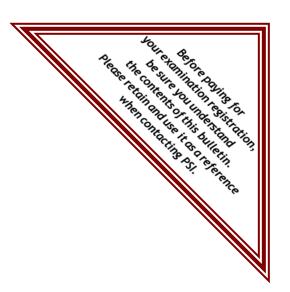


PSI Services LLC 3210 E Tropicana Las Vegas, NV 89121 www.psiexams.com



# **TENNESSEE BOARD OF BARBER EXAMINERS**



# BARBER TECHNICIAN EXAMINATION CANDIDATE INFORMATION BULLETIN

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

# **EXAMINATIONS BY PSI Services LLC**

This Candidate Information Bulletin provides you with information about the examination and application process for a barber technician licensee in the State of Tennessee.

The Board of Barber Examiners has contracted with PSI to conduct the examination program. PSI provides examinations through a network of computer examination centers in Tennessee. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

# **CONTACT INFORMATION**

You must be approved to take the examination by PSI. You will need to mail the license application (found on page 13) and required documentation to:

PSI Services LLC
3210 E Tropicana
Attn: TN COS
Las Vegas, NV 89121
(800) 733-9267 Fax (702) 932-2666
www.psiexams.com

Once approved you will receive an email approval postcard with instructions for paying and scheduling for the examination. APPLICATIONS THAT ARE INCOMPLETE OR DO NOT HAVE THE REQUIRED REQUESTED DOCUMENTATION WILL NOT BE PROCESSED. YOU WILL BE NOTIFIED, VIA MAIL, WHAT IS MISSING.

# EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee.

Note: You must pass the Barber Technician Theory Portion of the examination before you can pay the fee and schedule the Barber Technician Practical Portion. You have 3 years to pass both portions to qualify for a license. Once you pass both portions, you have 6 months to apply for licensure.

The Barber Technician Theory Portion and the Barber Technician Practical Portions may <u>not</u> be administered at the same locations. Please verify each address listed in this Bulletin.

Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

### **EXAMINATION FEES**

Barber Technician Theory Portion only \$70
Barber Technician Practical Portion only \$70
Barber Technician Reinstatement Theory Portion only \$70
Barber Technician Reinstatement Practical Portion only \$70

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

# psi www.psiexams.com

### INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. To register over the Internet, candidates will need to have a valid MasterCard or Visa. Candidates register online by accessing PSI's registration website at <a href="https://www.psiexams.com">www.psiexams.com</a>. Internet registration is available 24 hours a day. To register by Internet, complete the steps below:

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the Board has on file. Be sure to check the box next to "Check here to attempt to locate existing records for you in the system"
- You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

# **FAX REGISTRATION**

For fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination at (800) 733-9267.

# **STANDARD MAIL REGISTRATION**

Complete the Examination Registration Form found in this Candidate Information Bulletin. BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by VISA, MasterCard, money order, or cashier's check. Money orders or cashier's checks must be made payable to PSI. Print your social security number on your check or money order to ensure that your fees are properly assigned. CASH, COMPANY CHECKS, AND PERSONAL CHECKS ARE NOT ACCEPTED.

Please allow 7 business days to process your registration before scheduling your examination at (800) 733-9267.

# **TELEPHONE REGISTRATION**

For telephone registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

- :

1. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 8:00 a.m. and 7:00 p.m., Central Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

# SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that are most convenient for you. To schedule your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 8:00 a.m. and 7:00 p.m., Central Time. If space is available in the examination site of your choice, you may schedule the theory portion 1 day prior to your choice of examination date, and the practical portion 7 days prior to your choice of examination date, up to 4:00 p.m. PT (6:00 p.m. CT) if you have passed the theory portion. Please be prepared to offer alternate examination appointment choices.

Note: You must pass the Barber Technician Theory Portion of the examination before you can schedule the Barber Technician Practical Portion.

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date for Barber Technician Theory and 10 days before the scheduled examination date for Barber Technician Practical. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment. There will be a fee of \$25 to reschedule your examination.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated registration system, or call PSI and speak to a Customer Service Representative.

# **SCHEDULING A RE-EXAMINATION**

In order to re-test, you must re-register following the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, by telephone, by fax, or by mail. Once registered, you can schedule your re-examination.

# MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment 2 days before the scheduled examination date for the Barber Technician Theory or cancel your appointment 10 days before the scheduled examination date for the Barber Technician Practical.
- Do not appear for your examination appointment.

- Arrive after the examination start time.
- Do not present proper identification when you arrive for the examination.
- Do not present valid eligibility document(s) when you arrive for the examination.
- Are not dressed appropriately for the practical portion.

# SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should make a request for alternative arrangements with PSI. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and must include supporting documentation on official letterhead from a licensed professional.

# **EXAMINATION SITE CLOSING FOR AN EMERGENCY**

In the event that severe weather or an emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

# SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state. If you elect not to disclose your social security number to PSI, please enclose a separate letter explaining this with your Examination Registration Form. However, you must provide it to the state.

# **DUPLICATE SCORE REPORTS**

You may request a duplicate score report after your examination by emailing <a href="mailto:score-report@psionline.com">score-report@psionline.com</a> or call 800-733-9267.

# **EXAMINATION REVIEW**

PSI, in cooperation with the Board of Barber Examiners, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be given in written form to the examination proctor at the end of the examination or entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. This is the only review of the

Theory examination available to candidates. There is NO review process for the Practical portion of the exam.

# EXAMINATION SITE LOCATIONS FOR BARBER TECHNICIAN THEORY AND LAW PORTIONS

The Barber Technician Theory and Law examinations are administered at the examination centers listed below:

Chattanooga 6918 Shallowford Rd., Suite 314 Chattanooga, TN 37421

Take I-24 thru Chattanooga. Merge onto I-75 N (toward Knoxville). Take Exit #5 - Shallowford Rd. Turn Left onto Shallowford. The office is on the left.

Jackson 368 North Parkway, #3 Jackson, TN 38305

From I-40, Exit 80A onto South 45 Bypass. Third Signal light is North Parkway. Go left onto North Parkway and then go right into the first driveway on your right.

From the South, take Bypass 45 North to North Parkway and go right onto North Parkway and right into first driveway on the right.

North Parkway is also known as Business Route 412. Coming from the east on 412, turn left into last driveway on the left. Coming from the West on North Parkway, turn right into the first driveway on the right, after crossing the 45 Bypass. PSI is directly across the street (North Parkway) from the China Palace Buffet.

Johnson City 904 Sunset Drive, Suite 7A Johnson City, TN 37604

Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

Knoxville 308 North Peters Rd., Ste 205 Knoxville, TN 37922

From East Knoxville

I-40 West (I-75 South) to exit #378A (Cedar Bluff). Take a left upon exiting (under freeway). Take a right on N Peters Rd at the second traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

From West Knoxville (Farragut or anywhere west of Knoxville) I-40 East (I-75 North) to exit #378A (Cedar Bluff). Take a right onto Cedar Bluff Rd. Take a right on N Peters Rd. at the first traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

From North Knoxville

I-275 South to I-40 West I-40 West (I-75 South) to exit #378A (Cedar Bluff). Take a left upon exiting (under freeway).

Take a right on N Peters Rd at the second traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

From Kingston Pike

Head west on Kingston. Take a right at Cedar Bluff Rd. Take a left on N Peters Rd. at the first traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

Memphis
Apple Tree Center
6099 Mt. Moriah Extended, Suite 17
Memphis, TN 38115

Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).

Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.

Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.

For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).

Nashville The Oaks 1100 Kermit, Suite 103 Nashville, TN 37217

From I-40 East, take exit onto I-24 (Exit 213-A). Take Murfreesboro Road at the first exit (Exit 52). Stay in the right lane on the ramp, as the exit appears while you are still in the curve. On Murfreesboro, stay in the left lane. Turn left onto Kermit St when there is a McDonald's on your right. PSI is in the first building on your left.

From I-40 West, take exit onto Briley Parkway, turn left onto Briley. Exit onto Murfreesboro Rd. Stay in the right lane. Turn right onto Kermit St between a Firestone store and Silverado Dance Hall. Turn right onto Kermit St. PSI is in the first building on your left.

# EXAMINATION SITE LOCATIONS FOR BARBER TECHNICIAN PRACTICAL PORTION

The Barber Technician Practical Portion is administered at the examination centers listed below:

PSI Memphis Apple Tree Center 6099 Mt. Moriah Extended, Suite 26



#### Memphis, TN 38115

Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).

Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.

Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.

For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).

PSI Nashville Corporate Park, Bldg. B 444 Metroplex Dr., Suite B100 Nashville, TN 37211

From I-24 East, take the TN-255N exit. Turn left onto Harding PI. Turn left onto Metroplex Dr.

PSI Knoxville 9050 Executive Park Dr., Suite 206B Knoxville, TN 37923

Traveling I-40/I-75 West Bound, take exit #378 (Cedar Bluff Rd.) Then take exit #378B (Executive Park Dr.). At the red light turn right onto Executive Park Dr. Turn right into 9050 on the right (Financial Plaza).

Traveling I-40/I-75 East Bound, take exit # 378 (Cedar Bluff Rd.) At the end of the ramp, at the red light, turn left onto Cedar Bluff Rd. At the 2nd light turn right onto Executive Park Dr. Go past the 1st red light and turn into 9050 on the right (Financial Plaza).

The suite is in the back of the building.

# REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification, and provides time to familiarize yourself with the examination process. If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.

# REQUIRED IDENTIFICATION AT EXAMINATION SITE

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

All identification provided must match the name on the Examination Registration Form.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

Additional requirements for the Barber Technician Practical Portion ONLY:

Each model must provide identification as indicated above for candidates.

Candidates are required to wear a smock, shirt, and long pants (no jeans). (Aprons do NOT substitute for smocks.) All identifying marks on candidates' attire and supplies such as school logos must be covered before entering the testing facility. All candidates must wear closed-toe shoes.

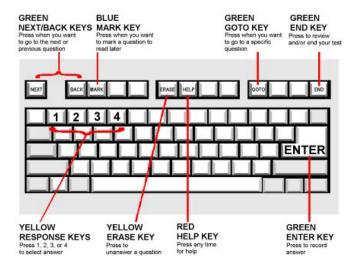
# **SECURITY PROCEDURES**

The following security procedures will apply during the examination:

- Cell phones, pagers, electronic devices, and children are not allowed at the examination site. NO personal items are to enter the testing center. PSI will NOT be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- You may NOT bring any written notes, task lines, or candidate information bulletins into the examination site, nor may you refer to them during the examination.
- Only non-programmable calculators that are silent, batteryoperated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed at the examination site. Copying or communicating examination content is a violation of PSI security policy and Tennessee State Law. Either one may result in the disqualification of examination results and may lead to legal action.
- If you are caught cheating on the exam, you will automatically fail the exam, and you will have to pay to retake the exam.

# BARBER TECHNICIAN THEORY AND LAW PORTIONS

You will be taking the PSI Barber Technician Theory or Law portion by computer. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



# **IDENTIFICATION SCREEN**

You will be directed to a semi-private testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

# **TUTORIAL**

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

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### **EXAMINATION QUESTION EXAMPLE**

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. Or you may simply click on the box to the left of your answer with the mouse. You should then press "ENTER" to record your answer (or click on Next with the mouse) and move on to the next question. A sample question display follows:



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

#### PRETEST ITEMS

In addition to the number of examination items specified, a small number of "pretest" questions (5) may be administered to candidates during each examination portion. These questions will not be scored and the time taken to answer them will not count toward examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

#### BARBER TECHNICIAN THEORY PORTION

#### **CONTENT OUTLINE**

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

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

The examination consists of 50 questions and you will have 1 hour.

- Sanitation, Disinfection, and Safety (26%; 13 questions)
  - Cleaning and Disinfecting of Implements, Equipment, and Work Environment
  - b. Sanitary and Safety Procedures
  - c. Pathogens, Bacteria, and Disorders
- II. Shampooing and Conditioning Hair (14%; 7 questions)
  - a. Shampooing and Conditioning Procedures
  - b. Shampooing and Conditioning Products
  - c. Scalp Massage
  - d. Scalp & Hair Physiology
- III. Haircoloring (30%; 15 questions)
  - Communicating with Client and Evaluating Hair



- b. Haircoloring Applications
- c. Haircoloring Products
- IV. Nail Care/Skin Care (14%; 7 questions)
  - a. Communicating with Client and Evaluating Nails/Skin
  - b. Nail & Skin Physiology
  - c. Manicure
  - d. Facial Treatments
- V. Licensing and Regulations (16%; 8 questions)
  - a. Meeting Licensure Requirements/Licensed Duties
  - b. Renewal
  - Board Responsibilities and Disciplinary Actions
  - d. Displaying the License
  - e. Shop Owner and Manager Responsibilities
  - f. Change of Address

## REFERENCE LIST

This examination is CLOSED BOOK.

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

Milady's Standard Textbook of Professional Barber Styling. Maura T. Scali, 2006. Delmar/Thomson Learning, (800) 347-7707, www.delmarlearning.com. ISBN: 1401873952.

Rules of the Tennessee Board of Barber Examiners, Chapter 0200: Rules of the Barber Board. 2004. Department of Commerce and Insurance, (615)741-1900, http://www.state.tn.us/sos/rules/0200/0200-01.pdf

Tennessee Code Title 62 -Professions, Businesses and Trades, Chapter 3. 2005. Tennessee Code Commission, http://198.187.128.12/tennessee/lpext.dll?f=templates&fn=fsmain.htm&2.0.

# BARBER TECHNICIAN LAW EXAMINATION

Individuals who are under the age of 65 and would like to activate a retired license must take the law and practical portions. Individuals with licenses that have expired for 3 years or more must take the law and practical portions for reinstatement of their licenses. With Board approval, individuals who are licensed in another state and would like to obtain a Tennessee license must also take the law and practical portions.

# **CONTENT OUTLINE**

The following content outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics in the outline.

The examination consists of 25 questions and you will have 40 minutes.

Sanitation, Disinfection, and Safety (20%; 5 questions)

- a. Cleaning and Disinfecting of Implements, Equipment, and Work Environment
- b. Sanitary and Safety Procedures
- c. Pathogens, Bacteria, and Disorders
- II. Licensing and Regulations (80%; 20 questions)
  - a. Meeting Licensure Requirements/Licensed Duties
  - b. Renewal
  - c. Board Responsibilities and Disciplinary Actions
  - d. Displaying the License
  - e. Shop Owner and Manager Responsibilities
  - f. Change of Address

# REFERENCE LIST

This examination is CLOSED BOOK.

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

Rules of the Tennessee Board of Barber Examiners, Chapter 0200: Rules of the Barber Board. 2004. Department of Commerce and Insurance, (615)741-1900, http://www.state.tn.us/sos/rules/0200/0200-01.pdf

Tennessee Code Title 62 -Professions, Businesses and Trades, Chapter 3. 2005. Tennessee Code Commission, http://198.187.128.12/tennessee/lpext.dll?f=templates&fn=fs-main.htm&2.0.

# BARBER TECHNICIAN THEORY AND LAW SCORE REPORTING

You must score at least 70 percent to pass the examination.

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- On screen your results will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
  - If you <u>pass</u>, you will immediately receive a successful notification.
  - If you <u>do not pass</u>, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses. Registration forms for submission to PSI to retake the examination will be available at the examination site.
- On paper an official score report will be printed at the examination site.

# BARBER TECHNICIAN PRACTICAL EXAMINATION

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

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

- You are required to bring a live MALE model. It is your responsibility to appear at the Practical examination with a model who is at least 16 years of age. The model CANNOT be a student, operator, instructor, owner or manager in the field of barbering. Models may not have any past or current training in barbering. This includes training in Tennessee or any other state. Note: each model must provide the same identification as the test candidate, (see page 5 for Required Identification for admittance to the test). Your model must bring a signed parental consent form with them if they are under 18 years of age.
- Your model must be present with you at the time specified on the Admission Notice.
- Models must be appropriate for examination purposes. The model must be informed and must agree to submit to all operations of the barber technician practical exam. It is mandatory that the model signs a release form at the test site attesting to his/her understanding of the services to be performed. If your model does not sign, it may affect your testing session. Please make sure that your model reads and understands this *Bulletin* and the services to be performed. Models may not actively participate in any way during the examination. You may only speak to your model in order to provide directions.
- Models must leave the testing center once they have finished participating.
- A proctor will be monitoring the time during the examination. Candidates will not receive points for any activities not completed within the allotted time limits.
- During the Practical examination, you must follow all appropriate rules for patron protection that will ensure the health, safety, and welfare of the public.
- You may not observe other candidates during the examination.
- Candidates are NOT allowed to use personal timers during the examination.
- If you do NOT bring the items listed in the "Kits/Supplies and Equipment" section or bring a wrong item (e.g. 70% isopropyl alcohol), you will NOT receive points for completing those steps.

# KITS/SUPPLIES AND EQUIPMENT

You are responsible for bringing your own supplies. Recommended supplies include the following items:

- Spray bottle
- Cuticle oil
- Finger bowl
- Orangewood stick
- Emery board or nail file
- Cuticle cream or cuticle remover
- Blood spill kit (including: latex gloves, bandages, two labeled baggies for hazardous waste, antiseptic, cotton, styptic powder)
- Nail brush
- Nail buffer
- Bottle of 70% ethyl alcohol or 99% isopropyl alcohol
- EPA-registered disinfectant
- Soap
- Towels
- Paper towels
- Shampoo cape

- Applicator bottle (EMPTY)
- Color brush
- Applicator bowl
- Any type of shampoo
- Any type of hair conditioner
- Hand sanitizer
- Spatula
- Massage cream
- Pairs of gloves
- Neck strip
- Large trash bag
- Mannequin with at least 4 to 6 inch long hair
   Note: It is not necessary to bring a wet sanitizer

# ITEMS SUPPLIED BY TESTING VENDOR:

- Shampoo bowls
- Hot and cold running water
- Work stations with electricity
- Chairs for candidates
- Trash cans with lids
- Brooms and dust pans
- Mannequin stand
- Wall clock

# TN BARBER TECHNICIAN PRACTICAL RATING CRITERIA

The following information will be used by examiners to grade your performance during the practical portion:

# ALL PROCEDURE CRITERIA MUST BE PERFORMED IN THE CORRECT ORDER FOR THE CANDIDATE TO RECEIVE POINTS FOR THE TASKS.

It is NOT necessary to perform additional or altered steps/tasks not listed below. Items NOT listed below are NOT rated during the examination. Candidates MUST step back raise their hand and the end of each section indicating completion.

# Pre-Exam Set Up and Disinfection

Time Allowed: 10 minutes

# Safety Criteria (1 point each):

- 1) Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
- 2) Disposes of waste material using a trash bag
- 3) Disinfects work surfaces with approved EPA-registered disinfectant
- 4) Ensures all containers remain closed when not in use
- 5) Kit must remain closed
- 6) Removes products from containers without contamination
- 7) Blood spill kit is present

### Main Topic: Facial Treatment Service (Using live model)

Apply massage cream and demonstrate facial manipulations (choose one of the following: petrissage, effleurage, or tapotement).

Time Allowed: 20 minutes

# Procedure Criteria (1 point each):

- 1) Sanitizes own hands with hand sanitizer to include the wrist
- 2) Covers headrest with a towel, paper towel, and plastic cap
- 3) Places cape over torso
- 4) Drapes the neck with a towel so skin is not touching cape
- 5) Transports massage cream to hand with clean spatula
- 6) Applies massage cream with hands ensuring all areas are covered
- 7) Completes either effleurage, petrissage or tapotement manipulations while maintaining continuous contact
- 8) Removes massage cream using a steam towel in one continuous motion
- 9) Applies astringent, freshener, or toner

### Safety Criteria (1 point each):

- 1) Disposes of waste material using a trash bag
- 2) Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
- 3) Replaces contaminated items
- 4) Ensures all containers remain closed when not in use
- 5) Kit must remain closed

#### Main Topic: Plain Manicure on Index and Middle Fingers of One Hand (using live model)

Time Allowed: 15 minutes

# Procedure Criteria (1 point each):

- 1) Sanitizes own hands and model's hand with hand sanitizer
- 2) Shapes nails with file without filing too deep into the corners
- 3) Immerses both fingers in finger bath
- 4) Applies cuticle cream/remover
- 5) Safely pushes back cuticles with cuticle pusher/orangewood stick

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- 6) Gently cleans under free edges of nails and dries hands with towel
- 7) Buffs nails with buffer
- 8) Applies cuticle oil

# Safety Criteria (1 point each):

- 1) Disposes of waste material using a trash bag
- 2) Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
- 3) Removes products from containers without contamination
- 4) Replaces contaminated items
- 5) Ensures all containers remain closed when not in use
- 6) Kit must remain closed

Main Topic: Shampoo Service Time Allowed: 15 minutes

# Procedure Criteria (1 point each):

- 1) Sanitizes own hands with hand sanitizer
- 2) Drapes with towel, cape, towel
- 3) Performs hair and scalp analysis
- 4) Massages scalp
- 5) Gently lowers head into shampoo bowl
- 6) Asks model if water temperature is comfortable
- 7) Applies shampoo and massages scalp, temples, and neck thoroughly
- 8) Rinses shampoo thoroughly
- 9) Towel dries hair

# Safety Criteria (1 point each):

- 1) Disposes of waste material using a trash bag
- 2) Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
- 3) Ensures draping is maintained throughout service
- 4) Ensures all containers remain closed when not in use
- 5) Kit must remain closed
- 6) Removes products from containers without contamination

\*\*If model desires, model may dry own hair\*\*

Time Allowed: 5 minutes

**Unscored** 

Please dismiss your model

Main Topic: Virgin Color Application On One Quadrant (using mannequin)

Time Allowed: 20 minutes

# Procedure Criteria (1 point each):

- 1) Sanitizes own hands with hand sanitizer
- 2) Wears protective gloves throughout service
- 3) Divides hair into 1/4 to 1/2 inch subsections
- 4) Applies color to three 1/4 to 1/2 inch subsections using tint bottle/brush
- 5) Saturates hair in three subsections with color from scalp to ends
- 6) Ensures no chemical products are left on mannequin's skin or ears



# Safety Criteria (1 point each):

- 1) Disposes of waste material using a trash bag
- 2) Ensures workstation remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service
- 3) Ensures draping is maintained throughout service
- 4) Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
- 5) Replaces contaminated items
- 6) Ensures all containers remain closed when not in use
- 7) Kit must remain closed
- 8) Removes products from containers without contamination

# End of Exam Disinfection Time Allowed: 10 minutes

# Safety Criteria (1 point each):

- 1) Removes cape
- 2) Disposes of used towel(s), cape(s), neckstrip(s), and glove(s)
- 3) Disinfects work surfaces with approved EPA-registered disinfectant
- 4) Sanitizes own hands with hand sanitizer
- 5) Cleans and sanitizes workstation area, chair, and mirror
- 6) Removes all supplies, materials, and personal belongings

Time for complete practical: 1 hour and 35 minutes

# SCORING PROCEDURE\*\*

The passing score for the entire practical portion is 70%

Practical Component	Weight
Pre-Exam Set Up and Disinfection	10%
Facial Treatment (Using a Live Model)	
Procedure Criteria	13%
•Safety Criteria	7%
Plain Manicure on Index & Middle Fingers of One Hand (Using a Live	
Model)	
Procedure Criteria	11%
Safety Criteria	9%
Shampoo (Using a Live Model)	
<ul><li>◆Procedure Criteria</li></ul>	13%
•Safety Criteria	9%
Virgin Color Application On One Quadrant (Using a Mannequin)	
Procedure Criteria	9%
Safety Criteria	11%
End of Exam Disinfection	9%
TOTAL	100%

<sup>\*\*</sup> Percentage may not total 100% due to rounding



# TENNESSEE BARBER EXPOSURE INCIDENT (BLOOD SPILL) PROCEDURES

# CANDIDATE SUSTAINS EXPOSURE INCIDENT:

- 1. Candidate MUST immediately stop the service.
- 2. Stop the bleeding by applying pressure to the area with a clean absorbent material (Cotton ball or piece of gauze)
- 3. Bring your Exposure Incident (Blood Spill) Kit to the Exposure Incident (Blood Spill) procedure area/workstation.
- 4. When the bleeding has stopped, clean the injured area with an antiseptic wipe
- 5. Bandage the cut with an adhesive bandage to completely cover cut
- 6. Cover bandaged cut with finger cot / glove
- 7. Using disinfectant clean Exposure Incident (Blood Spill) procedure area/workstation
- 8. Double bag soiled materials such as wipes or cotton balls and any contaminated items in a bag labeled as BioHazard
- Sanitize hands
- 10. Return to workstation

# **MODEL SUSTAINS EXPOSURE INCIDENT:**

- 1. Candidate MUST immediately stop the service
- 2. Wearing gloves, stop the bleeding by applying pressure to the area with a clean absorbent material (Cotton ball or piece of gauze)
- 3. When the bleeding has stopped, clean the injured area with an antiseptic wipe
- 4. Bandage the cut with an adhesive bandage to completely cover cut
- Double bag soiled materials such as gloves, wipes or cotton balls and any contaminated items in a bag labeled as BioHazard
- 6. Sanitize hands
- 7. Continue service

# IMPORTANT INFORMATION WHEN SENDING THE APPLICATION TO PSI

SEND APPLICATION, AGE AND EDUCATION PROOF TO: PSI \*\* ATTN: TN COS \*\* 3210 E TROPICANA \*\* LAS VEGAS, NV 89121 (800) 733-9267 \*\* FAX (702) 932-2666

Before sending the application to PSI, you MUST have the following documentation attached.

- Copy of signed Social Security Card.
- **№** Copy of Driver's License or Birth Certificate.
- Copy of High School Transcripts or GED.

  Proof that the applicant has completed at least two (2) years of high school, or completed and passed the General Education Development test with a score of at least thirty-eight (38);
- **೨** Original Record of Completion (only required if you are a transfer student or attended more than one school).
- Documentation of name change, if applicable (Marriage certificate, legal court documents, etc.).



# APPLICATION FOR EXAMINATION

SEND APPLICATION, AGE AND EDUCATION PROOF TO:
PSI \*\* ATTN: TN COS \*\* 3210 E TROPICANA \*\* LAS VEGAS, NV 89121
(800) 733-9267 \*\* FAX (702) 932-2666

ATTACH PHOTO

EXAMINATION (PLEASE CHECK):				
☐ MASTER BARBER ☐ BARBER	? TECHNICIAN			
☐ THEORY AND PRACTICAL ☐	THEORY ONLY	RACTICAL ONLY		
	AFFII	DAVIT		
STATE OF		COUN	TY OF	
			Signature of	Applicant
I hereby swear or affirm that the stat	ements on this form are tr	rue and accurat	e to the best of n	ny knowledge and belief.
Subscribed in my presence and sworn	to before me, this	day	of	
Notary Public				
My commission expires				
, оснинасти одржео			Notary Public	
State of Tenness	t my qualifications and ma see by Examination under lease send my examination	the Barber Law	[T.C.A. 62-3-110	
SOCIAL SECURITY NUM	ИВЕR			(Attach a copy of your SS Card
NAME				
LAST	MIDDLE		FIRS	
ADDRESSSTREET	CITY	STATE		_ ZIP CODE
PHONE				
AREA CODE				
EMAIL			@	
PHOTOSTATIC COPY OF DRIVERS LIG SCHOOL TRANSCRIPT, OR GED MUST	CENSE, OR BIRTH CERTIF T BE SUBMITTED OR YOU	ICATE, AND PH R APPLICATION	IOTOSTATIC COP	Y OF CERTIFIED HIGH DI
NAME OF HIGH SCHOOL ATTENDED		·	HIGHEST	GRADE COMPLETED
ADDRESS OF HIGH SCHOOL				
NAME OF BARBER SCHOOL ATTENDED	) FOR LARGEST PERCENT (	OF HOURS		
ADDRESS_				NE
STREET	CITY	STATE	ZIP	AREA CODE
NAME OF OTHER BARBER SCHOOLS A	TTENDED			
HAVE YOU EVER TAKEN OR APPLIED F	FOR THIS EXAMINATION IN	TENNESSEE BE	FORE?  YES  I	NO If yes, when
HAVE YOU EVER HELD A BARBER TEC STATE? □ YES □ NO. If yes, which st				TENNESSEE OR IN ANY OTHER



		AGAINST YOU BY ANY STATE I		MINERS  YES  NO
		ND, OR ARE CURRENTLY ON Plor each offense. Include: dat		
ARE YOU A UNITED STATES	S CITIZEN 🗆 YES 🖵 NO	DO YOU HAVE	A GREEN CARD/PASSPO	ORT 🖵 YES 🗖 NO
	CE	RTIFCATION OF EDUCATION		
This portion is to be compl last attended.	eted by an authorized re	epresentative of the school of	barber from which the s	tudent graduated or
I,Insi	tructor or Manager		, being a duly author	ized representative of
	Ç			do hereby certify that
	Name of School			do hereby certify that
				ittended said school of
	Name of Applicant			
Barber from	until _	month/day/year	and accumulated	hours.
Applicant also attended the	e following barber schoo	ol(s):		
SCHOOL NAME/ADDRESS		ENROLLMENT PER	RIOD	HOURS EARNED
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		month/day/year m	nonth/day/year	
		month/day/year mo	onth/day/year	
curriculum, has attained t	the age of 16, and has of Completion/Withdray	ATION IS ATTACHED. Application completed at least ten (10) wal Form is required from eaconth/day/year completed.	high school credits (10 <sup>t</sup>	h grade) or equivalent
Check One				
□ COSMETOLOGIST	■ SHAMPOO TECH	☐ NATURAL HAIR STYLIST	☐ HIGH SCHOOL LEVEL	: 1 2 3 4 (circle)
■ MANICURIST	■ AESTHETICIAN		☐ GED SCORE:	
			□ OTHER:	
		AFFIDAVIT		
STATE OF		COUNTY	OF	
I do hereby swear or affirm	n that this student has co	ompleted the full curriculum a	s prescribed by the Tenr	nessee State Board of
Barber Examiners and is qu	ualified for examination.	Applicant has an accumulated	total of	hours.
			Signature of Instructor	
Subscribed in my presence	and sworn to me this	day of	, 20	
Notary Public				
My commission expires				



Notary Public



Signature:\_\_\_\_

# TENNESSEE BARBER TECHNICIAN **EXAMINATION REGISTRATION FORM**

Before you begin. . . Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable. 1. Legal Name: Last Name First Name Middle Name (FOR IDENTIFICATION PURPOSES ONLY) 2. Social Security: 3. Mailing Address: Number, Street (Must be a physical address, PO Boxes are NOT accepted) Apt/Ste Zip Code City State 4. Telephone: Office Home 5. Email: 6. Examination: (Check one) Barber Technician Theory Portion only (\$70) Barber Technician Practical Portion only (\$70) Barber Technician Reinstatement (\$70) Cancel and Reschedule Fee (\$25) FIRST TIME **RETAKE** \_ (Money Order, Cashier's Check, MasterCard or VISA are accepted. Make payment payable to "PSI" 7. Total Fees Included: and write the applicant's social security number on the form of payment). Personal and company checks are not accepted. Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One): VISA Card No: Exp. Date:\_\_\_\_ For your security, PSI requires you to enter the card identification number located on Card Verification No:\_\_\_\_\_ your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip. Cardholder Name (Print):\_\_\_\_\_ 8. I am enclosing a Special Arrangement Request letter and required documentation. No 9. Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the examination information bulletin.

> IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED. Complete and forward this registration form with the applicable examination fee to: PSI Services LLC \* ATTN: Examination Registration TN BARBER 3210 E Tropicana \* Las Vegas, NV \* 89121

Fax (702) 932-2666 \* (800) 733-9267 \* TTY (800) 735-2929

Date:

If you are using a live model, you MUST bring this form to your Practical examination. If your model is under the age of 18, this form MUST be completed and signed by the model's parent or legal guardian and presented on the day of your Practical examination. If you do not have a completed form at the time of the examination, you will not be allowed to take the examination and you will forfeit your fees.

# Release of Liability & Indemnity Agreement

Release of	Liability & indefinity Agreement
	nt is being entered into so that Psychological Services, Inc. ("PSI") will connection with the Tennessee Barber practical skills examinations (the "Event").
DEMONSTRATING BARBER SKILLS. Participation risks include, but are not limited to: allergic rebarber personnel; inattention of others; misuse and accidents that may or may not be foreseed risks associated with such activities and I agree	RISKS OF PARTICIPATING AS A LIVE MODEL FOR A PERSON in any such activity necessarily involves risks of injury. I realize the eactions; infection; negligence by others including, without limitation, of supplies or equipment; equipment that may be or become damaged; able. I acknowledge that the above list is not inclusive of all possible that this list in no way limits the extent or reach of this release. I FORESEEABLE OR NOT, WITH FULL KNOWLEDGE AND APPRECIATION
qualifications or ability to participate in the Eve	anties of any kind whatsoever have been made to me regarding my nt, or regarding any of the services to be performed in connection with rvise barber test activities, including without limitation, at the Event.
damages that may occur arising out of or relat ASSIGNS, HEIRS, REPRESENTATIVES, EXECUTOR WAIVE AND RELEASE, HOLD HARMLESS, AND OFFICERS, EMPLOYEES, AFFILIATED ORGANIZATION DEMANDS, LOSSES, COSTS AND EXPENSES, INCLUIPERSONAL INJURY, DAMAGE, PARALYSIS, OR DEATHE LOSS, DAMAGE OR INJURY WAS NOT FO	o assume all risk of personal injury, including paralysis and death, and ing to the Event. I, ON BEHALF OF MYSELF AND MY SPOUSE, FAMILY, S, AND ADMINISTRATORS, HEREBY KNOWINGLY AND INTENTIONALLY AGREE TO DEFEND AND INDEMNIFY PSI, ITS SUCCESSORS, ASSIGNS, DNS AND AGENTS, AND EACH OF THEM, FROM ALL LIABILITIES, CLAIMS, DING REASONABLE ATTORNEYS' FEES, ARISING BY REASON OF ANY SUCH THAT MAY RESULT. THIS RELEASE SHALL BE EFFECTIVE EVEN IF RESEEABLE OR RESULTS OR HAS RESULTED FROM THE ACTIVE OR SIONS, BREACH OF WARRANTY OR STRICT TORT LIABILITY OF PSI OR
I UNDERSTAND THAT I AM NOT TO ASSIST OR EXAMINATION AND THAT DOING SO WILL INVALID	AID THE BARBER EXAMINEE IN ANY WAY IN CONNECTION WITH THE ATE A CANDIDATE'S EXAMINATION RESULTS.
its provisions and that I sign it of my own findemnification agreement is intended to be a	expressly state that I have read, understand and am familiar with all free will. I further expressly agree that this release, waiver and is broad and as inclusive as is permissible under the laws of the State greement is held to be invalid, the balance shall, notwithstanding,
Live Model	Parent or Legal Guardian (if under the age of 18)
Name:	Name:
(Please Print)	(Please Print)
Signature:	Signature:

Date: \_\_\_\_/\_\_\_/\_\_\_

Date: \_\_\_\_/\_\_\_/\_\_\_

PSI Services LLC 3210 E Tropicana Las Vegas, NV 89121