

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

THIS INFORMATION SHEET MAY NOT BE USED DURING YOUR EXAMINATION

IMPORTANT: Please see the supervising examiner for a reassignment if you know your examiner or if they have examined you at a prior exam.

The following is a description of the examination procedures you will be asked to perform in the recommended order of performance. The time limit for each procedure is also indicated.

You will be performing these procedures on an uncut, unprocessed (unpermed, uncolored) solid-color human hair mannequin. The mannequin must be new (unused) and have a minimum hair length of eight inches (from the nape). Please note that snap-on hair or any other hair that needs to be fastened to the mannequin may NOT be used. For examination purposes, your mannequin may be considered the same client. Please be reminded that simulated products should be handled as if they were the actual product. You will be given instructions and an announcement of the time allotment for each section of this examination. Do not start any of the procedures until instructed to do so. You must remain standing throughout the entire course of this examination. Talking amongst candidates is unallowable.

**NOTE: Proper sanitation and disinfection procedures must be demonstrated during every aspect of this examination in accordance with appearance enhancement statute and regulations.**

**PREPARATION OF WORK AREA & CLIENT PREPARATION**

Immediately upon assignment to your work area, please begin to:

- Step 1** Remove pre-mixed surface sanitizing solution and related supplies from your kit and sanitize your assigned work surface following required procedures. **Be sure to attach a plastic bag for disposables to your work station at this time.**
- Step 2** Set up general supplies that will be used throughout your examination as well as items needed for the haircutting techniques procedure. **Be sure to also set out your container for blood contamination at this time.**
- Step 3** Sanitize your hands and secure your mannequin to work station with a counter-top clamp; drape your mannequin and wait for further instructions. [After the examiner has checked your work station, you will begin each examination procedure only when directed to do so. If deemed necessary, the exam may be administered in a different order than presented below.]

**HAIRCUTTING TECHNIQUES (50 minutes)**

You will use scissors to demonstrate ninety-degree layered haircutting techniques. You will first establish the perimeter using a zero-degree guideline; the front will be angled. You will then perform a layered cut, without bangs. 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 demonstrate the removal of excess bulk using your choice of implement. Four or five sections are allowable. A hanging length of six inches minimum and seven inches maximum must remain for other procedures. (NOTE: Point cutting is not allowed on this examination.)

- Step 1** Set up all supplies and implements necessary to complete this procedure if not already done. When instructed:
- Step 2** Part hair into sections.
- Step 3** Establish the perimeter using a zero elevation guideline, starting at the nape and continuing in either direction.
- Step 4** Establish layered length using the guideline from the perimeter (may cut from crown down or nape up).
- Step 5** Establish a ninety-degree elevation using vertical partings.
- Step 6** When prompted, and in the examiner's direct presence, use a razor to continue the ninety-degree layered cut.
- Step 7** Demonstrate the removal of excess bulk (using thinning shears, razor, or scissors) in examiner's direct presence.
- Step 8** Remove hair clippings from skin, cape, and work area (sweep floor surrounding work area); re-sanitize hands after clean up.
- Step 9** Remove any supplies and implements from work surface that are no longer needed and set out supplies for blow-drying.

**BLOW-DRY STYLING TECHNIQUES (15 minutes)**

You will blow-dry out the top (crown to front hairline) and one side section of the head (any starting point is acceptable) using a round bristle brush (any size). You may re-wet the hair if you choose (caution: in order to thoroughly dry the hair within the allotted time, wet sparingly as not to saturate); only water may be used (no products). 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 if you prefer, but are not required to do so.

- Step 1** Set up all supplies and implements necessary to complete this procedure if not already done. When instructed:
- Step 2** Prepare hair to receive procedure; re-wet only if necessary and remove any tangles.
- Step 3** Thoroughly dry the top and one side (either side) of the head of hair in a uniform manner (under or up) using a round bristle brush.
- Step 4** Remove any supplies and implements from work surface that are no longer needed.
- Step 5** Plug in and turn on marcel iron and set out supplies for thermal curling to prepare for next section of the examination.

**THERMAL CURLING/CURLING IRON TECHNIQUES (15 minutes)**

You will demonstrate a total of six curls (3 barrel curls on base and 3 spiral curls) using an electric marcel iron (no stoves or spring grips will be allowed). The three barrel curls (on base) 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 will be demonstrated in the direct presence of your examiner. No products may be used for this procedure.

- Step 1** Set up all supplies and implements necessary to complete this procedure if not already done. When instructed:
- Step 2** Make three barrel curls (on base) on top (scalp to end) with manipulation of iron (clip and let cool).
- Step 3** Make three spiral curls on side (scalp to end; vertical and not clipped).
- Step 4** One of each type curl must be demonstrated in examiner's direct presence: one barrel (on top) and one spiral (on side).
- Step 5** Remove any supplies and implements from work surface that are no longer needed.
- Step 6** Unplug marcel iron; wrap iron in towel or cover and pack away and set out supplies for roller placement.

**DEMONSTRATION OF TECHNIQUES:**

You will perform these procedures in four separate operations. 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). You must perform each procedure on the designated section of the head.

**ROLLER PLACEMENT - Top of Head (10 minutes)**

You will place three full-size 1 1/8" diameter rollers (may be beige) on the top section of the head starting at the front hairline. All three rollers will be rolled away from face. Only water (no products) may be used for this procedure.

- Step 1** Set up all supplies and implements necessary to complete this procedure if not already done. When instructed:
- Step 2** Place the first roller on base and secure.
- Step 3** Place the second roller 1/2 off base (1/2 on base) and secure.
- Step 4** Place the third roller off base and secure.
- Step 5** Remove any supplies and implements from work surface that are no longer needed and set out supplies for permanent waving.

## DEMONSTRATION OF TECHNIQUES (continued)

### **CHEMICAL RESTRUCTURING: PERMANENT WAVING - Left Side of Head (10 minutes)**

You will FIRST drape your client (mannequin) to receive a chemical service. You will then use five or more full-length perm rods (ALL gray, ALL white, or ALL purple) 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 at this time and will also be prompted to perform a test curl in your examiner's direct presence. You will use water from an applicator bottle to simulate permanent waving lotion. Gloves must be worn while applying lotion and performing test curl.

- Step 1** Set up all supplies and implements necessary to complete this procedure if not already done. When instructed:
- Step 2** Drape client (mannequin) for chemical procedures (this draping will remain for duration of examination).
- Step 3** Place at least five perm rods (more if needed to complete the panel) on the left side of head.
- Step 4** Apply protective cream (gel) and cotton coil to face area or entire block.
- Step 5** When prompted by examiner, demonstrate application of permanent waving lotion and perform test curl.
- Step 6** Remove any supplies and implements from work surface that are no longer needed and set out supplies for pin curl wave/c-shaping.

### **DIAGONAL PIN CURL WAVE/C-SHAPING - Right Side of Head (10 minutes)**

You will FIRST make a diagonal ridge on the right side of the head at the front hairline followed by three or more overlapping clockwise ridge curls (approximately one inch in diameter) which will be carved out of the ridge from the open end of the shaping on the first panel. AFTER FORMING THE RIDGE CURLS, proceed by making a diagonal c-shaping behind the ridge curls with three or more overlapping counterclockwise carved pin curls. Finger wave lotion or water may be used.

- Step 1** Set up all supplies and implements necessary to complete this procedure if not already done. When instructed:
- Step 2** Wet hair if necessary and subsection.
- Step 3** On the first panel, form a diagonal ridge followed by three or more overlapping clockwise ridge curls (approximately one inch in diameter) carved out of ridge from open end of shaping.
- Step 4** On the second panel, carve curls from c-shaping (3 or more overlapping counterclockwise curls) to make a diagonal c-shaping behind the ridge curls.
- Step 5** Remove any supplies and implements from work surface that are no longer needed and set out supplies for finger waving.

### **FINGER WAVING - Back of Head (10 minutes)**

You will make one wave (two ridges) starting at the open end of the molding on the back of head (wave may be horizontal, vertical, or diagonal). The use of finger wave lotion is optional; gel may NOT be used. Water may be used in lieu of or in addition to finger waving lotion.

- Step 1** Set up all supplies and implements necessary to complete this procedure if not already done. When instructed:
- Step 2** Wet hair if necessary and comb smooth.
- Step 3** Form one wave with evenly spaced, defined ridges.
- Step 4** Remove any supplies and implements from work surface that are no longer needed and set out supplies for foiling.

### **CHEMICAL SERVICES:**

You will simulate these procedures (foiling, haircoloring, and straightening/relaxing) in three separate operations. You will begin by dividing the head into four equal sections. You MUST perform each procedure on the designated section of the head. The virgin and retouch relaxer will be performed in the same operation.

### **FOILING SIMULATION (VIRGIN) - Right Front of Head (15 minutes)**

You will demonstrate three weaves and three slices. One of each MUST be performed in the direct presence of your examiner. Cholesterol will be used for this simulation utilizing the bowl and brush method. You will be using 1/4 inch subsections; angular and parallel sub-sectioning is acceptable. You may start your application at either the top or bottom of the section. No back to back foils (virgin hair must be left between foils). The use of control boards/backboards or preformed weaving combs is NOT allowed.

- Step 1** Set up all supplies and implements necessary to complete this procedure if not already done. When instructed:
- Step 2** Subsection hair.
- Step 3** Complete three weaves. [Note: Weaves and slices may be alternated.]
- Step 4** Complete three slices. [Note: Weaves and slices may be alternated.]
- Step 5** One weave and one slice must be demonstrated in examiner's presence.
- Step 6** Remove any supplies and implements from work surface that are no longer needed and set out supplies for haircoloring retouch.

### **HAIRCOLORING SIMULATION (RETOUCH) - Right Back (10 minutes)**

You will demonstrate a ½ inch color retouch using 1/4 inch subsections. Cholesterol will be used for this simulation utilizing the bowl and brush method.

- Step 1** Set up all supplies and implements necessary to complete this procedure if not already done. When instructed:
- Step 2** Apply simulated product on subsections.
- Step 3** Remove any supplies and implements from work surface that are no longer needed and set out supplies for relaxing/straightening.

### **CHEMICAL RESTRUCTURING (RELAXING W/O RODS) - VIRGIN (Left Front) & RETOUCH (Left Back) (25 minutes)**

You will FIRST perform a virgin relaxer. AFTER PERFORMING THE VIRGIN RELAXER, you will then perform a 1 ½ inch relaxer retouch. Cholesterol will be used to simulate your straightening product. The use of a tint brush -or- coloring spatula -or- tail comb is permissible for this application. You must utilize a base for both virgin and retouch procedures; protective base (gel) is to be applied to both virgin and retouch areas in the same operation. NOTE: You will only be demonstrating the application of the product (do not comb through).

- Step 1** Set up all supplies and implements necessary to complete this procedure if not already done. When instructed:
- Step 2** Apply protective gel.
- Step 3** Perform virgin relaxer using simulated product.
- Step 4** Perform 1 ½ inch relaxer retouch using simulated product.
- Step 5** Remove any supplies and implements from work surface that are no longer needed.

### **CLEAN UP OF WORK AREA**

When instructed, pack up your supplies and clean up your work area. Then, wait for an examiner to dismiss you. Take all items with you (nothing should be left behind).

- Step 1** Properly store used implements for transport.
- Step 2** Clean work station (work surface). Sweep floor area if necessary.
- Step 3** Pack up all supplies and implements. Disposables must be removed from site as well.
- Step 4** Quietly exit exam upon dismissal.

