NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

COSMETOLOGY PRACTICAL
TASK LIST FOR EXAMINATION PROCEDURES

This examination is approximately 3 ½ hours long. Each procedure is given a specific time allotment as indicated below; these procedures will be demonstrated on a mannequin. (Note: Specific times are not allocated to set-up and clean-up; ample time will, however, be provided for individuals to complete these procedures.) The examiner will provide verbal instructions prior to the demonstration of each procedure. Chemical procedures will be simulated. It is expected that safety and infection control will be practiced throughout the entire course of this examination in accordance with New York State appearance enhancement statute and regulations and NYS COVID-19 guidelines.

Professional Appearance, Preparation of Work Area & Client Preparation
9 Tasks Evaluated

Verbal Instructions:
"Please set up your workstation with general supplies that will be used throughout your examination. All other supplies should remain in your bag until they are needed to perform each procedure and/or you are instructed to set them out. You will also prepare (secure & drape) your mannequin for further procedures. When you are finished, please step back and quietly wait for further instructions."

1) The applicant is wearing a face covering (or mask) -AND- eye goggles (or a face shield). The applicant is dressed in a clean outer garment (smock or gown) which is not tucked in and is worn over a shirt or outfit and is wearing closed-toe footwear that covers the top of foot and is not made of canvass
2) An EPA-approved sanitizing solution (may be in the form of liquid, spray, wipes, etc.); product is in original, labeled packaging and is applied to cover entire surface of workstation and station is completely dried (paper towel or towels may be used) before proceeding.
3) A plastic bag for disposables is secured to 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 (scissors/combs/brushes, etc.) have been transported to the exam site in a covered container labeled 'clean' and /or sealable plastic bag(s).
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 (disposable protective gloves and adhesive bandages) are stored in container.
6) The applicant sanitizes hands with sanitizer (in the form of liquid, foam, wipes, etc.) prior to touching the client (mannequin).
7) A solid hair color mannequin with uncut and unprocessed human hair is provided by the examinee and is properly secured to the workstation/table with a counter-top clamp (examinee may use paper towel or any other product to safely secure mannequin to clamp).
8) The client (mannequin) is properly draped with a clean, comb-out/reduced-length cape or a regular cape; a towel or neck strip is used to form a barrier.
9) Safety and infection control are adhered to during all aspects of preparing the workstation and client (mannequin).

Haircutting Techniques (50 minutes)
12 Tasks Evaluated

Verbal Instructions:
"You will now demonstrate haircutting techniques. You will first wet and comb out the hair. You will then establish a zero degree elevation guideline, with an angled front, using scissors. Four or five sections are allowable. You may continue by performing a 90-degree layered cut, without bangs, using scissors. You will use vertical partings to establish a 90-degree elevation. You will then be asked to demonstrate one or two

sections using a razor. You will also need to demonstrate the removal of excess bulk using your choice of implement. If you have not been approached by your examiner when you are ready to continue cutting using the razor and removing excess bulk, you should raise your hand to prompt your examiner prior to your demonstration of these areas on at least one section, as it is necessary for them to observe your technique. A hanging length of six inches minimum and seven inches maximum (from the nape) will remain. Point cutting will not be allowed. Upon completion, please step back to indicate that you have finished. Your examiner will approach you and check your haircut. At this time, you will be directed to sweep your surrounding area and set up you blow-drying supplies. When you are finished, step back to quietly wait for further instructions. You have 50 minutes to complete this procedure and 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.
2) Four or five sections are used for partings; partings are clean and uniform and are visible; uses comb to accomplish sections/partings.
3) Perimeter is first established using a zero elevation guideline; cutting is started at center of nape and continued in either direction (left or right).
4) Uses the guideline from the perimeter (allowable to cut from crown down or nape up) to establish layered length.
5) Uses consistent subsections/partings while cutting hair.
6) Established a 90-degree elevation using vertical partings; hair is consistently held at a 90-degree elevation throughout haircut (cross-checking horizontally is acceptable).
7) Continues the 90-degree haircut properly using a razor.
8) Demonstrates the removal of excess bulk (may use thinning shears/razor/scissors).
9) Handles scissors and razor (guard on correctly) safely at all times when in use; holds and palms scissors (scissors are not flipped) and razor correctly (blade is closed) when not in use; scissors/comb are held (not put down) throughout all hair cutting technique procedures.
10) Finished haircut is evenly blended with a hanging length of 6 inches to 7 inches maximum; front is angled; cut is balanced (even from side to side); perimeter is clean with no stragglers.
11) Removes hair clippings from skin, cape and work area (floor surrounding work area is swept); hands are re-sanitized.
12) Safety and infection control are adhered to during all aspects of hair cutting techniques procedure.

Blow-Dry Styling Techniques (15 minutes)
8 Tasks Evaluated

Verbal Instructions:
"You will now blow-dry out the top (crown to front hairline) and one side section of the head using a round bristle brush; any starting point is acceptable. You are not required to re-wet the hair but may do so if you choose. Please note that only water (no product) may be used. You must show control of the blow-drying procedure (sectioning clips should be used); random drying is not acceptable. You may use a concentrator nozzle. Upon completion, step back to indicate that you are finished. After your examiner has checked your blow-drying procedure, please plug in and turn on your marcel iron and set up other supplies for the curling iron techniques portion of the exam. Then, step back and quietly wait for further instructions. You have 15 minutes to complete this procedure and you may now begin."

1) All blow-drying supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order.
2) Hair is tangle-free and ready to receive procedure; shows some form of sectioning mannequin (should use clips) to show control of blow-drying procedure (not randomly drying pieces).
3) Establishes some type of direction throughout procedure.
4) Demonstrates tension control on hair while using round brush.
5) Airflow is directed properly to protect scalp. Dried from scalp to ends.
6) Examinee holds blow-dryer correctly, by the handle only, throughout procedure (may set down to resection).
7) Hair is thoroughly dried (on top and one side) in a uniform manner (either under or up).
8) Safety and infection control are adhered to during all aspects of the blow-drying procedure.

Thermal Curling/Curling Iron Techniques (15 minutes)
8 Tasks Evaluated

Verbal Instructions:
"You will use an electric marcel iron to demonstrate a total of six curls: three barrel curls on base (scalp to end) with manipulation of iron (clip and let cool) and three spiral curls (scalp to end; vertical and NOT clipped). The three barrel curls will be demonstrated on the top of the head and the three spiral curls will be demonstrated on the dried side of the head. One of each type of curl must be demonstrated in the direct presence of your examiner. If you have not been approached by your examiner when you are ready to perform your third curl of each type, you should raise your hand to prompt your examiner prior to your demonstration, as it is necessary for them to observe your technique. No products may be used on the hair during this procedure. Upon completion and after your examiner has checked your curls, you should wrap your iron in a towel or cover and pack it back in your transport bag and set up supplies for roller placement. Then, step back and quietly wait for further instructions. You have 15 minutes to complete this procedure and you may now begin."

1) All curling iron technique supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order.
2) Subsections/partings are tangle-free, straight and clean; width and length of partings are approximately 3/4" wide by 2" long or equivalent to barrel size for top (barrel curls); 1" to 1 ½" subsections/partings for side (spiral curls).
3) Distributes hair evenly around iron; iron rolled from base to end while manipulating iron (may be rolled toward or away from face).
4) Three barrel curls on base (scalp to end) are properly formed on top with manipulation of iron w/one hand (clipped and let cool).
5) Three spiral curls (scalp to end) are properly formed on side (vertical and not clipped).
6) Protects scalp from heat of iron with a hard-rubber, titanium or any other heat-resistant comb by placing comb between iron and scalp to prevent burn (comb remains held); iron is not held on hair for excessive amount of time; iron is used/handled safety (away from client and not burning self; held securely during manipulations) at all times.
7) Forms curls so that hair is smooth and unmarked; no fish hooks or ridges are present.
8) Safety and infection control are adhered to during all aspects of the curling iron procedure.

SECTION V - DEMONSTRATION OF TECHNIQUES:

Roller Placement - Top of Head (10 minutes)
8 Tasks Evaluated

Verbal Instructions:
"We will now begin the Demonstration of Techniques portion of the exam. You will leave in all procedures performed during this portion of the exam until instructed to take down by your examiner (this will be after the finger wave). The first demonstration will be roller placement. You will start by wetting down your mannequin for this portion of the examination. Please note that only water (no product) may be used. For this first procedure, you will place three full-size rollers on the top section of the head starting at the front hairline. All three rollers will be rolled away from the face. You will place the rollers accordingly: the first roller will be on base, the second roller will be ½ off base, and the third roller will be off base. Upon completion, please step back to indicate that you are finished. After your examiner has checked your procedure, please set up your supplies for the permanent wave procedure. Then, step back and quietly wait for further instructions. You have 10 minutes to complete this procedure and you may now begin."

1) All roller placement supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order.
2) The first roller is placed on base; anchored properly/securely using clips (the use of one or two clips is acceptable).
3) The second roller is placed ½ off base (½ on base); anchored properly/securely using clips (the use of one or two clips is acceptable).

4) The third roller is placed off base; anchored properly/securely using clips (the use of one or two clips is acceptable).
5) A tail comb or all-purpose comb is used to make clean, even partings; hair is wet down (water only) and sectioned to approximately the same length and width of roller; subsections/partings are tangle-free, straight and clean.
6) Hair is distributed evenly and smoothly on rollers; all three rollers are directed away from face; no end papers are used.
7) Hair is proper length for procedure; not too long or too short for rollers (hair goes around roller at least 1 ½ - 2 times).
8) Safety and infection control are adhered to during all aspects of the roller placement procedure.

Chemical Restructuring: Permanent Waving - Left Side of Head (10 minutes)
13 Tasks Evaluated

Verbal Instructions:
"*You will now prepare your client (mannequin) for all chemical services that will be demonstrated for the remainder of this test. You will now demonstrate permanent waving. For this procedure, you will use at least five or more rods to complete the panel on the left side of the head. Protective cream (gel) and cotton coil will be used for this procedure; both may be applied to the face area of this section or the entire block; either is permissible. After the cotton has been applied, you will be prompted to demonstrate the application of the waving lotion and will also be prompted to perform a test curl in your examiner's presence. You will use water from an applicator bottle to simulate permanent waving lotion. Upon completion, please step back to indicate that you are finished. (Note: If your cotton coil is in place around a completed panel when the time allotment expires, you will still be allowed to apply lotion and perform the test curl in your examiner's presence.) After your examiner has checked your procedure, please set up your supplies for the pin curl wave procedure. Then, step back and quietly wait for further instructions. You have 10 minutes to complete this procedure and you may now begin."*

1) Client (mannequin) is properly draped for chemical services (the towel underneath cape is cloth; the towel over the cape may be cloth or paper).
2) All permanent waving supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order.
3) Subsections/partings and blockings are tangle-free, straight and clean; hair is sectioned to approximately the same length and width as the perm rod.
4) Uses consistent rod/base placement throughout section (all rods on base or half off base).
5) Bands are straight and untwisted; fasteners are placed along top or rod; rod may be clipped either away from face or toward face.
6) Panel is complete; five or more of the same color (gray, white, or purple) rods were used to complete panel.
7) Protective cream (gel) and cotton coil is applied to the face area or the entire block. Note: Examinees may place protective cream on back of their sanitized hand.
8) Gloves are worn while applying lotion and performing test curl.
9) Permanent waving lotion is applied evenly to top and bottom of rod with applicator bottle to fully saturate hair end to end; product control is demonstrated (towel may be used to catch minor excess).
10) Test curl is performed and proper curl is presented; hair is properly unwound (may relax in "S" shape); hair is properly rewound.
11) Hair is distributed evenly and smoothly on perm rod; hair wraps around rod at least 1 ½ times; uses proper (even) tension to wrap hair firmly around rod.
12) Hair is evenly spread on end papers; end papers extend beyond hair ends; no fish hooks are present (any technique is allowable; single, double, or bookend).
13) Safety and infection control are adhered to during all aspects of the permanent waving procedure.

Diagonal Pin Curl Wave/C-Shaping - Right Side of Head (10 minutes)
10 Tasks Evaluated

Verbal Instructions:
"*You will now demonstrate pin curl techniques. For this procedure, you will first make a diagonal ridge on the right side of the head at the front hairline followed by 3 or more overlapping clockwise ridge curls (approx. one inch in diameter). After forming the ridge curls, proceed by making a diagonal c-shaping behind the ridge curls with 3 or more overlapping counterclockwise carved curls (approx. one inch in diameter). Please note that finger waving lotion or water may be used. Upon completion, please step back to indicate that you are finished. After your examiner has checked your procedure, please set up your supplies for the finger wave procedure. Then, step back and quietly wait for further instructions. You have 10 minutes to complete this procedure and you may now begin.*"

1) All pin curl wave supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order.
2) Hair is sufficiently wet to perform procedure; subsections/panels are tangle-free, straight, clean and combed smoothly.
3) A diagonal ridge was properly formed first at the front hairline (may be 1-3 fingers away from front hairline); three or more overlapping clockwise ridge curls are carved out of the ridge from the open end of shaping on first panel.
4) After forming the ridge curls, three or more overlapping counterclockwise curls are carved from the open end of c-shaping on second panel.
5) Curls lie flat and smooth without upsetting pattern/shaping; stems are smooth and untwisted.
6) Curls are formed from the open end of the shaping; ends of curls are inside circle and have open centers.
7) Curls fit in the shaping and overlap; curls are approximately one inch in diameter (about the size of a quarter).
8) Curls are securely anchored (using single or double prong clips); clips should not cover entire panel or distort the shape of the pin curl.
9) A finger wave comb or tail comb is used appropriately during procedure.
10) Safety and infection control are adhered to during all aspects of the pin curl wave procedure.

Finger Waving - Back of Head (10 minutes)
6 Tasks Evaluated

Verbal Instructions:
"*You will now demonstrate finger waving techniques. For this procedure, you will make one wave (two ridges) starting at the open end of the molding on the back of the head (wave may be horizontal, vertical, or diagonal). The use of finger wave lotion is optional; however, gel may not be used. You may use water in addition to or in lieu of finger wave lotion for this procedure. Upon completion, please step back to indicate that you are finished. After your examiner has checked your procedure, you will be instructed to take down all procedures and set up supplies for the foiling procedure. Then, step back and quietly wait for further instructions. You have 10 minutes to complete this procedure and you may now begin."*

1) All finger wave supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order.
2) Hair is sufficiently wet to perform procedure; section is tangle free and combed smoothly.
3) Wave formation is started at the open end of molding on back of head; ridges are defined (ridges are visible).
4) Hair is smooth between ridges with no splits or breaks; the wave formation is uniform, creating an "S" pattern in the hair.
5) Ridges are parallel to each other and evenly spaced (waves may be horizontal, vertical, or diagonal - all are acceptable).
6) Safety and infection control are adhered to during all aspects of the finger waving procedure.

SECTION VI - CHEMICAL SERVICES:

Foiling Simulation (Virgin) - Right Front (15 minutes)
10 Tasks Evaluated

Verbal Instructions:
"*For the chemical services portion of this examination, you will begin by dividing the head into four equal sections. You will now perform a foil on the right front of the head. You must demonstrate three weaves and three slices; one of each must be performed in the direct presence of the examiner. Cholesterol will be used for this simulation utilizing the bowl and brush method. You will be using 1/4 inch subsections; angular or parallel sub-sectioning is acceptable. You may start your application at either the top or the bottom of the section. If you have not been approached by your examiner and have completed two weaves and two slices, you should raise your hand to prompt your examiner prior to your demonstration of your third weave and slice, as it is necessary for them to observe your technique. After your examiner has observed both techniques, please set up your supplies for the hair coloring (retouch) procedure. Then, step back and quietly wait for further instructions. You have 15 minutes to complete this procedure and you may now begin."*

1) All foiling supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order.
2) Subsections are uniform; divided into four clean and even sections.
3) Uses appropriate product (cholesterol) for simulation; product is in a labeled, covered container; product is labeled as 'lightener'.
4) Gloves are worn on both hands during entire application.
5) Clean 1/4 inch subsections are used (angular or parallel are acceptable).
6) Completes three weaves and three slices by taking clean partings.
7) Appropriately places the foil or paper under the weave or slice throughout the procedure; foil or paper is folded so that ends meet (may be folded with fingers or comb; papers only need to be folded up); foil or paper is free of bunching; pocket is not pushed against scalp.
8) Product does not extend over the foil or paper to the scalp during application; no seepage of product from foil or paper at scalp area.
9) Weaves and slices hair uniformly and consistently using tail comb or end of tint brush; sections between foils or paper (with virgin hair) are left free of product (no back to back).
10) Safety and infection control are adhered to during all aspects of the foil simulation procedure.

Haircoloring Simulation (Retouch) - Right Back (10 minutes)
7 Tasks Evaluated

Verbal Instructions:
"You will now demonstrate haircoloring techniques. You will perform the haircoloring retouch on the right back of the head. You must demonstrate a 1/2 inch color retouch using 1/4 inch subsections. Cholesterol will be used for this simulation utilizing the bowl and brush method. Upon completion, please step back to indicate that you are finished. After your examiner has checked your procedure, please set up your supplies for the relaxing/straightening procedure. Then, step back and quietly wait for further instructions. You have 10 minutes to complete this procedure and you may now begin."

1) All haircoloring supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order.
2) Uses appropriate product (cholesterol) for retouch simulation; product is in a labeled, covered container; product is labeled 'tint' or 'color'.
3) Gloves are worn on both hands during entire retouch application.
4) Clean 1/4 inch subsections are used for retouch.
5) Applies simulated retouch product at scalp area to ½ inch up on the hair shaft utilizing bowl and brush method; product is applied evenly to the strand.
6) Complete retouch coverage is accomplished.
7) Safety and infection control are adhered to during all aspects of the haircoloring simulation procedure.

Chemical Restructuring (Relaxing w/o Rods) Simulation - Left Front (Virgin) & Left Back (Retouch) (25 minutes)

15 Tasks Evaluated

Verbal Instructions:

"You will now demonstrate chemical restructuring (relaxing w/o rods) techniques. Your demonstration will be limited to the application of product (no processing steps). You will first perform a virgin relaxer on the left front of the head. After performing the virgin relaxer, you will then perform a 1 ½ inch relaxer retouch on the left back of the head. Cholesterol will be used to simulate your straightening product. The use of either a tint brush or back of tail comb is permissible for this application. You must utilize a base for both virgin and retouch relaxer procedures; protective base (gel) is to be applied to both virgin and retouch areas in the same operation. When you are finished with your virgin and retouch applications, please begin packing up your supplies. Once you finish packing up, please step back and quietly wait for further dismissal instructions. You have 25 minutes to complete these final procedures and you may now begin."

1) All chemical restructuring (relaxing) supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order.
2) Scalp, ears, forehead, hairlines, as well as previously straightened hair is protected with gel (protective base).
3) Application of gel is even, confined to proper area, thorough, and complete coverage is achieved (gel is applied to virgin and retouch areas in the same operation); gel is not in excess as to prevent straightening near roots but must be visible.
4) Uses appropriate product (cholesterol) for simulation of relaxer; product is labeled as 'straightener or relaxer'.
5) Clean (neat and uniform) ½ inch subsections are used.

VIRGIN APPLICATION:

6) First demonstrates virgin relaxer procedure on designated section (left front).
7) Virgin application is applied to both sides of hair strand with tint brush -or- coloring spatula -or- tail comb, cream is applied about 1/4-1/2 inch from scalp (ends may be omitted or product may be brought through to ends).
8) Simulated relaxer product is applied to scalp area (1/4-1/2 inch) and additional product is distributed through the ends (virgin application); product is not distributed or smoothed with teeth of comb.

RETOUCH APPLICATION:

9) After demonstrating virgin procedure, demonstrates relaxer retouch procedure on designated section (left back).
10) For 1 1/2-inch relaxer retouch, 1/4-1/2 inch at scalp is kept product free; starting 1/4-1/2 inch from scalp, simulated product is applied to remaining regrowth area thoroughly and evenly with tint brush -or- coloring spatula -or- tail comb to both sides of hair strand for complete coverage; product is confined to retouch area.
11) Simulated relaxer product is applied to scalp area (1/4-1/2 inch) and additional product is distributed through the 1 ½-inch retouch as needed (acceptable to start at top or bottom of section); product is not distributed or smoothed with teeth of comb.
12) Properly handles hair with spreading of simulated relaxer product (may use tint brush, coloring spatula, back of tail comb or gloved fingers to smooth hair); and caution is exercised to prevent injury or damage.
13) Gloves are worn on both hands during application of simulated relaxer product.
14) Keeps skin free of simulated relaxer product.
15) Safety and infection control are adhered to during all aspects of the chemical restructuring procedure.

Clean Up of Work Area
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 (scissors, brushes, combs) were stored in container labeled 'dirty' -or- were placed back in *baggies* -or- put in the disposables bag.
2) The workstation (work surface) has been thoroughly cleaned with a sanitizing solution; the floor area is clean.
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:
Thank you for coming. You will be notified by email once your examination results are available. You must login to your NYS License Center account to view your results under the Examination section. If you pass today's examination and have already passed the written examination, you will receive your license in the mail. If you fail today's examination or need to take the written examination, you will be required to schedule and pay for your next examination online. Good luck!