

NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

NATURAL HAIR STYLING 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
- United States INS Issued ID
- Certificate of US Citizenship
- Foreign Passport
- Mexican and 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 natural hair styling services. Concerning appearance and professionalism, you will be expected to conform to the following regulations:

- 1) A clean, washable outer garment with at least one-quarter length sleeves is required.
- 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 either a mannequin or a live model with you to the examination. Failure to do so will result in your disqualification.

If using a live model, the model can be either male or female and must be at least 16 years old, agree to submit to all required operations, and be able to receive all procedures included in the examination. In addition, whether using a live model or a mannequin, the scalp and hair must be clean and the hair must be at least four inches long (at the crown).

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 natural hair styling 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:

Preparation of Work Area & Model/Mannequin Preparation (15 minutes)

Locking (30 minutes)

Braiding (30 minutes)

Cornrowing (30 minutes)

Weaving (30 minutes) - includes **Clean Up of Work Area**

Examination procedure tasks are available on our website at www.dos.ny.gov. The natural hair styling practical will take approximately 2½ 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.

Required Supplies and Implements

You must bring a kit containing the items listed below. All implements must be pre-cleaned and disinfected. All products and supplies need not be new but **must** be in covered, labeled containers (must be labeled in English).

1. Pre-mixed **surface sanitizing agent**, appropriately labeled and in a spray bottle
2. Pre-mixed, hospital-grade, industry-related **implement disinfectant**, labeled and in appropriate container
3. Water, labeled and in spray bottle
4. Two covered containers marked “clean” and “dirty”: one for storing and transporting clean implements; one for transporting contaminated implements
5. An assortment of combs and/or brushes to complete selected procedures
6. Haircutting scissors or other appropriate tools to trim braids
7. Gel or lotion for locking and container
8. Neck strips (tissues)
9. Towels - enough for all work
10. Supply of clips
11. Plastic bag large enough to hold discarded items (bring tape to adhere to a work surface)
12. Salon gown/shampoo cape (if using a live model)
13. One pre-cut and measured weft for sew-on weave
14. Needle and appropriate cord for sew-on weave
15. One package of synthetic hair

NOTE: You may use any other implements or products of choice provided they are suitable for the required procedures and appropriate for use on your model.

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 Natural Hair Styling 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.

