

NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

COSMETOLOGY PRACTICAL EXAMINATION INFORMATION

*NYS Department of State, Division of Licensing Services, One Commerce Plaza,
PO Box 22001, Albany, NY 12201-2001*

Practical Examination Scheduling

NOTE: You may schedule your practical examination either before or after the successful completion of the written examination.

Practical examinations **MUST** be scheduled online. After your application is approved, an email will be sent to the email address provided on your application. The email will contain a link where you may schedule your exam.

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 a form of government-issued signature identification which must be photo-bearing. Your identification **MUST BE CURRENT** (not expired) and from the following list:

- Driver's license
- State-issued Identification (ex. Non-driver ID)
- IDNYC Card (NYC Identification Card)
- Military ID
- United States Passport
- Employment Authorization Card (issued by U.S. Citizenship and Immigration Services)
- United States INS Issued ID
- Certificate of US Citizenship
- Foreign Passport
- Brazilian, Mexican, Honduran or Ecuadorian Consular ID

All appointments **MUST** be made in **EXACTLY** the name which appears on your identification. This does not include middle names or middle initials. If your last name is hyphenated, please be sure to include your full name. If your name does not match your ID exactly, we reserve the right to deny you access to the examination.

Preparing for Your Practical

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

- 1) A clean, washable outer garment must be worn.
- 2) Closed-toe and closed-heel shoes that cover top of foot (no canvas).
- 3) Avoid bulky or dangling jewelry.
- 4) NO gum chewing or cell phone use is permitted.
- 5) Hands washed with soap and water prior to your arrival.

You must bring a mannequin with you to the examination as specified on the supply list. Failure to do so will result in your disqualification.

You must also 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.

Practical Examination Procedures

The cosmetology 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

Hair Cutting Techniques (50 minutes)

Blow Dry Styling Techniques (15 minutes)

Thermal Curling Iron Techniques - Using Electric Marcel Iron (15 minutes)

Demonstration of Techniques:

Roller Placement - Top of Head (10 minutes)

Permanent Waving - Left Side (10 minutes)

Diagonal Pin Curl Wave/C-Shaping - Right Side (10 minutes)

Finger Waving - Back of Head (10 minutes)

Chemical Services:

Foiling Simulation - Right Front (15 minutes)

Haircoloring Simulation (Retouch) - Right Back (10 minutes)

Chemical Restructuring - (Virgin) - Left Front / **(Retouch)** - Left Back (25 minutes)

Clean Up of Work Area

Examination procedure tasks and visual aids are available on our website at www.dos.ny.gov. These images may be printed and brought for use at your examination; however, no written notes are allowed. The cosmetology practical will take approximately 3½ hours to complete.

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.

Contact Information

You may contact the Department of State's Practical Examination Unit by calling (518) 473-2740 or, for general information, the Division of Licensing Services at (518) 453-8130. 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.

Examination Results

You will be notified by email once the examination results are available. You must login to your NYS License Center account to view your results under the examination section. Applicants who have passed both the written and practical examinations, will be issued a New York State Cosmetology License in the mail. If you fail the exam, you may login into your NYS License Center account and schedule another examination. 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 analyses to individuals who have achieved a passing mark on the practical examination.