

**State of West Virginia**  
**Board of Barbers and Cosmetologist**



**COSMETOLOGIST**

***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](http://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 -12:30pm
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.

## MODELS vs MANNEQUIN

- **MANNEQUIN:** You are **required** to bring one (1) mannequin with hair at least 6 inches long. You must supply your own stand for this mannequin. This mannequin will be used for all or portions of your examination. Clean up of mannequin will be done after you leave the test site. *Please note: You will need a mannequin for certain portions of the exam even if you choose to use a live model.*
- **LIVE MODEL:** Should you opt to use a Live Model for the Cut, Blow Dry, Thermal Curling and Finish Style of the exam. *Remember, you will still need a mannequin for certain portions of the exam.*  
The model must meet the following criteria:
  - Model cannot be a licensed nor retired cosmetologist
  - Model must be over the age of 16 years.
  - Model's hair must be no less than 4 inches. You will be required to remove (cut) at least 1/2 inch.
  - Model must arrive with clean, disease free hair and scalp.
  - Model must provide valid photo identification.

## EQUIPMENT AND SUPPLIES NEEDED

(3) #2 Pencils	(2) Large garbage bags	Protective Gloves	Cotton and Band Aids	Approved Disinfectant
(3) Hand Towels	(2) Tint Bowls	(2) Tint Brushes	Spray Bottle w/ Water	Conditioner
Clear Style Gel	Wave Set/ Styling Gel	Kolestrol	Perm Wave Rods	End Papers
Pin Curl Clips	(10) Hair Clamps	(3) Rollers	Foils and Paper	Foil Combs
Teasing Comb	(6) Combs	Flat Hairbrush	Round Hairbrush	Hair Cutting Scissors
Electric Curling Iron	(1) Mannequin	Mannequin Stand	Blow Dryer	

PLEASE NOTE: If you decide to use a live model, please bring neck strips and shampoo cape in addition to the items mentioned above.

## 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' 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
- Written WV State Law Test
- National Written
- Written Facial & Scalp
- Written Manicuring Test

#### 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](mailto:adam.l.higginbotham@wv.gov)

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## **EXAMINATION INFORMATION** (Consists of 2 Segments)

### **Segment #1:** Cosmetology Practical Examination (2 ½ hours)

This examination is performed using one (1) mannequin and consists of four **(4) content areas** as follows:

#### **1. Haircutting (30 minutes)**

**Mannequin** - You are to complete a uniform 90 degree layer haircut using scissors. - You must remove at least one-half (1/2) inch of hair. - You will use over hand and palm-to-palm cutting techniques. If you have chosen a mannequin for the haircut the hair should be *four to six inches* in length to perform the remaining services included in this examination. - Do not sweep the hair from the floor until you are directed to do so.

**Live Model** - You are to complete a uniform 90 degree layer haircut using scissors. - You must remove at least one-half (1/2) inch of hair. - You will use over hand and palm-to-palm cutting techniques. Do not sweep the hair from the floor until you are directed to do so. The remainder of the examination after the blow dry section will be performed on a mannequin.

#### **2. Blow Dry, Thermal Curling and Finish Style (30 minutes)**

**Blow Dry** - Candidate will blow dry and style the complete head using a blow dryer and a flat and a round brush. Before starting the blow dry, you may dampen the hair as necessary.

**Thermal Curl & Finish Style** - Candidate will be asked to use a curling iron of choice to finish the hairstyle of your choosing, following all safety precautions for client protection.

**\*Note:** *The remainder of the examination must be completed on a mannequin.*

#### **3. Highlighting, Straightening & Color Retouch (30 minutes)**

**Divide the head into four (4) equal sections and using gloves proceed with the following:**

- *Section 1* - right front section: Beginning at eye level, apply 3 Foil Highlights - *1 slice and 2 weave*
- *Section 2* - right rear section: Using a brush technique, apply Virgin Straightening Technique -Scalp protection
- *Section 3* - left rear section: Apply Retouch Application
- *Section 4* - left front section: Beginning at eye level, apply 3 Paper Highlights - *1 slice and 2 weave* to the remaining hair between the sections, apply color.

*Hints for the Foil & Paper Techniques:* 3/4 inch Sub-section - Slice or weave to 1/8 inch - apply color to DULL side of the foil.

#### **4. Final Set – (60 total minutes)**

**Pin Curls:** *(allow 5 minutes)* On the front hairline, place at least three (3) Standing Pin Curls with triangle base.

**Rollers:** *(allow 5 minutes)* Place 3 Rollers 'on base' behind the Pin Curls.

**C - Shaping:** *(allow 10 minutes)* Set the left side of the head using C-Shaping and 1 row of at least four (4) sculptured curls directed towards the face.

**Finger Waves:** *(allow 10 minutes)* On the right side of the head set at least two (2) rows of finger waves. Finish to the ear with Pin Curls.

**Chemical Wave:** *(allow 5 minutes)* You are to wrap the center section of the crown, using 3 rods (double flat wrapped) and 2 rods (book end wrapped) on the left side of that section. You will demonstrate a wrap to form a full curl, being consistent with rod placement.

**Braiding:** (15 minutes) You are to create two (2) corn rows behind the left ear and one (1) creative braid of your choosing down the center back section just below the Perm Rods.

**Spiral Rods for the Finish:** *(allow 10 minutes)* Finish the remaining head from the ear down in Spiral Rods, alternating directions of each row.

### **Segment # 2:** National Cosmetology Theory Examination (2 hours)

This is a written examination consisting of multiple-choice questions on cosmetology theory. There is also a manicuring, state law, and facial and scalp test consisting of 10 - 12 questions for each subject. These tests are multiple choice tests.

## 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**

<u>LIST - B</u>	<u>(Choose 1)</u>	<u>LIST – C</u>	<u>(Choose 1)</u>
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.		1. Social Security Card must be an original, signed, and not laminated in plastic. Xerox copies will not be accepted.	
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.		2. Certification of birth abroad that has been issued by the Department of State (Form FS 545 or Form DS 1360)	
3. School ID card with a photograph		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. Voters registration card		4. Native American tribal document	
5. US Military ID or draft card		5. US Citizen ID Card (INS Form I-197)	
6. Military dependant's ID card		6. ID card for use of Resident Citizen in the US (INS Form I-179)	
7. US Coast Guard Merchant Mariner Card		7. Un-expired employment authorization document issued by the INS (other than those listed under List A)	
8. Native American tribal document			
9. Driver's license issued by a Canadian government authority.			