Contact the State Board of Barber Examiners to:
- Clarify information about licensure
- Obtain information regarding reciprocity from other States
- Obtain information on continued licensure
- Change your current address or name after testing
- Renew or reinstate a license that has been inactive for less than five years
- Obtain license verification

Go to www.pals.pa.gov to:
- Apply for licensure by reciprocity
- Verify if your Eligibility Requirements were received

Go to Pearson VUE’s website (www.pearsonvue.com/pa/cosmetology) to:
- Schedule, cancel, or reschedule a Theory or Practical Skills Examination
- Obtain information regarding your Score Report
- Change your current address or name before testing
- 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) to:
- Download a Candidate Handbook
- Make a real-time examination reservation
- View test center testing dates (for Practical Exams)
- View Frequently Asked Questions

Call or email (paboards@dasherinc.com) Pearson VUE c/o Dasher to:
- Check on the status of your license application
- Change your current address or name before testing
- Clarify application instructions
- Verify if your application was submitted
- Verify if your Eligibility Requirements and transcripts were received
- Obtain a printed copy of the candidate handbook
- Obtain information on license requirements
**STEPS TO LICENSURE**

**STEP 1: SUBMIT THE APPLICATION**

Complete the *License Application* by logging in to the following website:

www.pals.pa.gov

You can also find a link to the state’s web site (and application) at:

www.pearsonvue.com/pa/cosmetology

Notarized affidavits, photo’s, etc. can be attached electronically to the application.

A money order for processing and examination must also be sent to Pearson VUE via Dasher.

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

Once applications are submitted along with required documentation and payments, applicants will receive their eligibility letter (from PALS) and approval to test (ATT) letter (from Pearson VUE), which will detail steps for scheduling the Practical Skills and/or Theory Examinations. Applicants MUST provide a valid e-mail address: eligibility and ATT notices are sent via e-mail.

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

The applicant may take the theory or the practical examination at any given time in any order. However, the candidate has one year from the date of the first exam to pass the second exam. You may take the practical or the theory in any order. If the applicant is out-of-state and there is a reciprocal agreement, please refer to the reciprocity section of this handbook.

**STEP 4: COMPLETE THE THEORY AND PRACTICAL EXAMINATIONS**

If the applicant does not pass the examination, the applicant must schedule a retake examination. Please note, the examination fee is required for each retake.

**STEP 5: LICENSURE**

If the applicant has passed both the theory and the practical examinations, passing results will be sent electronically to the State. The State will issue the applicant’s 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.pals.pa.gov

Please allow 10–15 days for information to be updated.
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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 13.

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 8 to 9 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 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. 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 you were educated outside the United States, attach one of the following:
      a. An original evaluation of your education from any accredited evaluation service.

   Recommended Services:
   1. ACREVS, Inc.
      1776 Clear Lake Ave., Milpitas, CA 95035-7014
      E-mail: 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
      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.

RECIROCITY

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 via the web site at www.pearsonvue.com/pa/cosmetology. You are required to take and pass the practical examination.

• 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
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

Since you are the applicant, you must complete the application yourself. You may call a Pearson VUE or Dasher Representative for assistance at (866) 474-1148. 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 of $10 when you begin the application. You will also be required to mail a certified check or money order for processing the application and the exam fee of $140. 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 your examination. If you need to reschedule your examination, you may do so online at 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.

ADDRESS & NAME CHANGES
Candidates must fax in proof of the change to 952-516-5435. Information on the Fax Must Include: Candidate ID, Name, and State and Program

APPLICATION AND EXAM FEES
If you are taking the examinations for the first time, you must complete the correct application, the $10 state application fee, the associated processing and examination fees, and supporting materials. Your Authorization to Test notice will contain details about how to schedule your examination.

<table>
<thead>
<tr>
<th>EXAMINATION OR RETAKES</th>
<th>TOTAL FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (One Time Fee – Practical or Theory)</td>
<td>$10</td>
</tr>
<tr>
<td>Practical Exam (First time or retakes)</td>
<td>$77</td>
</tr>
<tr>
<td>Theory (First time or retakes)</td>
<td>$63</td>
</tr>
</tbody>
</table>

The state’s $10 application fee will be required when completing the on-line application form, through PALS. The processing and examination fees must be in the form of money order, company check, or cashier’s check made payable to Pearson VUE. Personal checks are not accepted. 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 retaking the Practical and Theory Examination are: credit card, debit card, voucher, or electronic check.

Send your exam fees with a copy of the cover letter from PALS to:
Pearson VUE
c/o Dasher, Inc.
P.O. Box 1652
Harrisburg, PA 17105-1652

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.

**APPROVAL TO TEST NOTICE**

When your application, application fee, examination fee(s), 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 your theory and practical examinations.

If you do not get your approval to test notice within ten (10) business days after submitting your application, call Pearson VUE/Dasher. (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 or send to Pearson VUE c/o Dasher. An approval to test notice will not be sent until you have completed the on-line application and attached/submitted all of the required documents and payment.

Your approval to test notice has important information about the exam. Call Pearson VUE if you do not get your letter within five (5) 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 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:

<table>
<thead>
<tr>
<th>TEST CENTERS - THEORY EXAMS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Harrisburg</td>
<td>3-4 days per week</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>3-4 days per week</td>
</tr>
<tr>
<td>Pittsburgh (East)</td>
<td>2-3 days per week</td>
</tr>
<tr>
<td>Pittsburgh (West)</td>
<td>2-3 days per week</td>
</tr>
<tr>
<td>Erie</td>
<td>1-2 days per week</td>
</tr>
<tr>
<td>Allentown</td>
<td>1-2 days per week</td>
</tr>
<tr>
<td>Scranton</td>
<td>2-3 days per week</td>
</tr>
<tr>
<td>Plymouth Meeting</td>
<td>1-2 days per week</td>
</tr>
<tr>
<td>Washington</td>
<td>1-2 days per week</td>
</tr>
<tr>
<td>Newark (Wilmington), DE</td>
<td>3-4 days per week</td>
</tr>
<tr>
<td>Morgantown, WV</td>
<td>2-3 days per week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TEST CENTERS - PRACTICAL EXAMS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Philadelphia</td>
<td>quarterly*</td>
</tr>
<tr>
<td>Harrisburg</td>
<td>January, March, April, June, July, October, and December</td>
</tr>
<tr>
<td>Pittsburgh</td>
<td>quarterly*</td>
</tr>
<tr>
<td>Erie metro area - New location TBD</td>
<td>quarterly*</td>
</tr>
<tr>
<td>Luzerne County</td>
<td>quarterly* and December</td>
</tr>
</tbody>
</table>

* Occurring in January, April, July, and October
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

Pearson VUE will consider excusing an absence from an exam. Acceptable excuses are:

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

Requests for excused absences must be made in writing within fourteen (14) days following the day of the exam that you missed. This request must include proof of the reason you were absent. For example, if you are absent because of illness of yourself or an immediate family member, you must provide an original doctor’s note. Pearson VUE’s decision regarding whether an absence is excused is final.

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.

**Required** items to bring with you to the Practical test site:
- All equipment as detailed in the Supply List at www.pearsonvue.com/pa/cosmetology, including live models for Barbers.

**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.

PALM VEIN RECOGNITION TECHNOLOGY

Candidates will be required to have their palm scanned using Palm Vein Recognition technology. Pearson VUE’s company-owned sites are equipped with advanced palm vein recognition technology, which captures and recognizes the unique patterns in a candidate’s palm veins using non-intrusive, near-infrared scanning technology.

New candidates are enrolled in the biometric system during their first test center admission; their identities are then automatically verified when candidates take and return from breaks, and again when they test in the future at any biometrically equipped location worldwide. Palm vein recognition is secure, privacy friendly, fast, highly accurate, and virtually impossible to forge, and has replaced digital fingerprinting to become the standard biometric technology for candidate identification.

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 Pennsylvania State Board of Cosmetology and 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 spa. The Practical Skills Examination area will look similar to your work setting. The Practical Skills Examination will be administered by an evaluator.

See pages 11-13 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.

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.

Before your Practical begins, the Evaluator will provide you the skill to be performed and any 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 11-13 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, as listed at the link below.
- Barber candidates will perform the haircut, shave, and facial on a live model. Chemical services will be performed on a mannequin.

VISIT HTTP://PEARSONVUE.COM/PA/COSMETOLOGY FOR PRACTICAL EXAMINATION EQUIPMENT LIST
THEOREY 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.

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>TOTAL ITEMS</th>
<th>SCORED ITEMS</th>
<th>PRE-TEST ITEMS</th>
<th>EXAM TIME ALLOCATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>75</td>
<td>60</td>
<td>15</td>
<td>1 hour 45 min</td>
</tr>
<tr>
<td>Barber</td>
<td>130</td>
<td>110</td>
<td>20</td>
<td>2 hours 15 min</td>
</tr>
<tr>
<td>Barber Manager</td>
<td>45</td>
<td>40</td>
<td>5</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>EXAM</th>
<th>LANGUAGES Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barber</td>
<td>English, Spanish</td>
</tr>
<tr>
<td>Barber Endorsement</td>
<td>English, Spanish</td>
</tr>
<tr>
<td>Teacher</td>
<td>English</td>
</tr>
<tr>
<td>Manager Barber</td>
<td>English, Spanish</td>
</tr>
</tbody>
</table>

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
   VIII. Honing and Stropping
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

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

continues next page
### 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. Performs facial manipulations a minimum of one time on entire face
7. Performs manipulations in direction of beard growth
8. Maintains hand contact with client’s skin throughout manipulations
9. Uses cushions of fingertips or palms for facial manipulations
10. Demonstrates effleurage manipulations
11. Demonstrates petrissage manipulations
12. Demonstrates tapotement manipulations
13. Applies steam cloth towel to remove massage product
14. Applies toner or astringent to skin
15. Applies moisturizer in direction of beard growth
16. 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 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

#### 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 – (CLIPPERS)

Please see photo of finished haircut at 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

### HAIR CUTTING

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

Please see photo of finished haircut at 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 hone and strop provided by test center. Conventional razor required.

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 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 4 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, discussing the steps of the procedure as you perform them. These skills will all be performed on mannequins, including sand hands, freddy fingers, or artificial limbs. Barbers require live models. Models must be at least 16 years of age, and must not be a Cosmetologist, Barber, Nail Technician, or Esthetician; 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 male 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 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 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

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.
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.
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.
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.
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**

Pearson VUE will provide you with your official examination results on the day of testing. If you lose your examination results and need to obtain another copy, please contact Pearson VUE at 866-638-7502. Examination results will not be given over the telephone nor can they be sent to your employer or to another third party.

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

**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. The score report will list the skills that you performed and a score of Satisfactory or Unsatisfactory for each skill. Any skill with an Unsatisfactory result is considered a failed skill. You must receive a Satisfactory result on all skills in order to pass the Practical.

Use your failing Score Report as an aid in studying to re-take the Practical Skills Examination. A failed skill will show the reason for the failure. You may not have performed the steps of a skill correctly, or you may have forgotten a step.

The failing Score Report will list steps that were missed or incorrect—look for numbers printed directly under a skill marked Unsatisfactory. A list of all the skills and the steps needed for each skill can be found in this handbook. Find the skill you failed and study the steps, especially steps listed as Unsatisfactory on the score report.

In the following example, the candidate received a result of Unsatisfactory on the skill Infection Control and Safety. The numbers 1, 2, and 4 below the skill refer to steps that were missed or performed incorrectly. To study for re-taking the Practical Skills Examination, this candidate 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.

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PRACTICAL EXAM GRIEVANCE PROCESS

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 or faxed to 720-748-0169. 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 mailed a written 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.

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DUPLICATE SCORE REPORT

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.
Pennsylvania Barber

REQUEST FOR DUPLICATE SCORE REPORT

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 DECREED).

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 ______________________________________
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:

<table>
<thead>
<tr>
<th>TEST CENTERS - THEORY EXAMS</th>
</tr>
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<tbody>
<tr>
<td>Harrisburg</td>
</tr>
<tr>
<td>Philadelphia</td>
</tr>
<tr>
<td>Pittsburgh (East)</td>
</tr>
<tr>
<td>Pittsburgh (West)</td>
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<tr>
<td>Erie</td>
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<td>Allentown</td>
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<td>Scranton</td>
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<tr>
<td>Plymouth Meeting</td>
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<tr>
<td>Washington</td>
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<tr>
<td>Newark (Wilmington), DE</td>
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<tr>
<td>Morgantown, WV</td>
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<tr>
<td><strong>TEST CENTERS - PRACTICAL EXAMS</strong></td>
</tr>
<tr>
<td>Philadelphia</td>
</tr>
<tr>
<td>Harrisburg</td>
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<tr>
<td>Pittsburgh</td>
</tr>
<tr>
<td>Erie metro area - New location TBD</td>
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<tr>
<td>Luzerne County</td>
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<table>
<thead>
<tr>
<th>THEORY EXAMS</th>
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<tbody>
<tr>
<td><strong>EXAM SERIES CODE</strong></td>
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<tr>
<td><strong>EXAMINATION</strong></td>
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<tr>
<td><strong>SECTION</strong></td>
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<tr>
<td><strong>SCORED ITEMS</strong></td>
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<tr>
<td><strong>PRE-TEST ITEMS</strong></td>
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<tr>
<td><strong>TIME ALLOTTED</strong></td>
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<td><strong>EXAM FEE</strong></td>
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<tr>
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<td>Barber Teacher</td>
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<tr>
<td>General</td>
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<tr>
<td>60 minutes</td>
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<td>(One Part)</td>
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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.

<table>
<thead>
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<th>PRACTICAL EXAMS</th>
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<td><strong>EXAM SERIES CODE</strong></td>
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<tr>
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<tr>
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