

State of West Virginia

Board of Barbers and Cosmetologist



Barber or Barber-Perm/Color

Examination Information Packet

WV Board of Barbers & Cosmetologists

1201 Dunbar Avenue

Dunbar, WV 25064

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

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Visit us on the web @ www.wvbbs.org

SCHEDULE

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

Scheduled Item	Time
Practical Exam	9:00am -12:00pm
Lunch/Break	12:00pm- 12:30pm
Written Exam	12:30pm- 2:30pm

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.
- A live Model is required for your examination.
- All testing will be conducted in English.
- Exam candidates may be divided into two (2) groups
- You will be allowed 1 ½ hours for the Barber Practical Examination Segment with an additional ½ hour allotted for those who are also taking the Permanent Wave, Color and Tinting portion. 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 REQUIREMENTS

- Model cannot be licensed or retired cosmetologists or barber or a student of cosmetology or barbering.
- Model must be over the age of 16 years of age.
- Model must be in need of a haircut and shave enabling you to demonstrate skill and proficiency in the practical aspects of barbering.
- A pre-cut haircut of a model prior to the examination is prohibited.
- Model must provide valid photo identification.

EQUIPMENT AND SUPPLIES NEEDED

BARBERING Examinees:

Face Towels x 6	Comb
Steam Towel x 1	Razor
Hair Clippers	Hone & Strop
Massage Cream	Neck Duster
Hair Tonic	Shears
Shampoo	Chair Cloth
Approved Disinfectant	Next Strips
Shampoo Cape	

Examinees who are also taking the PERMANENT WAVE, COLOR / TINT: (add these items)

Mannequin	Rat Tail Comb
Mannequin Stand	Perm Rods (16 to 20 / various sizes)
Tint Bowls (2)	Kolestrol (to use as color / tint)
Tint Brushes (2)	

MISCELLANEOUS INFORMATION

ADVERSE WEATHER CONDITIONS:

To determine whether or not the examination will take place during periods of adverse weather, please visit www.wvbbc.org or 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' are: an attending physician's 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 (Barbering)
- Practical (Permanent Wave / Color & Tent) (if applicable)
- Written WV State Law Test
- National Written

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

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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):**

LIST - A

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 I-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

LIST - B

(Choose 1)

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.

LIST – C

(Choose 1)

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)