

Seavers, Dennis

From: Seavers, Dennis
Sent: Monday, July 20, 2020 4:47 PM
To: barber-schools
Subject: Comments on proposed new exam structure
Attachments: 2020-07-20 exam input letter.pdf

Dear schools,

Please see the attachment, which includes a proposal for the board's new exam structure. As indicated in the cover letter, the board is seeking your input into the exam proposal and additional items that the board discussed at its recent meeting. You can submit comments by mail, fax, or email, though the preference is for emailed comments to barberboard@nc.gov or to me. If possible, please submit your comments by August 11, 2020 so that the board can consider them at the next meeting.

We'll also mail a copy of this letter to each school, since some users with aol.com or yahoo.com email domains may be blocking emails from this email list.

If you have any questions, please let me know

Dennis

Dennis Seavers

Executive Director
North Carolina Board of Barber Examiners
7001 Mail Service Center
Raleigh, NC 27699-7000
Office: (919) 814-0641 | Fax: (919) 981-5068



**State of North Carolina
BOARD OF BARBER EXAMINERS**

7001 Mail Service Center, Raleigh, North Carolina 27699-7000
Phone (919) 814-0640 • Fax (919) 981-5068
www.ncbarbers.com • barberboard@nc.gov

July 20, 2020

Dear schools:

You may remember that the board decided at a previous meeting that it would switch to a mannequin-based exam. It asked the board staff to propose an exam structure, and the staff presented that at the most recent board meeting.

The board is requesting comment from the schools on the proposed exam structure. Please submit comments on or before **August 11, 2020**. You can submit them by email, mail, or fax. The preferred method (especially if you submit them close to the deadline) is email at barberboard@nc.gov. You aren't required to submit comments, but they will help inform the board's decision.

Apart from the attached materials that were presented to the board, I'm including some points that were discussed at that meeting. Please note that the board hasn't made any final decisions, so the points of discussion below should be regarded as tentative comments, not final decisions. In fact, the board wanted to consider your comments before finalizing the new exam structure. After the board makes its final decision and establishes an effective date for the new exam structure, the board staff will reach out to you with information about the exam.

As I explained in an earlier email, we're currently allowing mannequins at the exams because of the pandemic. That's a temporary measure to reduce the chance of infection, while the enclosed proposal deals with a permanent change to the exam structure.

If you won't be able to submit comments by August 11 but would like to submit comments, please contact me to see whether there's a way to incorporate any concerns you might have. Please also feel free to contact me with any other questions or concerns you may have: dennis.seavers@nc.gov or (919) 814-0641.

Sincerely,

Dennis Seavers
Executive Director

Additional points of discussion at board meeting

- The board discussed whether scientific rest facial should be a component on the exams.
- The board discussed adding diversity to the exam by allowing curly-haired mannequins.
- The board tentatively proposed an effective date for the new exam of six months from finalization by the board.



NORTH CAROLINA BOARD OF BARBER EXAMINERS

Memo

TO: Board members

FROM: Dennis Seavers

DATE: June 15, 2020

SUBJECT: Practical exam revision

At the June 23, 2020 meeting, the board will be discussing revisions to the practical exam for apprentice and registered applicants. This memo describes the background to this discussion and includes a proposed approach to administering the exam.

Background

The board previously decided to move to a mannequin-based exam and asked the staff to develop a proposed approach to administering the exam. The proposal attached to this memo was developed primarily by the board's inspectors, with some input from the executive director.

Structure of the proposal

The proposal has four sections:

1. *Exam scoresheets for each of the two exam types.* The scoresheets show the general categories of grading and the breakdown of points.
2. *Required supplies.* This section shows what supplies would be provided by the board and what the applicants would have to bring. The board can assess whether it will be too burdensome for applicants to acquire these supplies, though most are standard items.
3. *General requirements.* This section describes requirements for mannequins, shows the structure of the exams, and explains non-specific requirements for exam components.
4. *Exam requirements and description of scoring elements.* This section offers detailed descriptions of the requirements for all exam types and components, including elements upon which the examiners would base their scores.

Approach and principles

The staff wanted to give the board a specific proposal, but one that could be easily altered according to the board's policy preferences. Each of the exam components is essentially a suggestion, and the board could eliminate or modify components. For example, if the board determines that one part of the chemical exam should be omitted, the staff can modify the exam and reallocate the scores.

The exam has shifted its focus more toward sanitation and safety, though skills assessments are still part of the exam. I requested this focus because I believed it was more in line with the board's role as a government agency that exists to protect public health and safety. The remainder of the exam was developed based on the inspector's expertise and experience.

Future steps

After the board decides whether it wants modifications to the proposed exam, the exam can be finalized, or the board can solicit input from stakeholders. If the board solicits input, the board can consider the exam proposal and stakeholder comments at a future meeting.

APPRENTICE EXAM SCORESHEET

HAIRCUTTING

| | | | |
|---|--------|-----|-----|
| Preparation of customer: neck strips, towels, and hair cape | (30) | () | () |
| Tapering of neckline | (40) | () | () |
| Guideline length | (15) | () | () |
| Outline of haircut | (15) | () | () |
| Passing Grade 70 | Total: | ___ | ___ |

SHAVING

| | | | |
|---|--------|-----|-----|
| Customer preparation: linen setup and lathering | (20) | () | () |
| Proper handling of razor (strokes) | (15) | () | () |
| Face shaved clean | (15) | () | () |
| Face properly dressed and clean of debris, and blood properly handled | (50) | () | () |
| Passing grade 70 | Total: | ___ | ___ |

SANITATION

| | | | |
|---|--------|-----|-----|
| Demonstration of effective sanitation on workstation; 20-second handwashing | (25) | () | () |
| Combs and tools sterilized | (25) | () | () |
| Used linens and blood waste disposed of in proper receptacles | (25) | () | () |
| Demonstration of clean up at the end of exam | (25) | () | () |
| Passing Grade 70 | Total: | ___ | ___ |

CHEMICALS

| | | | |
|--|-------------|------------|------------|
| Part One: Perm. "S" wave with relaxer | (50) | () | () |
| <ul style="list-style-type: none">• Customer preparation and hair analysis (10 pts)• Hair sectioning (10 pts)• Proper handling of tools and chemicals (15 pts)• Uniformly placed hair rods (eight) (15 pts) | | | |
| Part Two: Foiling with Hair Color | (50) | () | () |
| <ul style="list-style-type: none">• Customer preparation and hair analysis (10 pts)• Proper handling of tools and chemicals (20 pts)• Uniformly placed foils and hair color (8) (20 pts) | | | |
| Passing Grade 70 | Total: | ___ | ___ |

Examiner Signature:

Comments:

REGISTERED EXAM SCORESHEET

MEN'S HAIRCUTTING

| | | | |
|---|------|-----|-----|
| Preparation of customer: neck strips, towels, and hair cape | (30) | () | () |
| Tapering of neckline | (40) | () | () |
| Guideline length | (15) | () | () |
| Outline of haircut | (15) | () | () |

Passing Grade 70 Total: ___ ___

SHAVING

| | | | |
|---|------|-----|-----|
| Customer preparation: linen setup and lathering | (20) | () | () |
| Proper handling of razor (strokes) | (15) | () | () |
| Face shaved clean | (15) | () | () |
| Face properly dressed and clean of debris, and blood properly handled | (50) | () | () |

Passing Grade 70 Total: ___ ___

SANITATION

| | | | |
|--|------|-----|-----|
| Demonstration of effective sanitation on workstation and 20-second handwashing | (25) | () | () |
| Combs and tools sterilized | (25) | () | () |
| Used linens and blood waste disposed of in proper receptacles | (25) | () | () |
| Demonstration of clean up at the end of exam | (25) | () | () |

Passing Grade 70 Total: ___ ___

FEMALE'S HAIRCUTTING

| | | | |
|--|------|-----|-----|
| Preparation of customer: neck strips, towels, and hair cape | (40) | () | () |
| Graduated cut, long layering cut, or blunt cut with feathering | (60) | () | () |
| • Proper handling of tools | | | |
| • Degree cutting based on haircut style | | | |
| • Feathering technique (if applicable) | | | |

Passing Grade 70 Total: ___ ___

Examiner Signature:

Comments:

Required supplies

Board-provided supplies

- Disinfecting agents and containers for tools;
- Mannequin clamp (1 per applicant);
- Paper towels;
- Sharps containers; and
- Soap.

Applicant-provided supplies

All exam types

- Blood-spill kit, including:
 - Container for disposal of biohazardous material;
 - Disinfecting agent for skin;
 - Gauze;
 - Gloves (latex or nitrile, properly sized to the barber);
 - Styptic powder and applicator;
- Brush;
- Clippers;
- Combs: all-purpose and rat-tail;
- Containers for disposal of soiled items;
- Hair cape;
- Hair clips;
- Mannequins (2) with hair at least eight inches long;
- Neck strips;
- Shave kit, including straight razor and blades.
- Shears;
- Spray bottle;
- Towels.

Apprentice exam

- Applicator bottle labeled “relaxer,” filled with hair conditioner;
- Applicator bottle with conditioner;
- Cotton coil;
- End wraps or papers;
- Foil papers;
- Hair color prepped and ready for application for foiling;
- Perm rods;
- Relaxer product;
- Rollers (10); and
- Rolling papers.

General requirements

Mannequins

- Applicants must avoid markings or colorings around the mannequin's hair, scalp, or hairline during the test.
- Mannequin hair must not be parted before the exam.

Exam structure

Apprentice exams

The exam will be 90 minutes, with three 30-minute sections in the following sequence:

1. Shave (30 minutes)
2. Men's medium taper haircut (30 minutes)
3. Chemical service (30 minutes)

Registered exams

The exam will be 90 minutes, with three 30-minute sections in the following sequence:

1. Shave (30 minutes)
2. Men's medium taper haircut (30 minutes)
3. Women's haircut (30 minutes)

Haircut

1. Guideline length for the top of the head is no fewer than three inches left on the top.
2. Outline length must result in a well-balanced haircut. The sides of the head must be evenly blended or evenly layered.
3. Applicants must leave clean lines that outline the sideburns, around the ears, and the sides of the neck.

Blood exposure incident

Examiners will use a red marker or other method of demarcating a simulated cut. Then the applicant must:

1. Stop immediately;
2. Put gloves on;
3. Treat the wound by cleaning the stimulated cut;
4. Apply styptic powder, making sure the bleeding has stopped (when indicated by the examiner) before proceeding with service;
5. Safely dispose of used materials; and

6. Wash hands and continue.

Exam requirements and description of scoring elements

Apprentice exam

Men's haircut

1. Preparation of customer: neck strips, towels, and hair cape. Applicants must be able to properly prepare a customer for a men's haircut by:
 - a. Applying the neck strip on the client;
 - b. Placing towels on the headrest;
 - c. Applying the hair cape to the side of the customer's chair and across his chest; and
 - d. Avoiding use of the over-the-head maneuver with the hair cape.
2. Tapering of neckline. Applicants must demonstrate a graduated blend using shears or clippers, as follows:
 - a. Demonstrate a balanced and light trimming around the sideburns, over the ears, and along the sides of the neck; and
 - b. Hair should be tapered one inch above the top of ears.
3. Guideline length and outline of haircut. The overall length of the entire haircut should be a well-balanced and evenly tapered haircut, with the length of the sides complimenting the length of the crown.

Shaving

1. Customer preparation: linen setup and lathering. Applicants must demonstrate that they can properly prepare a customer for shave, as indicated below:
 - a. Make sure that the chair is prepped and ready for customer to be seated;
 - b. Complete the linen setup; and
 - c. Position the customer's head while lathering.
2. Proper handling of razor (strokes). Applicants must demonstrate:
 - a. Knowledge of the 14-step shave and safe use of the razor.
 - b. Methods for preventing razor bumps and ingrown hairs.
3. Face shaved clean. Since applicants will be demonstrating shaves on mannequins, examiners will look at one of following, depending on the exam style chosen by the board:
 - a. Whether there are "nicks, cuts, or slices" on the mannequin with no beard; or
 - b. Whether a mannequin with a beard has been shaved clean.
4. Face properly dressed and clean of debris, and blood properly handled. Applicants must properly:
 - a. Apply lotions, creams, powders, and oils;
 - b. Follow procedures for cleaning up blood under a simulated nick or cut; and
 - c. Apply the correct product for the correct purpose of use.

Sanitation

1. Demonstration of effective sanitation on workstation and 20-second handwashing. Applicants must:
 - a. Demonstrate proper workstation disinfection using EPA-registered cleaning products; and
 - b. Demonstrate 20 seconds of proper handwashing, following CDC guidelines.
2. Combs and tools sterilized. Tools must come sterilized and be stored in clean containers.
3. Used linens and blood waste disposed of in proper receptacles.
 - a. All soiled linens must go in soiled bags;
 - b. Trash must be disposed of in trash cans;
 - c. Used gloves, swabs, gauze, or anything else that may have come into contact with blood must go in a zipped baggy labeled as biohazard; and
 - d. Used razors must go into sharps containers.
4. Demonstration of clean up at the end of exam. Applicants must demonstrate disinfection of the workstation using EPA-registered cleaning products.

Chemical service—part one

Applicants must demonstrate the water wrap for a permanent “S” wave curl. This is the physical part of the chemical textured service. Relaxer will be added as a retouch for “new growth” hair, and then rods should be placed to create tension for a perfect “S” wave curl. Barbers must apply three hair rolling methods as part of their hair rolling. After three they may wrap the hair however way they choose. By the end, applicants should show a complete “S” wave curl of eight rows.

1. Customer preparation and hair analysis.
 - a. For the purpose of this part of the exam, applicants will assume that the customer (a mannequin) wants a retouch for new growth and “S” waves.
 - b. Applicants must prepare their mannequin for the chemical service by conducting a hair analysis, looking for any signs of cuticle damage, elasticity, split ends, etc.
2. Hair sectioning. Before the service begins, the applicant must section the hair in four parts.
3. Proper handlings of tools and chemicals. Applicants must show how they handle tools on the hair and how to apply chemical touch ups. Examiners will judge applicants on well they switch from tools to chemical applications.
4. Uniformly placed hair rods. Applicants must properly:
 - a. Apply hair wraps on hair rods;
 - b. Demonstrate the three different methods of hair wrapping; and
 - c. Create tension for rolling hair onto rods.

Chemical service—part two

Applicants must demonstrate foiling with hair color. Hair should already be parted into four sections from the first part. The second half of the mannequin will be used to show the foiling process. By the end, applicants should show a complete set of eight rows of uniformly placed foiled hair.

1. Customer preparation and hair analysis.
 - a. For the purpose of this part of the exam, applicants will assume that the customer (a mannequin) wants hair color applied by using foil.
 - b. Applicants must prepare their mannequin for the chemical service by conducting a hair analysis, looking for any signs of cuticle damage, elasticity, split ends, etc.
2. Proper handling of tools and chemicals. Applicants must show how they handle tools on the hair and how to apply chemical touch ups. Examiners will judge applicants on how well they switch from tools to chemical applications.
3. Uniformly placed hair foils and hair color properly applied. Applicants must properly:
 - a. Apply foil; and
 - b. Apply hair color.

Registered exam

Men's haircut

1. Preparation of customer: neck strips, towels, and hair cape. Applicants must be able to properly prepare a customer for a men's haircut by:
 - a. Applying the neck strip on the client;
 - b. Placing towels on the headrest;
 - c. Applying the hair cape to the side of the customer's chair and across his chest; and
 - d. Avoiding use of the over-the-head maneuver with the hair cape.
2. Tapering of neckline. Applicants must demonstrate a graduated blend using shears or clippers, as follows:
 - a. Demonstrate a balanced and light trimming around the sideburns, over the ears, and along the sides of the neck; and
 - b. Hair should be tapered one inch above the top of ears.
3. Guideline length and outline of haircut. The overall length of the entire haircut should be a well-balanced and evenly tapered haircut, with the length of the sides complementing the length of the crown.

Shaving

1. Customer preparation: linen setup and lathering. Applicants must demonstrate that they can properly prepare a customer for a shave, as indicated below:
 - a. Make sure that the chair is prepped and ready for customer to be seated;
 - b. Complete the linen setup; and
 - c. Position the customer's head while lathering.

2. Proper handling of razor (strokes). Applicants must demonstrate:
 - a. Knowledge of the 14-step shave and safe use of the razor.
 - b. Methods for preventing razor bumps and ingrown hairs.
3. Face shaved clean. Since applicants will be demonstrating shaves on mannequins, examiners will look at one of following, depending on the exam style chosen by the board:
 - a. Whether there are “nicks, cuts, or slices” on the mannequin with no beard;
or
 - b. Whether a mannequin with a beard has been shaved clean.
4. Face properly dressed and clean of debris, and blood properly handled. Applicants must properly:
 - a. Apply lotions, creams, powders, and oils;
 - b. Follow procedures for cleaning up blood under a simulated nick or cut;
and
 - c. Apply the correct product for the correct purpose of use.

Sanitation

1. Demonstration of effective sanitation on workstation and 20-second handwashing. Applicants must:
 - a. Demonstrate proper workstation disinfection using EPA-registered cleaning products; and
 - b. Demonstrate 20 seconds of proper handwashing, following CDC guidelines.
2. Combs and tools sterilized. Tools must come sterilized and be stored in clean containers.
3. Used linens and blood waste disposed of in proper receptacles.
 - a. All soiled linens must go in soiled bags;
 - b. Trash must be disposed of in trash cans;
 - c. Used gloves, swabs, gauze, or anything else that may have come into contact with blood must go in a zipped baggy labeled as biohazard; and
 - d. Used razors must go into sharps containers.
4. Demonstration of clean up at the end of exam. Applicants must demonstrate disinfection of the workstation using EPA-registered cleaning products.

Women's haircut

At check-in, applicants will be given a code relating to one of three haircutting techniques. Based on the code, the applicant may have to perform a graduated cut, long layering cut, or a blunt cut with feathering.

1. Customer preparation: linen setup and lathering. Applicants must demonstrate that they can properly prepare a customer for shave, as indicated below:
 - a. Make sure that the chair is prepped and ready for customer to be seated;
 - b. Complete the linen setup; and
 - c. Position the customer's head while lathering.

2. Graduated cut, long layering, or blunt cut with feathering.
 - a. Proper handling of tools. Applicants must demonstrate knowledge of barber tools.
 - b. Degree cutting based on haircut style. Applicants must demonstrate how a barber holds the hair and positions the hand, depending on the assigned haircut style.
 - c. Feathering technique (if applicable): applicants who are assigned BF1 must demonstrate the use of feathering to lighten the thickness of the customer's hair.