 Fax: 414-289-3411

**\*An original acceptable GED points and diploma or TABE scores.**

### BARBER BY ENDORSEMENT/OUT-OF-STATE BARBER

**Required Documentation:** Attach a letter indicating the period of time in which you worked in the field (including dates) and a Certification of Licensure from the state where you hold a license. This certificate must show that you have a current (not expired and not inactive) license in that state.

NOTICE: Pearson VUE has been notified by the Pennsylvania Board of Barber Examiners that they will be requiring all candidates to submit an official Criminal History Record Information check with their applications for licensure examinations, reactivation, and reciprocity.

Applicants will need to supply an official Criminal History Record Information check from the State Police or other state agency for every state in which the candidate has resided during the past five years. The reports must be dated within **ninety (90) days** of the date of the application.

## INFORMATION ON RECIPROCAL STATES

The reciprocity list is subject to change at any time. It is advisable to contact the Pennsylvania State Board prior to submission to ensure that the information is currently accurate.

## RECIPROCITY

If applicant is out of state and there is a reciprocal agreement and they have a current, not expired or not inactive license, NO exam is required. If candidate holds a current, not inactive, not expired licensed in a state where there is NO understanding of reciprocity, they must take the endorsement exam (50 state specific law questions).

## REINSTATEMENT

- If you hold a Pennsylvania license that has not been active for more than five years, complete a reinstatement application found on Pearson VUE's [barber resources](#) page.
  - Please note, Barber Regulations section 3.15, A barber, manager-barber or barber-teacher who fails to renew a license for a 5-year period is required to take the appropriate practical examination and pay applicable back fees prior to renewal of the license.
- If you hold a Pennsylvania license that has not been active for less than five years, then contact the board at (717) 783-3402 or e-mail the board at [ra-barber@state.pa.us](mailto:ra-barber@state.pa.us)

# APPLICATION AND SCHEDULING

## FILLING OUT AN APPLICATION

To become licensed in Pennsylvania, you must complete an *Application for Licensure*. You can begin the on-line application process by logging into the PALS system at: [www.pals.pa.gov](http://www.pals.pa.gov)

Since you are the applicant, you must complete the application yourself. You may call a Pearson VUE OHT Processing Office representative for assistance at **888-511-5352**. You will need to attach other documents to the application. Please refer to the application to determine which additional documents you need to include. You must pay the application fee when you begin the application. **If you fail to attach the required documents or fail to complete all required fields of the application your application will be considered incomplete and you will receive an e-mail notification.**

If you completed the electronic application and all required documents and payments have been received, you will receive an ELIGIBILITY notice (from PALS) via e-mail, along with an APPROVAL TO TEST notice (from Pearson VUE) with instructions on how to schedule and pay for your examination. If you need to reschedule your examination, you may do so online at [www.pearsonvue.com/pa/cosmetology](http://www.pearsonvue.com/pa/cosmetology) or contact Pearson VUE at **(888) 638-7502** and refer to the Cancellation and Rescheduling section in this handbook.

If you have submitted an incomplete application, you will be sent a LETTER OF DEFICIENCY via e-mail, specifying the outstanding requirements. Any outstanding requirements must be submitted to Pearson VUE within one (1) year of the application received date. After one (1) year, the application will expire and you will be required to complete a new application and pay the appropriate fees.

## BACKGROUND QUESTIONS

Candidates are required to respond to a series of background questions as part of the application process. Certain applications will need to be reviewed and approved by the State Board prior to candidates being approved to take the examination.

NOTE: Candidates who have responded "YES" to one of the background questions 3 through 7, should allow an additional 5-10 days for receipt of your authorization to test letter or notification from the Board regarding your application.

## NAME & ADDRESS CHANGES

**If you have had a name change since submitting your application**, you MUST request a NAME CHANGE PRIOR to arriving at the testing center. You must submit a request to the Pearson VUE OHT Processing office at [PAapplications@oakhilltech.com](mailto:PAapplications@oakhilltech.com), along with a copy of the official documentation affecting the name change (example: marriage certificate or divorce decree). The signature and name on the IDs you present at the test center must match exactly to what was originally submitted, or updated, on your PALS application. Address and phone number changes can be personally completed by candidates in your PALS account.

## APPLICATION AND EXAM FEES

If you are taking the examinations for the first time, you must complete the correct application, the state application fee, the associated processing fees, and supporting materials. Your Authorization to Test notice will contain details about how to schedule and pay for your examination.

EXAMINATION OR RETAKES	TOTAL FEE
Practical Exam (First time or retakes)	\$77
Theory (First time or retakes)	\$63

The state's application fee will be required when completing the on-line application form, through PALS. **Fees cannot be refunded and cannot be transferred to another person.** If you miss your examination, you are still responsible for the fee and must pay the rescheduling fee to schedule another examination.

Accepted forms of payment for scheduling the Practical and Theory Examination are: credit card, debit card, or voucher.

## ADA ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at [accommodationspearsonvue@pearson.com](mailto:accommodationspearsonvue@pearson.com).

## ELIGIBILITY AND APPROVAL TO TEST NOTICE

When your application, application fee, affidavit, background questions, and supporting documents have been reviewed/received and evaluated for completeness, you will receive a notice of eligibility and an approval to test notice via email. The approval to test notice contains details about how to schedule and pay for your theory and practical examinations.

If you do not get your approval to test notice within ten (10) business days after submitting your application, contact the Pearson VUE OHT Processing Office at **888-511-5352**. (Saturday, Sunday, and legal holidays are not business days.)

NOTE: Candidates who have responded "YES" to one of the background questions 3 through 7 may be asked to submit certified copies of relevant documents and should allow an additional 5-10 days for receipt of your authorization to test letter or notification from the Board

regarding your application.

If your application is incomplete, or if you have not sent the correct fees or other documents, you will be sent a deficiency letter indicating that your application is incomplete. The e-mail will instruct you on what you still need to attach. An approval to test notice will not be sent until you have completed the on-line application and attached all of the required documents.

**Your approval to test notice has important information about the exam. Call Pearson VUE if you do not get your letter within ten (10) business days after submitting your application and mailing your required documentation and payment. Pearson VUE is NOT responsible for lost, misdirected, or delayed mail.**

## SCHEDULING LEAD TIMES

You must schedule your Theory exam two (2) calendar days in advance. Practical exams must be scheduled five (5) calendar days in advance. All Instructor exams must be scheduled fourteen (14) calendar days in advance.

## TEST SITES – PRACTICAL SKILLS AND THEORY EXAMINATIONS

The Theory Exam will be given at a Pearson VUE computer-based testing facility. Please visit [www.pearsonvue.com/pa/cosmetology](http://www.pearsonvue.com/pa/cosmetology) or call 1 866-638-7502 to determine the schedule of the test site most convenient to you. The locations of these centers and testing frequencies are listed below:

TEST CENTERS - THEORY EXAMS	
Harrisburg	3-4 days per week
Philadelphia	3-4 days per week
Pittsburgh (East)	2-3 days per week
Pittsburgh (West)	2-3 days per week
Erie	1-2 days per week
Allentown	1-2 days per week
Scranton	2-3 days per week
Plymouth Meeting	1-2 days per week
Washington	1-2 days per week
Newark (Wilmington), DE	3-4 days per week
Morgantown, WV	2-3 days per week
TEST CENTERS - PRACTICAL EXAMS	



## CANCELLATION AND RESCHEDULING

If you cannot attend your Practical Skills Examination, you must contact Pearson VUE at least five (5) calendar days before the day of the exam to reschedule. If you do not attend your exam, and have not contacted Pearson VUE at least five (5) calendar days before the exam date, your exam fee will NOT be refunded and you cannot transfer the fee to another exam date. You may not give your exam date to another person.

If you cannot attend your Theory Exam, you must contact Pearson VUE at least two (2) calendar days before the day of the exam to reschedule. If you do not attend your exam, and have not contacted Pearson VUE at least two (2) calendar days before the exam date, your exam fee will NOT be refunded and you cannot transfer the fee to another exam date. You may not give your exam date to another person.

### ABSENCE POLICY

Candidates who are late or absent from an exam may call Pearson VUE within 14 days of the exam date to request an excused absence for the following reasons:

- Illness of yourself or an immediate family member
- Death in the family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

A case number will be assigned and instructions provided for emailing supporting documentation. **Candidates absent from or late to an exam who have not changed or canceled the reservation according to the change/cancel policy will not be admitted to the exam and will forfeit the exam fee.**

### WEATHER EMERGENCIES

Exams may be delayed or cancelled if severe weather or a natural disaster makes the test site unsafe or impossible to reach. Candidates will be notified if the exam is cancelled and may take the exam on another day at no additional cost.

## EXAM DAY

### WHAT TO BRING

**You MUST bring the following items with you both to the Practical Skills Examination AND the Theory Examination test site:**

- **Two (2) forms of current (unexpired) signature-bearing identification.** (One MUST be photo-bearing, see list below). **PLEASE NOTE:** The signature and names must match exactly to what was submitted on your application. **If you come to the test site without the proper ID, you will not be allowed to take the exam and you will lose your exam fee.**

Items to bring with you to the **Practical** test site:

- All required equipment as detailed in the Supply List at <https://home.pearsonvue.com/pa/cosmetology/barber-resources>, including live models for Barbers. See page 7 for model requirements.
- All candidates are required to wear a SMOCK or APRON and dress appropriately (business casual attire is recommended). No hats, no ripped jeans, no tanks or halter tops, and no shorts. Skirts must be to the knee or below. Candidates must have a clean, well groomed appearance and wear a salon smock or apron that covers undergarments 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.
- **REQUIRED EQUIPMENT:**
  1. Conventional Razor
  2. First Aid Kit
  3. Live Model/Mannequin
  4. Scissors
  5. Clippers
- **NO CELL PHONES, SMART WATCHES, OR ANY OTHER ELECTRONIC DEVICES**

**Recommended** items to bring with you to the **Practical** test site:

- The approval to test notice.

***No other materials will be allowed.***

All exam questions, each form of the exam, and all other exam materials are copyrighted by and the property of Pearson VUE. Any distribution of the exam content or materials through any form of reproduction, or through oral or written communication, is strictly prohibited and punishable by law. Anyone who removes or tries to remove exam material or information from the test site will be prosecuted to the fullest extent of the law.

## ACCEPTABLE FORMS OF CANDIDATE IDENTIFICATION

Candidates must present two (2) forms of current signature identification. The primary identification must be government-issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English.

### PRIMARY ID (PHOTOGRAPH AND SIGNATURE, NOT EXPIRED)

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (with photo and signature)
- National/State/Country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

### SECONDARY ID (SIGNATURE, NOT EXPIRED)

- U.S. Social Security card
- Debit (ATM) card
- Photo-bearing School ID
- Any form of ID on the Primary ID list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

## TESTING POLICIES

The following policies are observed at each test center:

### LATENESS

**Arrive at the test center thirty (30) minutes before your scheduled examination starts.** If you are late for your scheduled examination, or do not bring all of your required materials, you will **NOT** be allowed to test and your examination fee will **NOT** be returned (see *Cancellation* for more details).

### ELECTRONIC DEVICES

Cellular phones, pagers or any other electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings at the test centers.

### PERSONAL BELONGINGS/STUDY AIDS

You are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books or papers into the examination room. Any such materials brought into the examination room will be collected and returned to you when you have completed the examination. Pearson VUE is not responsible for lost or misplaced items.

### EATING/DRINKING/SMOKING

You are not permitted to eat, drink, or smoke during the examination.

### MISCONDUCT

If you cause a disturbance of any kind or engage in any kind of misconduct, you will be dismissed from the examination and the incident will be reported to the State Board of Barber Examiners. Decisions regarding disciplinary measures are the responsibility of the Pennsylvania State Board of Barber Examiners.

### GUESTS/VISITORS

Guests, visitors, pets, interpreters, or children are **NOT** allowed at the test centers.

# THE PRACTICAL SKILLS EXAMINATION

## WHAT TO EXPECT

### SETTING

The Practical Skills Examination is set up to resemble an actual hair salon or barber shop. The Practical Skills Examination area will look similar to your work setting. The Practical Skills Examination will be administered by an evaluator.

*See pages 11-14 for the complete skills listing.*

**Please note:** All set up and take down of supplies and equipment is included in the skill timeframe. Candidates will be allowed to set up mannequin stand and mannequin (unsectioned and uncombed) prior to the practical examination; and **NO CELL PHONES, SMART WATCHES, OR ANY OTHER ELECTRONIC DEVICES** are permitted in the practical exam site area during the entire duration of the exam – findings are subject to exam disqualification.

### THE TASKS

The Practical Skills List contains all of the skills that you may be asked to demonstrate during the Practical Skills Examination. Each skill represents a task that you will be asked to perform in your job and has been broken down into a series of steps. **Each skill should be considered a NEW SKILL, as if a new patron were seated in your chair.**

Before your Practical begins, the Evaluator will provide you the skill to be performed and special instructions regarding that skill. Infection control and safety components will be evaluated throughout all skills and will also be one of the individual skills to be performed. The remaining skills are randomly chosen from the complete set of skills listings on pages 11-14 of this handbook.

If you make a mistake, raise your hand and the evaluator will approach you. Tell the evaluator what you missed, then demonstrate it and proceed with the rest of the skill. You will not have to redo the entire skill, just the steps you wish to correct. If you wish to correct an order-dependent step (a step stating that an action should be performed **before** or **after** another step) and you fail to say **when** the corrected step should be performed, you will not receive credit for the correction.

Once you begin a new skill, you may not go back to correct a previous skill. The Evaluator will not answer questions **during** the Practical Skills Examination and will not tell you whether you performed a skill correctly. You may not receive help from anyone during the Practical Skills Examination. If you do have any questions, please ask

them before the Practical Skills Examination begins.

**You must successfully complete all of the skills in the skill form to pass the Practical Skills Examination. If you fail the practical examination, the complete practical exam must be retaken.**

### TIPS FOR THE PRACTICAL SKILLS EXAMINATION

- You will be expected to perform the skills as you would in a work setting. When water is required in the instructions, you must use water. For all steps, you must actually perform the skill in order to receive credit. You may not simply tell the evaluator what you would do for simulating a step.
- In accordance with the Pennsylvania State Board of Barber Examiners, all bottles and containers in use shall be distinctly and correctly labeled to disclose their contents. All liquids, creams, and other preparations shall be kept in properly labeled, clean, and closed containers.
- All supplies used in the practical skill sets shall be distinctly labeled.
- You **must bring** your own equipment to the test site; you may not borrow equipment from another exam candidate. Please refer to Appendix B, Practical Skills Examination: Candidate Equipment List, or refer to: <http://pearsonvue.com/pa/cosmetology> for practical examination equipment list.

### MODEL REQUIREMENTS

Barber candidates will perform the tapered haircut, shave, and facial on a live model. Chemical services and layered haircut will be performed on a mannequin.

Evaluators will ask the Models to sign a Model sign-in sheet when they arrive for testing.

When taking the Barber Practical Exam or Barber Instructor Practical Exam, you must bring 1 LIVE MODEL and 1 mannequin and stand and/or extender- pre-sectioned/pre-parted mannequins are prohibited. Models must be at least 16 years of age and cannot be a licensed Barber, or going to school for the profession. **Model's hair must be at least 1" long on the top of the head and no less than 1/4" at the nape of the neck and sideburn area.** The length must be sufficient for the barber to demonstrate a shear over comb tapered blend from the clipped area up to the longer hair on top; and the Model must have visible stubble on the face to perform the 14 stroke shave. If your model does not meet these requirements, you will not be permitted to test and you will forfeit your exam fees.

## REQUIRED EQUIPMENT

Required Practical Skills Examination equipment includes:

4. First Aid Kit (must contain all required items including adhesive bandages, gauze or cotton wipes, antiseptic (Labeled: *Antiseptic*), and 2 small baggies (labeled: *Biohazard*)
5. Conventional Razor (required for the Honing and Stropping task)
6. Mannequin that is not pre-sectioned
7. Live model (**that meets the requirements, refer to p. 7**)
8. Smock or apron (and adhering to the dress code requirement – refer to pp. 11 & 16 for dress code requirement)
9. Clippers/Scissors

For a complete list of the practical skills examination equipment needed to complete the skills exam, please refer to:

1. Refer to Appendix B, Practical Skills Examination: Candidate Equipment List
2. Visit <http://pearsonvue.com/pa/cosmetology> for Practical Examination Equipment List

**NOTE:** Ensure all supplies are labeled correctly and without a numbering system (numbering the supplies will be construed as cheating). You are required to have a First Aid kit as part of your supplies. **If you arrive at the testing location without the required supplies, you risk disqualification and/or failure of your examination.**

Evaluators will check to confirm the candidates have all required supplies and equipment prior to the start of the exam to prevent the distraction of having to disqualify a candidate during the exam.

## REFERENCES

PA LAWS & REGULATIONS (available on the board's website)

- Barber Regulations: Title 49, Chp 3
- Act 589 of 1931
- Act 48 of 1993 (Schedule of Civil Penalties)

BARBER THEORY/MANAGER BARBER

- Milady Standard Barbering (6th ed.), 2016

BARBER TEACHER THEORY

- Milady Master Educator (3rd ed.), 2014
- Pivot Point: Mindful Teaching Pro, 2013

## THE THEORY EXAM

### THEORY EXAM

When you arrive for your scheduled examination, you must show your two forms of signature identification. One **MUST** be a government-issued, unexpired, photo identification. In addition the names and signatures must match exactly. If you have had a name change since submitting your application, you **MUST** bring a copy of the official document affecting the name change (example: marriage certificate or divorce decree). If you fail to provide these documents you will be denied admission to the examination and you will be liable for all fees.

The theory examination will consist of multiple choice questions and “pretest” questions. (Pretest questions are questions on which information is being collected for use in making future exams. Your answers to pretest questions do not affect your score. Pretest questions are mixed in with the scored questions and are not identified.) The chart below identifies how many items you will see for both the general and state portion as well as the total time allotted for each examination.

EXAMINATION	TOTAL ITEMS	SCORED ITEMS	PRE-TEST ITEMS	EXAM TIME ALLOTTED
Teacher	75	60	15	1 hour 45 min
Barber	130	110	20	2 hours 15 min
Barber Manager	45	40	5	1 hour

If you give help to someone or receive help from anyone during the exam, you will be asked to leave the room immediately. The results will not be scored and the incident will be reported to the Pennsylvania State Board of Barber Examiners. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution.

The theory examinations are offered in the following languages:

EXAM	LANGUAGES OFFERED
Barber	English, Spanish
Barber Endorsement	English, Spanish
Teacher	English
Manager Barber	English, Spanish

# 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

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## BARBER

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

# PRACTICAL SKILLS LIST

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**Dress Code:** All candidates scheduled for a practical exam will be required to dress appropriately (business casual attire is recommended) – no hats, ripped jeans, tanks or halter tops, shorts, and skirts must be to the knee or below. Candidates must have a clean, well-groomed appearance and wear a salon smock or apron that covers undergarments 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

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#### INFECTION CONTROL & SAFETY

##### (10 minutes)

- 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

### 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 Smoothes 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 Smoothes 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

### 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

### 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 ½" 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 ½" from scalp up to ½" 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

### 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 ½" 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 – (SCISSORS/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

## PERMANENT WAVING

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### 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

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### 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

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### HONING AND STROPPING

(Barber, 15 minutes)

*This will be performed on hone and strop provided by test center. Conventional razor required.*

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



# TEACHER PRACTICAL EXAMINATION CANDIDATE INSTRUCTIONS

The Teacher practical examination will consist of two parts: 1) a Lecture evaluation, and 2) a Demonstration evaluation. Candidates will receive a letter from Pearson VUE with their assigned Lecture Topic and Demonstration Item based on the type of Teacher Practical Examination.

In the Lecture evaluation, you will present an oral lesson based on a topic that will be assigned to you. You must develop a step-by-step lesson plan for conducting a class using the appropriate principles of learning, motivation, presentation, application, and evaluation. The lecture requires the use of adequate instructional aids. In the Demonstration evaluation, you will perform a basic, field-related task as you would in a classroom. You will be evaluated according to procedure, technical skill content, and delivery. You **must** bring **2 hard copies** of the lesson plan for the lecture **and** for the demonstration. These lesson plans along with any instructional materials and supplies used during the exam will be collected and retained by the evaluator at the end of the exam.

## LECTURE EVALUATION

You will have 10 minutes to prepare for the lecture, and up to 50 minutes to execute it. In your introduction of material, you must clearly state an objective and a purpose, and explain the knowledge, skills, and abilities that students are to acquire within the context of the lesson.

You must demonstrate that you are clearly prepared to give the lecture. In order to accomplish this task, you must begin your lecture on time. The subject matter of the lesson must be clearly stated, accurate, presented in a linear fashion, and it must relate directly to the assigned topic. All necessary, relevant materials must be prepared in advance, and visual aids must be legible. You must not second-guess yourself as you are presenting the material.

As with any valuable lesson, you must discuss the theory of the subject and the practical application. At the conclusion of the lesson, you must summarize the subject. As a teacher would do in a classroom setting, you must describe some assessment methods that will be used to determine your students' retention of the subject matter, and list several student assignments that will be used to reinforce subject matter.

## DEMONSTRATION EVALUATION

You will have 10 minutes to prepare for the demonstration, and up to 50 minutes to execute it. You will be expected to perform techniques for teaching manipulative skills as you would in front of a classroom, discuss-

ing the steps of the procedure as you perform them. **Barbers require live models. Models must be at least 16 years of age, and must not be a Cosmetologist, Barber, or Barber Instructor; and they may not be going to school for any of these professions. You may not communicate with them at the test site unless required by the skill.** Teacher Practical Candidates will be evaluated on one of the following assigned demonstration items.

## BARBER TEACHER

### MALE FACIAL

You will be expected to demonstrate the male facial on a live model. As an introduction, you must list equipment, implements, cosmetics, and materials that are used during a male facial. You must demonstrate how to use equipment that may be unfamiliar to students, and demonstrate how to properly prepare a client to receive this service.

Before beginning the procedure, you must orally review the procedures for a quality male facial. Then, you must demonstrate the procedure while describing safety procedures that the students must follow. Discuss and demonstrate the correct procedures for draping, cleansing and preparing the skin and demonstrate the correct procedure for the application of appropriate cosmetics and supplies. Orally discuss the proper way to apply needed products such as cleanser and massage cream as you perform the demonstration. During the entire demonstration you must use and explain professional terminology in discussing all procedures.

In conclusion, you must review the proper use of implements, cosmetics, and materials, and explain appropriate procedures to follow in case of an accident. You will be expected to establish a set of criteria with which a quality facial can be judged.

During the demonstration, you must maintain sanitary conditions at all times.

### SHAVE

You will be expected to demonstrate the correct form of a shave on a live model, using the application of shaving cream, steam towels and razor. As an introduction, you must list equipment, implements, cosmetics, and materials that are used during the shaving skill. You must demonstrate how to use equipment that may be unfamiliar to students, and demonstrate how to properly prepare a client to receive this service.

Before beginning the procedure, you must orally review the procedures for a quality shave. Then, you must demonstrate the procedure while describing safety pro-

cedures that the students must follow. Discuss and demonstrate the correct procedures for draping, cleansing and preparing the skin and demonstrate the correct procedure for the application of shave cream and steam towels. Discuss the proper hand manipulations to move the razor across the face and hold skin taut as you perform the demonstration, including fourteen (14) shaving movements using correct strokes in the proper order. You must also demonstrate how to do a complete shave on the face and neck in the direction of hair growth. During the entire demonstration you must use and explain professional terminology in discussing all procedures.

In conclusion, you must review the proper use of implements, cosmetics, and materials, and explain appropriate procedures to follow in case of an accident. And demonstrate the steps of Universal Safety Precautions. You will be expected to establish a set of criteria with which a quality shave can be judged.

During the demonstration, you must maintain sanitary conditions at all times.

## TEACHER PRACTICAL EXAMINATION SKILLS LIST

**Dress Code:** All candidates scheduled for a practical exam will be required to dress appropriately (business casual attire is recommended) – no hats, ripped jeans, tanks or halter tops, shorts, and skirts must be to the knee or below. Candidates must have a clean, well-groomed appearance and wear a salon smock or apron that covers undergarments 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.

## SCORE REPORTING

Score Reports for Practical examinations will be available on your Pearson VUE account 48-hours after testing. If Practical examination was failed, details of missed skills and steps will be sent via PALS.

**You must successfully complete all of the skills in the skill form to pass the Practical Skills Examination. If you fail the practical examination, the complete practical exam must be retaken.**

### EQUATING AND SCALING

There are multiple versions of each of the licensing examinations. These versions are known as forms. Although all forms of an examination are developed based on the content outlines, the difficulty of the forms of an examination may vary slightly because different questions appear on each form. To ensure that no candidate is put at an unfair advantage or disadvantage due to the particular form of an examination that he or she is given, a statistical procedure known as equating is used to correct for differences in form difficulty.

For example, in an examination with two (2) forms, Form A and Form B, the state licensing agency determines that answering 30 questions correctly on Form A demonstrates the minimum amount of knowledge necessary to be licensed. It is further determined through the equating process that Form B contains slightly more difficult questions than Form A; therefore, answering 30 questions correctly on Form A would indicate the same level of knowledge as answering only 28 questions correctly on Form B. Under this set of circumstances, a score of 30 questions correct would be used as the passing score on Form A whereas a score of 28 questions correct would be used as the passing score on Form B.

A second statistical procedure known as scaling is used to derive the numerical score to report for each candidate. Scaling is used to place a raw score on a common reporting scale on which each scaled score represents a given level of knowledge regardless of the difficulty of the form on which the raw score was achieved.

To illustrate how scaling works, suppose that in the examination example used above, the state licensing agency decides to use a score of 500 as the passing score for reporting purposes. (Note that the score selected to be used as the reported passing score is not related to, and has no bearing on, the difficulty of the examination.) Based on the information provided above, a raw score of 30 on Form A would translate to a scaled score of 500; a raw score of 28 on Form B would also translate to a scaled score of 500 since a raw score of 30 on Form A represents the same level of knowledge as a raw score of 28 on Form B.

## SCALED SCORE

The passing scores of the licensing examinations were set by the Pennsylvania State Board of Barber Examiners (in conjunction with Pearson VUE) after a comprehensive study was completed for each examination. Raw scores are converted into scaled scores that can range from 0 to 100. To avoid misuse of score information, numeric scores are only reported to failing candidates. The scaled score that is reported to you is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. With a passing score of 75, any score below 75 indicates how close the candidate came to passing, rather than the actual number or percentage of questions the candidates answered correctly.

The Teacher Practical examination requires a passing score of 85% for both the lecture and the demonstration portion.

## PASSING

After you have successfully passed both the Practical Skills Examination and the Theory Examination the state board will issue your license within 10-15 business days.

If you have not received your license in the mail within 10 business days of passing the examination, please contact Pearson VUE at 866-638-7502. If you have changed your address from the time you submitted your application, you must notify Pearson VUE prior to the printing of your license.

To verify whether or not a license has been issued, an applicant may search the State's web site using the following link: [www.licensepa.state.pa.us](http://www.licensepa.state.pa.us)

## FAILING AND RETAKING AN EXAMINATION

If you fail the Practical Skills Examination or the Theory Examination, your Score Report will provide you with information on how to re-take the examination. A new examination fee is required each time you re-take the examination.

To schedule a retake examination, contact the Pearson VUE reservation line at 866-638-7502. Reservations for reexamination cannot be made at the test center, and you **must wait twenty-four (24) hours from your failed examination before making your reservation.**

## HOW TO READ A FAILING SCORE REPORT

If you do not pass the Practical Skills Examination, you will receive an official Failing Score Report which will be available in your Pearson VUE online account 48 hours after testing. You must receive a Satisfactory result on all skills in order to pass the Practical.

A message will be sent from PALS that details missed steps or skills that resulted in unsatisfactory scores. Find the skill you failed and study the steps, especially steps listed as Unsatisfactory in your result details from PALS.

To study for re-taking the Practical Skills Examination, candidates should refer to the Practical Skills List in this handbook, and review all of the steps for the *Infection Control and Safety* skill, especially steps 1, 2, and 4.

## DUPLICATE SCORE REPORT

Your score report can be viewed in your Pearson VUE online account. If you lose your Score Report or need a duplicate Score Report, complete the *Request for Duplicate Score Report Form* and mail it to Pearson VUE (see *Appendix A*). Duplicate Score Reports are only available for Theory Examinations.

## PRACTICAL EXAM GRIEVANCE PROCESS

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All complaints regarding the practical examination MUST be submitted in writing directly from the candidate and should contain as much detail as possible. (NOTE: Complaints will not be accepted from any other person or entity without the express written permission of the candidate.) The complaint must be sent to [practicalgrievance@pearson.com](mailto:practicalgrievance@pearson.com). All complaints are required to be submitted no more than 10 days after the examination.

Upon receipt of the complaint, Pearson VUE will acknowledge receipt and conduct an investigation. Within ten (10) business days of receipt of the complaint, the candidate will be emailed a response from Pearson VUE that will detail the outcome of the investigation and remedy, if any.

PLEASE NOTE: Oral complaints or complaints by parties other than the candidate will not be accepted. Once an investigation is completed and a final decision is made, Pearson VUE will consider the case closed.



**DIRECTIONS:** You may use this form to ask Pearson VUE for a copy of your Score Report. Please print or type all information on this form, or your request will be returned.

**SEND TO:** Pearson VUE/Barber Program  
**Duplicate Score Request**  
5601 Green Valley Drive  
Bloomington, MN 55437

or email the request to:  
**pearsonvuecustomerservice@pearson.com**

Please complete the following form with your current name and address. All information must be complete and accurate to ensure proper processing.

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel. (\_\_\_\_) \_\_\_\_\_ The last four (4) digits of your Social Security Number \_\_\_\_\_

Name of Exam \_\_\_\_\_ Theory or Practical (circle one) \_\_\_\_\_

Exam Date \_\_\_\_\_

If the above information was different at the time you were tested, please indicate original information. If your name has changed, you must attach a copy of a legal document authorizing the change (for example, a marriage certificate or a divorce decree).

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Tel. (\_\_\_\_) \_\_\_\_\_

I hereby authorize Pearson VUE to send me at the address above a duplicate of my score report.

Your Signature \_\_\_\_\_

Date \_\_\_\_\_

**Dress Code:** All candidates scheduled for a practical exam will be required to dress appropriately (business casual attire is recommended) – no hats, ripped jeans, tanks or halter tops, shorts, and skirts must be to the knee or below. Candidates must have a clean, well-groomed appearance and wear a salon smock or apron that covers undergarments 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.

**NOTE:** Barber candidates will perform the tapered haircut, shave, and facial on a live model. Chemical services and layered haircuts will be performed on a mannequin. **Each skill should be considered a NEW SKILL, as if a new patron were seated in your chair.**

**NOTE:** Ensure all supplies are labeled correctly and without a numbering system (numbering the supplies will be construed as cheating). If you arrive at the testing location without the required supplies, you risk disqualification and/or failure of your examination.

Required equipment for the practical skills examination include:

- First Aid Kit
- Conventional Razor
- Mannequin (not pre-sectioned)
- Live Model
- Smock or Apron (meets dress code requirements)
- Clippers/Scissors

### GENERAL BAG

(These items should be in a large container or separate container and labeled: "Disinfected")

- Sanitizer/Disinfectant (Labeled: Sanitizer/Disinfectant)
- Hand sanitizer (Labeled: Hand Sanitizer)
- Paper towels
- Spray bottle with water (Labeled: Water)
- First Aid kit containing: adhesive bandages, gauze or cotton wipe, antiseptic (Labeled: Antiseptic), gloves, and 2 small baggies (Labeled: Biohazard bags)
- Large separate trash bag/trash can (Labeled: Trash)

- Large separate container (Labeled: Soiled) (All items that are reusable go into this container after skill set)
- Clips

### OTHER ITEMS TO BRING

- Plain colored smock or apron (Please note: Candidates will be disqualified from the exam if they do not have a smock or apron as defined.)
- Barbers must bring 1 live model and 1 mannequin (Presectioned/pre-parted mannequins are prohibited, and candidate will be disqualified)
- Mannequin stand and/or extender
- Small whisk broom and dustpan
- **Instructor examinations:**  
Barbers must bring a live model. **Models must be at least 16 years of age and cannot be a licensed Barber, or going to school for the profession. Model's hair must be at least 1" long on the top of the head and no less than 1/4" at the nape of the neck and sideburn area. The length must be sufficient for the barber to demonstrate a shear over comb tapered blend from the clipped area up to the longer hair on top. If your model does not meet these requirements, you will not be permitted to test and you will forfeit your fees. Model must have visible stubble on the face to perform the 14 stroke shave.**

**Please Note:** Candidates are expected to take home all of their blood borne pathogenic materials in their own trash.

### CHEMICAL RELAXER

#### RETOUCH OR VIRGIN

- Towels
- Chemical cape
- Non metal comb or applicator brush
- Mock base cream (Labeled: Base cream)
- Disposable gloves
- Mock relaxer (Labeled: Relaxer)

### MALE FACIAL

- Head drape (Both headband and cap)
- Cleanser (Labeled: Cleanser)
- 2-3 Mock steam towels
- Massage cream (Labeled: Massage cream)
- Toner (Labeled: Toner) or Astringent (Labeled: Astringent)
- Moisturizer (Labeled: Moisturizer)
- Spatulas, or squeeze or pump bottles
- Chest drape

## HAIRCOLOR

### RETOUCH OR VIRGIN

- 3-4 towels
- Chemical cape
- Disposable gloves
- Applicator bottle or bowl and applicator brush
- Mock haircolor (Labeled: Haircolor)
- Weaving comb or comb

## TAPERED HAIRCUT

### SCISSORS/clippers

- Neckstrip
- Styling cape
- Scissors/Clippers
- Combs
- Clean-up items for removing cut hair

## BASIC LAYERED HAIRCUT

### SHEARS

- Neckstrip
- Styling cape
- Spray water bottle (Labeled: Water)
- Combs
- Razor
- Clean-up items for removing cut hair
- Clippies or Duck bill clips

## PERMANENT WAVE

- 2-3 Towels
- Chemical drape
- 3-5 Permanent rods
- End papers
- Combs
- Protective cream (Labeled: Protective cream) or Cotton
- Disposable gloves
- Perm bottle with water inside (Labeled: Perm wave solution)

## SHAVING

### FACE AND NECK

- Haircutting cape
- 4-5 Terry towels
- Shaving cream or gel
- Straight razor or razor with disposable blade
- Astringent (Labeled: Astringent) or Toner (Labeled: Toner)

## HONING AND STROPPING

### FACE AND NECK

- Conventional razor
- Hones and stropps will be provided at test center

Once you have received your Authorization to Test notice, please schedule your test online by using the Pearson VUE web reservations site at: [www.pearsonvue.com/pa/cosmetology](http://www.pearsonvue.com/pa/cosmetology) or you may speak to a Pearson VUE Call Center representative at 1-866-638-7502.

The Theory Exam will be given at a Pearson VUE computer-based testing facility. The locations of these centers and testing frequencies are listed below:

TEST CENTERS - THEORY EXAMS	
Harrisburg	3-4 days per week
Philadelphia	3-4 days per week
Pittsburgh (East)	2-3 days per week
Pittsburgh (West)	2-3 days per week
Erie	1-2 days per week
Allentown	1-2 days per week
Scranton	2-3 days per week
Plymouth Meeting	1-2 days per week
Washington	1-2 days per week
Newark (Wilmington), DE	3-4 days per week
Morgantown, WV	2-3 days per week
TEST CENTERS - PRACTICAL EXAMS	

### THEORY EXAMS

EXAM SERIES CODE	EXAMINATION	SECTION	SCORED ITEMS	PRE-TEST ITEMS	TIME ALLOTTED	EXAM FEE
PA-20-06	Barber	General	100	20	120 minutes	\$63
		State	10	5	15 minutes	
PA-20-08	Barber Teacher	General	50	10	60 minutes	\$63
		State	10	5	15 minutes	
PA-20-07	Barber Manager	(One Part)	40	5	60 minutes	\$63

When scheduling your exam, be sure to look for the correct series codes if you are a Veteran or a Barber by Endorsement.

Note: The theory examinations are available in English and Spanish.

### PRACTICAL EXAMS

EXAM SERIES CODE	EXAMINATION	TIME ALLOTTED	EXAM FEE
PA-20-P6	Barber Practical	2.5 hours	\$77
PA-20-BP	Barber Teacher Practical	2.5 hours	\$77