

**NEW YORK STATE DEPARTMENT OF STATE – DIVISION OF LICENSING SERVICES  
NATURAL HAIR STYLING PRACTICAL – TASK LIST FOR EXAMINATION PROCEDURES**

This examination is approximately 2 ½ hours long. Each procedure is given a specific time allotment as indicated below; these procedures will be demonstrated on a live model and/or mannequin, both/either of which you must provide. The examiner will provide verbal instructions prior to the demonstration of each procedure. It is expected that safety and infection control will be practiced throughout the entire course of this examination. The passing score for the natural hair styling practical examination is 70 percent.

**PREPARATION OF WORK AREA & MODEL/  
MANNEQUIN  
(15 MINUTES)**

**10 Tasks Evaluated**

**Verbal Instructions:**

*“Welcome to the Natural Hair Styling Practical Examination. The first portion of the examination is the preparation of your work area and your model or mannequin. Begin by setting up your bag for disposables and sanitizing your work surface. After the work area has been sanitized, you will be instructed to set up your disinfectant tray and all supplies and implements needed to complete the exam. You should then prepare your model or mannequin. When you are finished please step back and quietly wait for further instructions. You have 15 minutes to complete this procedure and you may not begin.”*

- 1) The applicant is neat, clean and appropriately dressed
- 2) Disposable towels for cleaning and a pre-mixed, industry related surface sanitizing solution (*labeled and in spray container*) are provided
- 3) The surface sanitizing solution is applied so that it covers the entire surface of work station and station is completely dried before proceeding
- 4) A sealable plastic bag for disposables is firmly secured to a side of the work station within appropriate reach and is used to discard all disposable materials soiled during the sanitation procedure
- 5) A pre-mixed, EPA-approved disinfectant (*clearly and appropriately labeled as a disinfectant*) in a covered container (*labeled “dirty”*) is provided
- 6) Enough disinfectant solution is provided so that implements can be totally immersed after use
- 7) All appropriate supplies and implements have been provided and implements have been transported to the exam site in a covered container labeled “clean”
- 8) A sealable plastic bag and a rigid plastic container are provided in case of blood contamination
- 9) Supplies and implements are arranged to allow safe and easy access to client; are NOT placed so near surface edges that they could easily fall off; and are arranged in an orderly and logical manner (*e.g., grouped for order/type of use*)
- 10) Safety and infection control are adhered to during all aspects of the preparation procedure

**LOCKING  
(30 MINUTES)**

**8 Tasks Evaluated**

**Verbal Instructions:**

*“The next portion of the examination is the demonstration of locking. You will be required to demonstrate three different locking techniques: comb method, two-strand twist method, and palm rolling. Six locks using each technique should be completed. This procedure must be performed at the topknot area of the head. When you are finished please step back and quietly wait for further instructions from your examiner. You have 30 minutes to complete this procedure and you may now begin.”*

- 1) All sectioning and partings are straight, clean, and properly aligned
- 2) Gel or lotion is used in appropriate amounts

- 3) When performing palm roll method, locks are worked from top to bottom in smooth steady movement counterclockwise always sandwiched in hand so as not to lose tension
- 4) When performing comb method, locks are worked from base to end in smooth steady movements; no tangling, continual contact so as not to lose tension
- 5) When performing two-strand twist, appropriate finger movements are used in a smooth and steady movement with continual contact so as not to lose tension
- 6) All locks are smooth and uniform in size, density, and tension and are cylindrical, NOT over-coiled or over-twisted
- 7) Ends of locks are tapered; neatly and appropriately finished (*clipped securely*)
- 8) Safety and infection control are adhered to during all aspects of locking

**BRAIDING  
(30 MINUTES)**

**6 Tasks Evaluated**

**Verbal Instructions:**

*“The next portion of the examination is braiding. You must demonstrate three braid types: three cosamas braids (1 ½ - 2” diameter) on one side of the head and three small braids (1 1/16 – 1/8” diameter) and three medium braids (1/4 – ½” diameter) on the other side of the head. Diagonal parts and vertical subsections should be used. When you are finished please step back and quietly wait for further instructions. You have 30 minutes to complete this procedure and you may now begin.”*

- 1) All sectioning and partings are straight, clean, and properly aligned
- 2) Artificial hair is handled properly (*not tangled/minimum amount falling on floor/etc.*) and fed into braid neatly and uniformly in proper amounts
- 3) All braiding stitches are clean, smooth, and uniform in size and density; braids of each type are all of similar size and length and are centered on sections and fall naturally
- 4) Ends of braids are neatly and appropriately finished; stray hairs are trimmed along length of braids
- 5) Proper tension on scalp is maintained at all times
- 6) Safety and infection control are adhered to during all aspects of braiding

**CORNROWING  
(30 MINUTES)**

**4 Tasks Evaluated**

**Verbal Instructions:**

*“The next portion of the examination is cornrowing. You will begin by creating five vertical cornrows on one side of the crown. When you have completed five vertical cornrows, use an appropriate clip to move excess hair from the other side of the crown out of the way and create a horizontal cornrow with extension hair across the lower crown area. Upon completion please step back to indicate that you are finished and quietly wait for further instructions. You have 30 minutes to complete this procedure and you may now begin.”*

- 1) All sectioning and partings are straight, clean, and properly aligned

- 2) Artificial hair is handled properly (*not tangled/minimum amount fall on floor/etc.*) and fed into cornrow neatly and uniformly in proper amounts
- 3) All stitches are clean, smooth, and uniform in size and density; cornrows are NOT over directed; proper tension on scalp is maintained at all times
- 4) Safety and infection control are adhered to during entire procedure

<b>WEAVING</b> <b>(30 MINUTES)</b>
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**8 Tasks Evaluated****Verbal Instructions:**

*“The last portion of the exam is weaving. You will now sew a weave to the horizontal cornrow which was created with extension hair. When weaving has been completed please step back and quietly wait for your examiner to instruct you to clean up your work area and repack your supplies. You will be told when you may leave your work area and upon dismissal, will be allowed to discard your bag of disposables on your way out of the exam room. You have 30 minutes to complete this procedure and you may not begin.”*

- 1) All appropriate supplies and implements to complete the weave have been provided
- 2) Base cornrow is braided toward middle from each ear and result is symmetrical/even
- 3) Weft is measured and cut to appropriate size prior to sewing
- 4) Applicant shows total control of needle and cord
- 5) Appropriate stitches are used to ensure that a broken thread will not result in loss of the weave; slip stitching is of even, consistent, and appropriate tension
- 6) The resulting weave hangs straight and naturally and is; weft lays flat on head
- 7) Safety and infection control are adhered to throughout all aspects of the weaving procedure
- 8) Workstation and surround area are left in a clean and orderly manner

**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!