

# NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

## BARBER PRACTICAL TASK LIST FOR EXAMINATION PROCEDURES

This examination is approximately 1 ½ hours long. Each procedure is given a specific time allotment as indicated below. These procedures will be demonstrated on a live model (person) that you must provide. The examiner will provide verbal instructions prior to the demonstration of each procedure. It is expected that safety and infection control will be practiced throughout the entire course of this examination. The passing score for the barber practical examination is 70 percent.

### **Professional Appearance, Preparation of Work Area & Client Preparation (10 minutes)**

#### **7 Tasks Evaluated**

##### **Verbal Instructions:**

*“Please set up your workstation with supplies that will be used throughout your examination as well as haircutting supplies. If room permits, all supplies may be set out; otherwise, supplies should remain in your bag until they are needed to perform each procedure. You will also prepare (seat & drape) your model (client) for further procedures. The use of cell phones is unallowable; therefore, if you have a cell phone with you, please turn off your ringer at this time. Talking amongst candidates is not allowable; however, you may raise your hand at any time if you require assistance from your examiner. You MUST remain standing throughout the entire examination. When you are finished, please step back and quietly wait for further instructions.”*

- 1) The applicant is dressed in a clean barber jacket which is not tucked in and is worn over a shirt or outfit; is wearing closed-toe, closed-heel footwear that covers the top of foot and is not made of canvas.
- 2) An EPA-approved disinfectant solution (may be in the form of liquid, spray, wipes, etc.) is used to sanitize surfaces; product is in original, labeled packaging and is applied or used to cover entire surface of work station (to include counter top, chair/headrest) and station is completely dried (paper towel or towels may be used) before proceeding.
- 3) A plastic (or other non-leakable material) bag for disposables is placed at the work station within reach; the disposables bag is used to discard all disposable materials soiled during the sanitation procedure.
- 4) Implements that require later disinfection (shears/scissors/blades/combs/detachable clipper blades, etc.) have been transported to the exam site in a covered container labeled “clean” (ask examinee to produce these items if not visible). *Note: It is permissible to transport scissors/shears in original storage pouch/case.*
- 5) A sealable plastic bag and a rigid(hard) plastic container (large enough to accommodate scissors and/or razor) are provided in case of blood spill and are labeled ‘blood contamination’ (ask examinee to produce these items if not visible); blood borne pathogen safety items (rubber gloves, styptic powder or liquid, and adhesive bandages) are stored in container.
- 6) The client (model) is properly draped with a clean haircutting cape; a towel (15"x25/26"), disposable towel, or neck strip is used to form a barrier (cape does not come in contact with skin in client’s neck area; applicant sanitizes hands with sanitizer (in the form of liquid, foam, wipes, etc.) prior to touching the client (model).
- 7) Safety and infection control are adhered to during all aspects of preparing the workstation and client (model).

### **Haircutting Techniques (30 minutes)**

#### **13 Tasks Evaluated**

##### **Verbal Instructions:**

*“You will now demonstrate haircutting techniques. Begin by tapering the nape area of the head using #1 or lower blade size. Remove the weight line demonstrating the clipper over comb technique. A guard or comb attachment may be used in this area in addition to this technique if needed. You will then taper from the*

sideburns up to the temple using the same clipper over comb technique. The Top, Back, and Sides of the head are to be evenly cut removing at least ½ inch of hair demonstrating the fingers and shear technique. (If your model has coarse hair, demonstrate the free-hand clipper technique utilizing pick and fine tuning with shears). Next, use shears to demonstrate arching technique around ears and down neckline. Then, re-drape and shave arched area using changeable blade straight razor. Finish by using towel wrap procedure and talcum powder to remove loose hair from the face and neck. When you are finished, please step back and quietly wait for further instructions from your examiner. You have 30 minutes to complete this procedure. Remember, you will start the haircut by tapering the nape area. It is your choice to perform the haircut on wet or dry hair. You may now begin."

- 1) All haircutting supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary and in good working order (clippers, #1 or lower blade, guard, cutting shears/scissors, cutting comb -or- all purpose comb -or- tail comb, changeable blade straight razor, spray disinfectant, 3-4 towels (15"x25/26") and/or disposable towels, shaving cream, talcum powder).
- 2) *READY* - Hair has been combed through and examined; hair is tangle-free and ready to receive procedure [it is permissible to wet hair down or to leave it dry].
- 3) *NAPE AREA (First)* - Tapers the nape area using a #1 or lower blade(s); area between nape and occipital bone is tapered using *clipper over comb technique*; transition line is removed (in addition to the blade, a single comb attachment may be used). (Note: The use of more than one blade is optional but not required.)
- 4) *SIDE (Second)* - The sideburns are then cut up to the temple using *clipper over comb technique*; at least ½ inch of hair is cut off.
- 5) *TOP, BACK & SIDES (Third)* - Using *shear over fingers technique* performs a uniform cut on top of head using stationary and traveling guide. Blends top into the sides and back using *shear over comb technique* leaving no visible lines or steps (it is permissible to use blending/thinning shear but not required). In the case of coarse hair, may use pick, shears, and a free hand clipper technique (if this method is chosen, the use of both clipper and shears must be demonstrated); at least ½ inch of hair is cut off.
- 6) *ARCHING (Fourth)* - Properly demonstrates *shear arching technique* (may use shear and comb) to clearly define the natural lines around the ears; starts in front of each ear and makes outline to end of tapered nape. (Note: Outliner/edgers may NOT be used.)
- 7) *RE-DRAPE* - Removes hair clippings from cape and removes/discards neck strip, towel, or disposable towel. Properly re-drapes client/model without fastening cape at neck (cape does not come in contact with skin in client's neck area). (Note: If neck is fastened, a barrier is formed using neck strip, towel (15"x25/26"), or disposable towel between client's neck and haircutting cape.)
- 8) *PREPARE FOR FINISH* - Tucks towel (15"x25/26") or disposable towel(s) around back of neck. Places second towel (15"x25/26") or disposable towel on right or left shoulder for wiping blade of lather. Applies lather at temple area, around/over ears, and down sides of neck. Inserts disposable blade and sanitizes changeable blade straight razor with disinfecting spray. (Note: It is permissible to prepare the razor before applying the shaving cream.)
- 9) *FINISH* - Starts at temple and proceeds to shave toward side burn in front and around ears and straight down sides of neck. Appropriately uses free-hand and reverse backhand strokes. All areas are free from visible hair. (NOTE: It is permissible for left-handed barbers to reverse these strokes without penalty.)
- 10) Handles clippers and razor safely at all times when in use; clippers are held (not put down) when demonstrating clipper cutting techniques; razor blade is placed in rigid container for transport/disposal.
- 11) Removes and discards all towels. A clean towel or disposable towel is wrapped around fingers (talc added) and traces of lather and loose hair are removed from face and neck.
- 12) Finished haircut is balanced (evenly cut with shears/scissors), outline is clean and neat, and weight lines have been reduced (hair lengths are blended in tapered areas).
- 13) Safety and infection control are adhered to during all aspects of the haircutting techniques procedure.

## Shampooing Techniques (5 minutes/examinee)

### 8 Tasks Evaluated

#### Verbal Instructions:

*“As sinks become available, you will be instructed to shampoo your model’s hair. When instructed, you will escort your model over to the sink (point out location of sinks). You will also need to bring your shampoo and towel over with you; sinks must be properly cleaned prior to the shampooing procedure. Please note that you will be allotted a maximum of five minutes to use the sink. When you have completed the shampoo, please towel dry your model’s hair and escort them back to your assigned station and quietly wait for further instructions. You may begin the shampooing procedure when you are instructed to do so.”*

- 1) All shampooing supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order (3-4 clean terry towels (15"x25/26"), shampoo-labeled, shampoo cape). *[Note: To keep within the time allotment, the use of conditioner will NOT be allowed.]*
- 2) **SANITIZE** - An EPA-approved disinfectant solution (may be in the form of liquid, spray, wipes, etc.) product in original, labeled packaging is used to properly clean sink prior to placing client (model).
- 3) **PREPARE** - Client (model) is properly draped to receive shampoo service; a terry towel (15"x25/26") is placed length wise across client’s (model’s) shoulders with ends crossed beneath chin. Plastic or waterproof shampoo cape is draped over towel and fastened at back so that cape does not touch client’s (model’s) skin. Second terry towel (15"x25/26") is opened width wise and tucked inside fastened collar to be used later for blotting/drying hair; towel hangs down client’s (model’s) back. Third terry towel (15"x25/26") is opened width wise and tucked inside the neckband beneath the chin to wipe ears and face if necessary. Uses either reclined or inclined method for shampooing. (IMPORTANT: Must use three towels: one to form a barrier between neck and cape, one to blot/dry hair, and one to keep client dry/comfortable; it is acceptable for draping methods to vary or for the examinee to carry the towel used to blot/dry hair to the sink.)
- 4) **APPLY** - Hair is dampened with water while protecting the client’s (model’s) face, ears, and neck in the proper manner using hands; shampoo is first placed into hands before spreading through client’s (model’s) hair to ensure shampoo is applied directly onto scalp; client (model) is kept comfortable and dry. *[Note: Candidates will only be allowed to shampoo once.]*
- 5) **MASSAGE** - Shampoo is massaged completely into the scalp for a minimum of 30 seconds; water is used to create a creamy lather; tips of fingers are used to execute all shampoo movements.
- 6) **RINSE** - Hair is rinsed thoroughly/completely of excess lather (no shampoo lather remains).
- 7) **FINISH** - Uses terry towel (15"x25/26") to blot model’s hair over sink and then towel-dries hair, effectively wiping face and ears as necessary.
- 8) Safety and infection control are adhered to during all aspects of the shampooing procedure.

## Shaving – Facial Hair (15 minutes)

### 12 Tasks Evaluated

#### Verbal Instructions:

*“You will now demonstrate a standard shave. After properly draping your model and preparing the face, you will perform this procedure on all fourteen shaving areas of the face. If you have chosen not to shave the mustache area, you will be required to perform this procedure on the remaining twelve shaving areas of the face. Note: Please alert your examiner if you need to deviate from the standard shaving direction/stroke due to the hair growth pattern of your client (model). Upon completion, please step back to indicate that you are finished and quietly wait for further instructions. You have 15 minutes to complete this procedure and you may now begin.”*

- 1) All shaving supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order (minimum of 2-3 clean terry towels (15"x25/26") required for steaming, 4 additional towels of choice (15"x25/26"), changeable blade straight razor, 2-3 disposable blades, lather/shaving cream. (Note: disposable professional service towels are permissible; beard softener/pre-shave conditioner oil is optional and not required).

- 2) *PREPARE CLIENT/MODEL* - Client (model) is seated comfortably; headrest is covered with a towel/disposable towel and adjusted to proper height (chair is lowered, adjusted, and locked to the proper level if applicable). Shampoo cape is removed and replaced with haircutting cape that is unfastened at neck. A clean towel (15"x25/26") is laid diagonally across client's chest; top corner of towel is tucked along right side of client's neck and the lower corner of towel is tucked along left side (permissible to perform tuck on left side first). Second towel is tucked inside neckband beneath chin. Third towel is placed on client's chest to wipe razor clean. *(Note: Towels need not be terry but cannot be made of paper, with the exception of the headrest barrier.) [Some candidates may elect to apply lather/cream prior to the steam; while this step is not required, this IS acceptable but will not be rated.]*
- 3) *STEAM* - One or two warm terry/steam towel/s (15"x25/26") is applied to client's (model's) face for approximately 10-15 seconds to soften beard; towel is placed in v-formation, leaving nose (nostrils) exposed for client/model to breathe. *[Note: Candidates that lathered prior to the steam may now remove lather/cream with terry/steam towel but are not to be rated on lather removal.]*
- 4) *LUBRICATE (or RE-LATHER)* - Applies lather/cream to face and neck; lather/cream is placed in hand (or spatula if using jar of cream) and starting with the neck, spread evenly over bearded areas of face and neck areas to be shaven using brisk rotary movements; lather/cream must be rubbed in against the grain and provide complete coverage for the areas to be shaved.
- 5) *PREPARE RAZOR* - Properly inserts blade into ready razor and checks to ensure blade is secure; sanitizes blade before use on client/model (May prepare razor while steaming) It is permissible for left-handed barbers to start on the left side vs. the right side without penalty; however, they must still follow number order of strokes, shaving direction, and angle as indicated.
- 6) *Shaving Areas 1, 2, 3, 4, 5*: Razor is held properly and, going with the grain, uses gliding strokes; uses forward sawing motion with the point of the blade in the lead; fingers opposite of the hand holding the razor are used to gently but firmly stretch the skin area that is being shaved. Shaving Areas 1, 3, and 4 are executed with *free-hand stroke*; Shaving Area 2 is executed with *back-hand stroke*; and Area 5 is executed with *reverse free-hand stroke*. *[Note: Examinee may skip area 3 if they have opted to omit shaving the mustache area]*
- 7) *Shaving Areas 6, 7, 8, 9, 10*: Razor is held properly and, going with the grain, uses gliding strokes; uses forward sawing motion with the point of the blade in the lead; fingers opposite of the hand holding the razor are used to gently but firmly stretch the skin area that is being shaved. Shaving Areas 6, 8, and 9 are executed with *back-hand stroke*; Shaving Area 7 is executed with *free-hand stroke*; and Area 10 is executed with *reverse free-hand stroke*. *[Note: Examinee may skip area 8 if they have opted to omit shaving the mustache area]*
- 8) *Shaving Areas 11, 12, 13, 14*: Razor is held properly and, going with the grain, uses gliding strokes; uses forward sawing motion with the point of the blade in the lead; fingers opposite of the hand holding the razor are used to gently but firmly stretch the skin area that is being shaved. Shaving Areas 11 and 12 are executed with *free-hand stroke*; Shaving Areas 13 and 14 are executed with *reverse free-hand stroke*. *(Note: Stroke direction for shaving area 11 will be reversed for left-handed examinees.)*
- 9) Any remaining lather and loose hair is removed from the client's (model's) face and neck with a warm terry/steam towel (15"x25/26"); towel is folded and used to cover client's (model's) face (towel is placed in a v-formation, leaving the nostrils exposed for the client/model to breathe); upon removing, the warm towel is used to wipe client's (model's) face and neck clean.
- 10) Model's (client's) head was positioned appropriately throughout shave to accommodate strokes; all visible facial and neck hair is removed (mustache area may remain if examinee opted not to shave) resulting in a clean shave (no visible hair remaining).
- 11) Razor is used/handled safely (held securely during manipulations) at all times; face was kept moist (lather/cream replaced as necessary) during the entire procedure; razor blade is placed in rigid container for transport/disposal. *(Note: It is permissible to use back of handle to remove lather/shaving cream.)*
- 12) Safety and infection control are adhered to during all aspects of the shaving procedure.

# Facial Massage (10 minutes)

## 10 Tasks Evaluated

### Verbal Instructions:

*"You will now perform a facial massage. You will first apply steam towels to the face and neck. After applying towels, you will then apply massage cream to your model's face and neck to demonstrate at least two massage manipulations. After completing a three-five minute massage, you will then remove the massage cream from your model's face and neck using cleansing cream and a warm towel. Finish by using towel wrap procedure and talcum powder to blot face dry. When you are finished, please step back and quietly wait for further instructions. You have 10 minutes to complete this procedure and you may now begin."*

- 1) All basic facial massage supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary and in good working order (4 or more clean terry towels (15"x25/26") required for steaming, 3 additional towels of choice (15"x25/26"), massage cream in container labeled with product type and name, cleansing cream in container labeled with product type and name, talcum powder).
- 2) **PREPARE** - Removes all towels from shaving procedure. Client (model) is repositioned comfortably; chair remains reclined from shaving procedure (towel barrier is between headrest and client's/model's head). A clean towel (15"x25/26") is laid diagonally across client's (model's) chest; top corner of towel is tucked along the right side of the client's (model's) neck and the lower corner of the towel is tucked along the left side (it is permissible to perform tuck on left side first). Second towel is tucked inside neckband beneath chin. *(Note: Towels need not be terry but cannot be made of paper, with the exception of the headrest barrier.)*
- 3) **STEAM** - One or two warm terry towels (15"x25/26") are applied to the face to moderately steam the model's face (approx. 10-15 seconds); towel placement allows for an opening to leave the nose (nostrils) exposed for model to breathe.
- 4) **APPLY** - Dabs of massage cream are applied directly to face with a spatula (cream may be used from back of sanitized hand using fingers of opposite hand to apply or directly from a disposable container) to chin, cheeks, and forehead and spread evenly over the face and neck using smooth upward and outward stroking movements; spatula is not used on model (client) and then put back into product unless container with remaining product portion is disposed of at end of procedure. *[Note: It is acceptable to put a dab of cream directly on the neck.]*
- 5) **MASSAGE** - Prior to cleansing step, a three to five minute massage to the face and neck is continuously performed (maintains contact with client's skin) using upward directional strokes; must properly demonstrate two or more massage movements (effleurage, petrissage, tapotement, and percussion) with both hands
- 6) **2<sup>nd</sup> STEAM** - One or two warm terry towels (15"x25/26") are applied to the face to moderately steam the model's face (approx. 10-15 seconds); towel placement allows for an opening to leave the nose (nostrils) exposed for model to breathe.
- 7) **CLEANSE** - Dabs of cleansing cream are applied directly to face with a spatula (cream may be used from back of sanitized hand using fingers of opposite hand to apply or directly from a disposable container) to chin, cheeks, and forehead and spread evenly over the face and neck using smooth upward and outward stroking movements; spatula is not used on model (client) and then put back into product unless container with remaining product portion is disposed of at end of procedure. *[Note: It is also acceptable to put a dab or cream directly on the neck.]*
- 8) **REMOVE CREAMS/CLOSE PORES** - All creams/lotions are completely removed from the face and neck using a clean, warm terry towel (15"x25/26"); towel is then removed and a cooler terry towel (15"x25/26") is then applied (two halves over eyes, bottom half under nose; and opening is left for the nose/nostrils) for a minimum of 15 seconds to close the pores of the skin.
- 9) **DRY/FINISH** - A clean towel or disposable towel is wrapped around hand covering and including fingers (towel wrap procedure); talcum powder is sprinkled onto towel (just enough powder to blot face dry) and applied to face using a light blotting/tapping motion; all excess water is removed and client (model) is returned to sitting (upright) position. *[Note: The use of a mild astringent is optional and not required.]*
- 10) Safety and infection control are adhered to during all aspects of the facial massage procedure.

## **Clean Up of Work Area (5 minutes)**

### **4 Tasks Evaluated**

#### **Verbal Instructions:**

*"You may now pack up your supplies and clean up your work area if you have not already done so. When you are finished, please step back and wait for an examiner to dismiss you. Upon exiting, please be sure that nothing is left behind. Please be reminded that you MUST take your disposables bag with you as well. Thank you for your cooperation and good luck to you!"*

- 1) Used implements (shears/scissors, detachable clippers, combs) are stored in container labeled 'dirty; shears/scissors may be returned to original storage pouch/case but must first be sprayed with blade spray disinfectant if this method of transport is chosen. A plastic, hard/rigid container or a 'sharps' box/container must be used for transporting used straight razor blades. *(Note: The use of plastic beverage bottles are NOT acceptable for transporting used blades.)*
- 2) The workstation (to include counter top, chair/headrest) has been thoroughly cleaned with a sanitizing solution; the floor area is clean (free from hair, etc).
- 3) All supplies/implements are packed up and nothing is left behind; all disposables have been removed from the site by applicant.
- 4) Safety and infection control are adhered to during all aspects of cleaning up the work area.

#### **RELAYED TO EXAMINEES AS THEY LEAVE:**

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