

State of West Virginia

Board of Barbers and Cosmetologist



AESTHETICIAN

Examination Information Packet

WV Board of Barbers & Cosmetologists

1201 Dunbar Avenue

Dunbar, WV 25064

Phone: 304-558-2924 Fax: 304-558-3450

Adam.L.Higginbotham@wv.gov

Visit us on the web @ www.wvbcc.org

SCHEDULE

Please note that this schedule is tentative, and may change slightly from time to time.

Scheduled Item	Time
Practical Exam	9:00am -12:30pm
Lunch/Break	12:30pm- 1:00pm
Written Exam	1:15pm- 3:15pm

EXAMINATION RULES

- Arrive at the exam no later than 8:30am. This allows you time for registration and set-up. We suggest you plan to arrive early - doors will open at 8:00am
- Exams will start promptly at 9:00 AM. No candidate will be admitted to the exam if he/she is not checked in by 9:00am. **NO EXCEPTIONS!!**
- Present your exam notification and your proper identification as outlined on the *Identification Requirements Information Sheet* enclosed in this packet. **NO CANDIDATE WILL BE ADMITTED WITHOUT PROPER IDENTIFICATION!**

EXAMINEE INFORMATION

- Have available, your kit containing the supplies necessary to perform all services required by the exam.
- **No school logos permitted**
- NO electronic devices of any kind will be allowed in the exam rooms. This includes, but is not limited to such items as cell phones, PDA's calculators, laptops, etc.
- Mannequins are required for portions of the Practical Cosmetology Segment. A Live Model for the noted portions of the practical can be used. Using a Live Model is entirely "YOUR CHOICE".
- All testing will be conducted in English.
- Exam candidates may be divided into two (2) groups
- You will be allowed 2 1/2 hours for the Practical Examination Segment. However, each practical portion is timed separately for both the full and retake examinations as outlined in the *Demonstration Information* enclosed in this informational packet.
- You will be allowed 2 hours for the Written Examination Segment (including National Written, Law, etc).
- You will be allotted a ½ hour break between the two exams, time permitting.

INFECTION CONTROL

- Include proper care of your workstation, implements and supplies. Applicant must demonstrate appropriate personal hygiene and sanitation of work area throughout the examination.

FINAL CLEANUP

- Gather your equipment and return it to the kit. Clean your workstation, push or put back the station chair.

MODEL REQUIREMENT

A live model, who is at least 16 years of age, must be used for all elements of the practical examination. Models cannot have ever or currently involved in the field of: cosmetology, aesthetics, manicuring, or barbering. **If the model cannot provide valid photo identification, the examinee will not be allowed to take the examination.**

EQUIPMENT AND SUPPLIES NEEDED

➤ **COMPLETE AESTHETIC KIT CONTAINING THE FOLLOWING ITEMS:**

- Draping for model to expose neck and upper shoulders
- 5 large, clean white hand towels and 2 white sheets for draping
- Cleansing cream
- Protective pads for eyes or eye shields
- Astringent or lotion toner
- Tweezers
- Artificial **strip** lashes and adhesive - implements to apply and solvent to remove
- Brush, or cotton-tipped applicators for brow tinting
- Massage cream or oil
- Applicator sticks for waxing, makeup, etc.
- Cotton balls or cotton pads
- Materials for day and evening makeup application
- Plastic container suitable for steaming towels and bowl for hot towels
- Mask for patron=s skin type
- 6 - 10 paper towels sealed in a plastic bag

➤ **COMPLETE MAKEUP KIT CONTAINING THE FOLLOWING ITEMS:**

- Moisturizer
- Brow pencil
- Foundation
- Mascara
- Powder (translucent makeup)
- Lip liner and lip color
- Eye color
- Cheek color - blusher
- Eyeliner

➤ **ADDITIONAL ITEMS:**

- Plastic bag for garbage
- Two #2 Pencils
- Approved Disinfectant

- **NOTE:** Any examinee wishing to bring items not listed: creams, lotions, concealers, high lighters, etc., to further accommodate them in the practical portion of their test, may do so at their discretion.

EXAMINATION INFORMATION (Consists of 2 Segments)

Segment #1: Aesthetic Practical Examination (2 ½ hours)

This examination is performed using a live model and consists of six (6) content areas as follows with each area being graded separately:

1. Preparation – Table Set Up and Preparation of Model
2. Skin Analysis – Completion of Client Card
3. Cleansing
4. Perform Complete Facial Massage
5. Application of Make-Up
6. Clean Up

Segment #2: National Aesthetic Theory Examination (2 hours)

This is a written examination consisting of multiple-choice questions on Aesthetics theory and the WV State Law test. You will have 2 hours to take this examination.

MISCELLANEOUS INFORMATION

ADVERSE WEATHER CONDITIONS:

To determine whether or not the examination will take place during periods of adverse weather, please contact the board office.

REFUNDS:

The following examination refund policies have been adopted by the board:

- If you do not attend your scheduled examination or cannot be admitted, your examination fee will be forfeited. To be rescheduled, you must submit a written request and the appropriate examination fee.
- If you fail to appear for reasons of "good cause" the examination fee may be credited to a subsequent examination -- provided written notice and acceptable verification is provided and postmarked within 15 days of the originally scheduled examination date. Reasons of 'good cause' are limited to serious personal illness or accident or death or serious illness in the immediate family. Examples of an 'acceptable verification' is: an attending physicians statement with original signature, an official accident report, an obituary notice.

TEST SCORES REQUIRED TO BE LICENSED:

A grade of 70% is required in each of the following to become licensed.

- Practical
- Written WV State Law
- National Written Exam

TEST RESULTS:

Due to National Testing, examination results will be mailed within three weeks of the examination.

No grades will be given over the phone.

CONTACTING THE BOARD OFFICE:

ADDRESS: 1201 Dunbar Avenue, Dunbar, WV 25064
Telephone: 304-558-2924
Fax: 304-558-3450
Email: adam.l.higginbotham@wv.gov
Visit us on the web at: www.wvbbc.org

IDENTIFICATION REQUIREMENTS

In accordance with the *WV Division of Labor* and the *US Immigration & Naturalization* codes, the WV Board Barbers and Cosmetologists require all individuals taking the WV State Board Examinations to show proper identification as outlined in the information below:

• **INDIVIDUALS BORN INSIDE THE UNITED STATES:**

Must present at least 2 forms of identification as follows:

1. **One must be your Social Security Card** (*must be an original, signed, and it cannot be laminated in plastic. Xerox copies will not be accepted.*)
2. **One must be picture identification.** Suggestions for picture identification: US Passport, Current Drivers License, and Military ID

• **INDIVIDUALS BORN OUTSIDE THE UNITED STATES:**

Must present documents that establish both identity and employment eligibility. A total of three pieces of Identification are required. Acceptable documents are listed below.

➤ **Choose one from List A - (for a total of one (1) piece of Identification):**

<p>LIST - A</p> <ol style="list-style-type: none"> 1. US Passport 2. Un-expired foreign passport, with I-551 stamp and INS Form I-94, indicating un-expired employment authorization 3. Permanent Resident Card and Un-expired Registration Receipt card with Photograph (INS Form I-151 or I-551) 4. Un-expired Temporary Resident Card (INS Form 1-688) 5. Un-expired Employment Authorization Card (INS Form I-688A) 6. Un-expired Employment Authorization Document issued by the INS, which contains a photograph (INS Form I-688B)

➤ **Choose one from List – B and**

➤ **Choose one from List - C**

One of these two pieces MUST be a photo ID

<p><u>LIST - B</u> <u>(Choose 1)</u></p> <ol style="list-style-type: none"> 1. Driver’s license or ID card issued by a state or outlying possession of the US provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address. 2. ID card issued by a federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address. 3. School ID card with a photograph 4. Voters registration card 5. US Military ID or draft card 6. Military dependant’s ID card 7. US Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver’s license issued by a Canadian government authority. 	<p><u>LIST – C</u> <u>(Choose 1)</u></p> <ol style="list-style-type: none"> 1. Social Security Card must be an original, signed, and not laminated in plastic. Xerox copies will not be accepted. 2. Certification of birth abroad that has been issued by the Department of State (Form FS 545 or Form DS 1360) 3. Original or certified copy of a birth certificate issued by the state, county municipal authority, or outlying possession of the US bearing an official seal. 4. Native American tribal document 5. US Citizen ID Card (INS Form I-197) 6. ID card for use of Resident Citizen in the US (INS Form I-179) 7. Un-expired employment authorization document issued by the INS (other than those listed under List A)
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