

NEW YORK STATE DEPARTMENT OF STATE – DIVISION OF LICENSING SERVICES

BARBER PRACTICAL EXAMINATION INFORMATION

Address: NYS Department of State, Division of Licensing Services, One Commerce Plaza, P.O. Box 22001, Albany, NY 12201-2001

PRACTICAL EXAMINATION SCHEDULING

Practical examinations MUST be scheduled through our online services. Applicants are required to schedule their barber examination on the New York State e-Licensing system. In order to schedule your examination you must have a NY.gov ID account. If you do not have an account you should go to the NYS License Center (NYSLC) at <https://aca.licensecenter.ny.gov/aca/> and click on the “I need a NY.gov ID” link to create your account. If you already have NY.gov account you should go directly to <https://my.ny.gov/> to schedule your examination.

A \$15 non-refundable fee is due at the time you schedule your examination. If you need to reschedule your examination, you MUST do so at least six days before your scheduled examination date to avoid penalty (*forfeiture of \$15 fee*). Should you cancel your appointment, arrive late to your scheduled examination, or do not appear for a scheduled examination, you will forfeit the examination fee.

Note: If you have submitted the appropriate documentation to request special testing arrangements, a representative from the Division of Licensing Services will contact you with your exam schedule.

ADMITTANCE TO THE PRACTICAL

For admittance to this examination you MUST bring the following items:

Photo Identification

You must bring a current valid government-issued form of identification such as a driver’s license or US passport containing your photograph and signature.

PREPARING FOR YOUR PRACTICAL

You should arrive for your examination with appropriate attire for providing barbering services. Concerning appearance and professionalism, you will be expected to conform to the following regulations:

- 1) A clean barber jacket must be worn
- 2) Closed-toe and closed-heel shoes that cover top of foot (*no canvas*)
- 3) Cell phone use is NOT permitted
- 4) Hands washed with soap and water prior to your arrival

You must bring your own examination supplies and implements as outlined on the supply list. Failure to provide any of the necessary supplies and implements may preclude you from being allowed to perform some of the examination procedures. Additionally, you will demonstrate your proficiency of the examination procedures on a live model. You must bring a model that meets the requirements specified on the supply list or you will not be allowed to take this examination.

PRACTICAL EXAMINATION PROCEDURES

The barber practical examination consists of a series of tasks that you must perform within an allotted time frame for each procedure. You will be required to demonstrate the following procedures within the specified time:

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

Hair Cutting Techniques (30 minutes)

Shampooing Techniques (5 minutes)

Shaving – Facial Hair (15 minutes)

Facial Massage (10 minutes)

Clean Up of Work Area (5 minutes)

Examination procedure tasks and visual aids are available on our website at www.dos.ny.gov. The barber practical will take approximately 1 ½ hours to complete from check-in to dismissal. Safety and infection control procedures must be adhered to during the entire examination. You must achieve a score of 70 percent to pass this examination.

EXAMINATION RESULTS

You will be notified by email once the examination results become available for viewing. Examination results will be available online by utilizing My NY.gov Online Services. If you pass the practical examination, you will automatically receive your New York State Barber License in the mail. If you fail the exam, you can schedule another examination by utilizing My NY.gov Online Services. Results will NOT be given at the examination or over the telephone. You may not appeal your examination results.

REQUESTING AN ANALYSIS

If you fail your examination, you may request an analysis of your practical examination. An analysis is a report or breakdown of your practical examination scores to assist you in identifying your strengths and weaknesses. You must request an analysis within 60 days of your examination date. We will not provide analysis to individuals who have achieved a passing mark on the practical examination.

CONTACT INFORMATION

You may contact the Department of State’s Practical Examination Unit by calling (518) 474-2740 or, for general information, the Division of Licensing Services at (518) 474-4429. Please feel free to visit our website at www.dos.ny.gov for further licensing information. In the event of inclement weather, please check our website to determine if your exam will be given.