

NEW YORK STATE DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES COSMETOLOGY PRACTICAL EXAMINATION INFORMATION

Address: NYS Department of State, Division of Licensing Services, One Commerce Plaza, P.O. Box 22049, Albany, NY 12201-2049

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 through our online services. Applicants are required to schedule their appearance enhancement examinations 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 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 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 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 mannequin. You must provide a mannequin as specified on the supply list or you will not be allowed to take this examination.

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 Drying Styling Techniques (15 minutes)

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

Demonstration of Techniques:

Roller Placement – Right Front (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)

Hair coloring 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 3 ½ 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.

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 and have already passed your written examination, you will automatically receive your New York State Cosmetology 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 analyses 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) 473-2740 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.