

NEW YORK STATE DEPARTMENT OF STATE – DIVISION OF LICENSING SERVICES

NATURAL HAIR STYLING 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 ID” link to create your account. If you already have 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 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).

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 (12 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 2 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.

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*). You will not be allowed to complete the examination if you do not provide the required implements and supplies.

- 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

IMPORTANT: If using a live model, we strongly suggest that you bring a suitable head covering with you for the model’s protection since the model may leave the examination with damp hair.

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 Natural Hair Styling 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 analysis 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.