

WISCONSIN

*Department of Regulation
and Licensing*

*Barbering and Cosmetology
Candidate Information Bulletin*

For examinations on and after January 1, 2009

www.prometric.com/wisconsin

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Providing License Examinations for the State of Wisconsin

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Introduction

Overview

The Wisconsin Department of Regulation and Licensing (Department) has contracted with Prometric Inc. to conduct its barbering and cosmetology licensing examination program.

The examination program is designed to test a candidate's knowledge, skills and abilities to practice and to determine whether a candidate is prepared to assume responsibility for the safety and welfare of the public.

At a glance

This bulletin is your guide to taking **Wisconsin Barbering and Cosmetology Examinations**. Follow these main steps if you are interested receiving a license from the Department.



To obtain your license

- 1 Submit the license application form on Pages 20 and 22 and the exam registration form on Page 30, with all supporting documentation and fees, to Prometric.
Once approved, you will receive an Admission Letter—Page 5.
- 2 Prepare for your exam, using this bulletin and other materials—Page 6.
- 3 Once you have completed all licensure requirements, including passing all exams, you will receive authorization to practice and your license will be mailed to you—Page 9.



To get answers not provided in this bulletin

Direct all questions and requests for information about exams to:

Prometric

Phone: 800.856.4139

Fax: 800.347.9242

Web site: www.prometric.com/wisconsin

Direct questions about licensure to:

Wisconsin Department of Regulation and Licensing

PO Box 8935

Madison WI 53708

Phone: 608.266.5511

Fax: 608.261.7083

http://drl.wi.gov/board_detail.asp?boardid=5&locid=0

Understanding license requirements

Eligibility requirements

To be eligible to take an exam, you must meet the following training requirements.

Practitioner Exam. If you wish to take a Practitioner exam, you must:

- Complete the 4,000 hour apprenticeship program; **or**
Graduate from a Wisconsin barbering and cosmetology course of instruction of at least 1,800 hours.

Aesthetician Exam. If you wish to take an Aesthetician exam, you must:

Complete at least 450 hours of training in not less than 11 weeks and not more than 30 weeks in a Wisconsin licensed school or specialty school.



Note If you already hold a Practitioner or Manager license, you do not need an Aesthetician or Manicurist license.

Electrology Exam. If you wish to take an Electrology exam, you must:

Complete at least 450 hours of training in not less than 11 weeks and not more than 30 weeks in a Wisconsin licensed school or specialty school.

Manicurist Exam. If you wish to take a Manicurist exam, you must:

Complete at least 300 hours of training in not less than seven weeks and not more than 20 weeks in a Wisconsin licensed school or specialty school.

Manager Exam. If you wish to take a Manager exam, you must:

- Complete 4,000 hours as a licensed practitioner under the supervision of a licensed manager; **or**

Complete 2,000 hours of practice as a licensed practitioner and 150 hours of theory based on the following syllabus approved by the Barbering and Cosmetology Board.

Business Management – 50 hours	Communication – 50 hours	Supervision – 50 hours
Retail Management	Salesmanship	Leadership and Motivation
Advertising	Human Relations	Supervision and Personnel
Time Management	Communication	Chemical and Tool Safety
Computer Application		Sanitation Safety
Marketing		

Note: Hours earned on a temporary permit may not be used in fulfillment of licensed practice hours required.

Barbering and Cosmetology Instructor Exam. If you wish to take this instructor exam, you must:

- Complete 2,000 hours of practice as a licensed barber or cosmetologist or hold a current manager license issued by the examining board; **and**

Complete 150 hours of instructor training approved by the Department (see below).

Aesthetics Instructor Exam. If you wish to take this instructor exam, you must:

- Complete 2,000 hours of practice as a licensed aesthetician; **and** Complete 150 hours of instructor training approved by the Department (see below).

Electrology Instructor Exam. If you wish to take this instructor exam, you must:

- Complete 2,000 hours of practice as a licensed electrologist; **and** Complete 150 hours of instructor training approved by the Department (see below).

Manicurist Instructor Exam. If you wish to take this instructor exam, you must:

- Complete 2,000 hours of practice as a licensed manicurist; **and** Complete 150 hours of instructor training approved by the Department (see below).

Approved Instructor Training Syllabus. The chart below explains the training you need to complete if you wish to take an instructor exam.

Course	Number of Hours	Subjects to be covered
Orientation	14 hours	Goals, rules and review of curriculum
Teaching Skills	64 hours	Objectives, competencies, methods, lesson planning, teaching techniques of the practical laboratory, interpersonal relations, evaluation and grading principles
Facilitating/ Managing Skills	32 hours	Classroom management, communications, counseling, recordkeeping, safety/first aid
Supervised Teaching (prerequisite: 1, 2 and 3)	40 hours	Practical applications on the clinical floor and basic skills of practical teaching techniques

Temporary permit

Once you are approved to take an exam, you may apply for a temporary permit. Temporary permits are available for Practitioners, Manicurists, Aestheticians and Electrologists for a fee of \$10. The temporary permit is valid for six months from the date of issuance and **cannot be renewed or extended**. Please plan accordingly to take and pass the required examinations before your temporary permit expires. Prometric is not responsible for managing this process.

Registering and scheduling your exams

To be eligible to take an exam, you must:

- 1 Complete the license application form on Pages 20 and 22 and the exam registration form on Pages 30 and 32.
- 2 Mail the forms, all exam and licensure fees, and all supporting documents to Prometric.

Follow the instructions here to complete the application process and schedule an appointment to take your exam.

Completing the application process

Information collected on the license application form (Pages 20 and 22) will be used to determine eligibility to take an exam. Eligibility requirements for the Barbering and Cosmetology licensing exams are set by the Wisconsin Legislature and the Wisconsin Barbering and Cosmetology Board.

When completing the application and registration forms, you must provide your contact information and Social Security number. Prometric treats your Social Security number as **confidential**. It is used only as an identification number in maintaining your record and reporting your grades to the Department.

Additional documentation. Depending on which exam you are applying to take, you may need to submit additional information:

- **Certification of Training form** – required for all practitioner, aesthetician, electrologist, manicurist and instructor applicants and managers who show proof of less than 4,000 hours of professional experience. Form may be found on Page 22.
- **Apprentice Practical Training certification** – required for applicants who completed apprenticeship training. Form may be found on Page 24.
- **Certification of Apprentice Theory Instruction** – required for applicants who completed apprenticeship theory instruction. Form may be found on Page 25.

Employment Verification form – required for those applying to take a manager or instructor exam. Form may be found on Page 23.

Exam dates and registration cutoff dates

Except for Electrology and Aesthetics professions, exams are administered each month at different locations throughout the state. A list of upcoming exam dates and locations can be found on Page 31. You should indicate your first and second date and location preferences when completing the registration form.

Exam sites have a set number of testing stations so be sure to submit your registration form and application materials early to get your preferred testing date and site. Every effort is made to accommodate your preferences however, if your preferred date and site are not available, you may be scheduled for the next available exam date and site.



Note Prometric must receive all application materials, registration form and fees on or before the cutoff date listed on Page 31. If Prometric receives your materials after the cutoff date, you will be scheduled for the next available exam date.

Exam fees

Exam fees are listed on the registration form on Page 30. Fees must be sent with the application and registration forms. Fees may be paid by cashier's check, money order, MasterCard or Visa, payable to Prometric. **Personal checks and cash are not accepted.** Exam fees are **nonrefundable and nontransferable**. You should clarify which exams you need to take for the license you are seeking before submitting your application.

Test centers

When you complete Page 31 of the exam registration form, you will be able to choose the city where you would like to take your exam. Your Admission letter (see Page 5) will provide you with the address of the test center. Test center locations are subject to change.

Special test considerations

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), you may obtain an accommodation request form online at www.prometric.com/wisconsin/cosmetology (click on the "Request special accommodations" button in the lower left-hand corner) or call Prometric at 800.856.4139.

Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge. Candidates should submit professional documentation of the disability with their form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

ESL accommodation. If English is your second language and you would like to request translation services, complete the Reader/Translator Request form on Page 28 and submit it with your application to Prometric. There is no additional charge for this service. Incomplete forms will be returned and scheduling may be delayed. Only Prometric-assigned readers/translators will be allowed.

Spanish Cosmetology/Barber theory exam. The Cosmetology/Barber theory exam is available in a Spanish version. Applicants who would like to take this exam in Spanish should indicate this when they register for the exam. A content outline for the Cosmetology/Barber Spanish exam is available online at www.prometric.com/wisconsin/cosmetology.

Vietnamese Manicurist theory exam. The Manicurist theory exam is available in a Vietnamese version. Applicants who would like to take this exam in Vietnamese should indicate this when they register for the exam.

Admission letter

Once Prometric has received your exam registration form, licensing application form, and all required documentation and exam fee(s), this information will be used to determine your eligibility to take an exam. If you are approved to take an exam, Prometric will send you an **Admission letter(s)**. You will receive one Admission letter per scheduled exam. Each letter will provide information regarding the specific exam you will be taking, and the date, time and location of the exam.

In order to get your admission letter as fast as possible, please provide your email address on the registration form. Prometric will then send your admission letter to that email address. If you do not have an email address, your Admission letter will be sent by mail, which will take longer to arrive.

You **must** present your Admission letter at the test site or you **will not** be allowed to take your exam. If you lose your Admission letter or have not received it three days before the exam, call Prometric immediately at 800.856.4139.



Important Admission letters are your authorization to test. Upon receipt of your Admission letters, be sure to review them for accuracy. Contact Prometric immediately with any questions or if the letters contain incorrect data.

Rescheduling an appointment

To avoid an additional fee, you must contact Prometric at least **10 full business days** before the day of your originally scheduled appointment.

Rescheduling fees will apply as follows:

- No fee if you reschedule on the 11th business day or sooner prior to your appointment date.

Another full examination fee if you reschedule one to 10 business days before your appointment date, or on or after your appointment date.

You may pay any additional fee with Visa or MasterCard and reschedule your appointment by calling Prometric at 800.856.4139.



Note This schedule **does not** include holidays since holidays are not business days. You will need to call earlier if a holiday is involved.

If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, you will need to reschedule your exam and pay another full examination fee.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or email; however, you may check for test site closures by calling Prometric at 800.856.4139. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for your appointment, your fee will be forfeited and you will need to reschedule your exam and pay another full examination fee.

Preparing for your exams

Being well prepared can help you pass your exam and possibly save you money and time spent retaking it. This section offers:

- Information about the Theory exams.

Information about the Practical exams.

Theory (written) exam

Theory exams are in a closed-book, multiple-choice format. You can use the content outlines in this bulletin (beginning on Page 10) to prepare for your exam. Exams are based on these content outlines. **Make sure your study materials cover the topics in the outlines.**

Wisconsin statutes and administrative code. Each exam contains questions relating to Wisconsin statutes and regulations. A copy of the Wisconsin Statutes and Administrative Code relating to the practice of barbering and cosmetology is available online at <http://drl.wi.gov> or at most public libraries.

Practical exam

All Practical exams consist of actual demonstrations covering the topics in the outlines beginning on Page 14. You will be given instructions before beginning each service. You will then have a specified time to set up your supplies and equipment before the timed service begins. Be aware that an examiner is always rating you.

The examiners will rate more than one person for each service. If for some reason your performance is not observed, you may be requested to repeat a task.

During the Practical exam, you must follow all appropriate rules for client protection that will ensure the health, safety and welfare of the public. This includes personal preparation and infection control, in addition to being in control of your kit at all times, as a safety issue.

Mannequin/model requirements

You are responsible for bringing an appropriate model or mannequin with you for the Practical exam you are taking. Please refer to Practical exam content outline for the exam you are taking for specific model or mannequin requirements. The model and/or mannequin you bring must meet the requirements of hair length and condition described for each service.

The model must be at least 18 years old and appropriately dressed for examination purposes. The model cannot hold a professional license in any area of barbering or cosmetology. Models must bring current, government-issued photo identification (e.g. driver's license) with them to the test center.

The model may not participate in any way during your examination. For example, there is to be no talking or handing you supplies, etc. You are responsible for your model's actions. Make sure that your model reads and understands this portion of the bulletin. Your model will be required to sign a Model Affidavit (see Page 29).



Note If your model fails to appear, arrives late, arrives without proper identification, or refuses to sign the Model Affidavit, you will not be allowed to test.

Supply kit

You are responsible for bringing your own supplies and equipment in sufficient quantities (see the suggested Practical exam supply list on Page 17). All supplies and equipment must be in sanitary condition and in proper working order. **All bottles, jars and containers must be clearly marked and labeled.** Handwritten labels are acceptable. You may not borrow from another candidate or from the exam site location.

You must bring simulated products for the chemical services. Prometric does not recommend any specific product for any of the chemical services. You may use any simulated product; however, most candidates use cholesterol for the protective cream, colored cholesterol or colored gel for the simulated hair color, water for the permanent wave lotion, and cold wax for esthetician eyebrow wax.

Your kit must be kept closed except when removing or inserting materials for a particular service. Your kit will be used during the exam as a dry sanitizer.

Taking your exam

This section contains:

- An overview of what you need to bring to the test center.
- Regulations that will be enforced at the test center.
- A guide to understanding your exam results.

Information about appeals.

What to bring on exam day

You should arrive at least **30 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification.

Bring all the following items with you to your exam appointment:

- Your original Admission letter(s) from Prometric (you will not be admitted to the testing area without your admission letter[s]).
- A current, valid, government-issued photo identification card (see below for more specific details).
- Two sharpened No. 2 pencils.

For the Practical exam, a beauty kit (equipment/supplies) with enough supplies to complete all services (see Page 17 for a list of suggested supplies).

Identification requirements. You must present a valid form of identification before you can test. That identification document **must**:

- Be government-issued (e.g., driver's license, state-issued identification card, passport or military identification card).
- Contain **both** a current photo and your signature.

Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").



Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment and you will be required to pay another exam fee in order to be scheduled for another exam.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Test center regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test site. Failure to follow any of these security procedures may result in the disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

References No reference materials, papers or study materials are allowed at the test site. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

Personal items You **must not** bring any personal/unauthorized items into the test center. Such items include but are not limited to: cell phones, PDAs, pagers, cameras, recording devices, photographic equipment, watches, outerwear, hats, food, drinks, purses, briefcases, backpacks, and notebooks.

Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time. There are no scheduled breaks. Failure to return to the testing room will result in an automatic failure.

You are not allowed to use any electronic devices or phones during breaks.

Misconduct or disruptive behavior

Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Visitors No guests, visitors or family members are allowed at the test site.

Weapons Weapons are not allowed at the test site.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

If questions arise. Test site proctors are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

Your exam results

Score report. A score report will be mailed to you approximately five business days after your exam date. To ensure confidentiality, scores will **not** be disclosed over the phone. All score reports are mailed simultaneously.

Passing results. If you pass the required examinations and have met all of the licensing requirements set forth by the Wisconsin Department of Regulation and Licensing, a license will be issued and mailed to you separately by the Department. Prometric does not issue licenses.

Retake information. If you do not pass your exam, your score report will include information on reapplying to retake the exam.

Duplicate score report. You may call or write to Prometric to request a duplicate of your score report. The fee is \$15 per score report per exam.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you.

If you are requesting a response about exam content, registration, scheduling or test administration (test site procedures, equipment, personnel, etc.), please submit an appeal in writing.

Your appeal letter must provide your name and Social Security number, the exam title, the date you tested, the location where you tested, and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Appeals submitted by anyone other than the candidate (school, relative, etc.) will not be accepted and will be returned. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
1260 Energy Lane
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals will not be accepted** because an original signature is required.

Theory (written) exam content outlines

The following outlines describe the Wisconsin Barbering and Cosmetology Theory exams. These outlines are the basis of the exams and list all subjects covered by each exam and the approximate number of questions asked about each topic. Each outline indicates the total number of questions on the exam and the maximum time allowed to take the exam.

You will not be given credit for any question answered incorrectly or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

Wisconsin Cosmetology/Barber Exam Content Outline

**100 questions—Two-hour time limit
70% Correct required to pass**

I. General Concepts – 15 Items

- A. Infection Control/Bacteriology
- B. Client Protection
- C. Salon Ethics
- D. Salon Safety
- E. Business Practices
 - 1. Business Mathematics
 - 2. Recordkeeping

II. Applied Anatomy – 10 Items

- A. Hair and Scalp
 - 1. Structure, Composition and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions, Disorders and Diseases
 - 4. Blood Supply, Nerve, Bone and Muscle Function
 - 5. Analysis
- B. Skin
 - 1. Structure, Composition and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions, Disorders and Diseases
 - 4. Blood Supply, Nerve, Bone and Muscle Function
 - 5. Analysis
- C. Nails
 - 1. Structure, Composition and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions, Disorders and Diseases
 - 4. Blood Supply, Nerve, Bone and Muscle Function
 - 5. Analysis

III. Physical Services – 20 Items

- A. Shampoo and Rinses
 - 1. Supplies, Implements and Equipment
 - 2. Procedures
 - 3. Purpose and Results
 - 4. Related Chemistry
 - 5. Safety Precautions
 - 6. Types
- B. Scalp and Hair Care
 - 1. Supplies, Implements and Equipment
 - 2. Procedures
 - 3. Purpose and Results
 - 4. Related Chemistry
 - 5. Safety Precautions
 - 6. Types

- C. Skin, Facials, and Temporary Hair Removal
 - 1. Supplies, Implements and Equipment
 - 2. Procedures
 - 3. Purpose and Results
 - 4. Related Chemistry
 - 5. Safety Precautions
 - 6. Types
- D. Manicuring and Pedicuring
 - 1. Supplies, Implements and Equipment
 - 2. Procedures
 - 3. Purpose and Results
 - 4. Related Chemistry
 - 5. Safety Precautions
 - 6. Types

IV. Chemical Services - 23 Items

- A. Chemical Relaxing
 - 1. Chemical Classifications
 - 2. Corrective Measures
 - 3. Supplies, Implements and Equipment
 - 4. Procedures
 - 5. Purpose and Results
 - 6. Related Chemistry
 - 7. Safety Precautions
 - 8. Scalp and Hair Analysis
 - 9. Special Effects
 - 10. Special Hair Problems
- B. Chemical Waving
 - 1. Chemical Classifications
 - 2. Corrective Measures
 - 3. Supplies, Implements and Equipment
 - 4. Procedures
 - 5. Purpose and Results
 - 6. Related Chemistry
 - 7. Safety Precautions
 - 8. Scalp and Hair Analysis
 - 9. Special Effects
 - 10. Special Hair Problems
- C. Hair Coloring
 - 1. Chemical Classifications
 - 2. Corrective Measures
 - 3. Supplies, Implements and Equipment
 - 4. Procedures
 - 5. Purpose and Results
 - 6. Related Chemistry
 - 7. Safety Precautions
 - 8. Scalp and Hair Analysis
 - 9. Special Effects
 - 10. Special Hair Problems
- D. Hair Lightening
 - 1. Chemical Classifications
 - 2. Corrective Measures
 - 3. Supplies, Implements and Equipment

4. Procedures
5. Purpose and Results
6. Related Chemistry
7. Safety Precautions
8. Scalp and Hair Analysis
9. Special Effects
10. Special Hair Problems

V. Hair Styling and Shaping - 12 Items

- A. Hair Shaping
 1. Supplies, Implements and Equipment
 2. Purpose and Results
 3. Safety Precautions
 4. Procedures
- B. Hair Styling (including Curl Formation)
 1. Supplies, Implements and Equipment
 2. Purpose and Results
 3. Safety Precautions
 4. Procedures
- C. Wigs and Extensions

VI. Barber - 10 Items

- A. Hair Styling and Shaping
 1. Clipper Cutting
 2. Shear and Comb Techniques
 3. Tapered Hair Cutting
 4. Beard/Mustache Trimming
 5. Materials, Implements and Supplies

VII. State Laws and Regulations - 10 Items

References

The following references were used to create the exam but are not allowed in the exam room.

1. *Milady's Standard Cosmetology*, 2008, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
2. *Milady's Standard Professional Barbering*, Fourth Edition, 2006, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
3. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, Pivot Point International, Inc., 1560 Sherman Avenue, Evanston, IL 60201, www.pivot-point.com.
4. *Wisconsin Barbering and Cosmetology Code Book*, 2004, State of Wisconsin, Department of Administration, Document Sales and Distribution, PO Box 7840, Madison, WI 53707, www.doa.state.wi.us.

Wisconsin NEC Aesthetician Exam Content Outline

**100 questions—Two-hour time limit
70% Correct required to pass**

I. General Concepts – 15 Items

- A. Infection Control/Bacteriology
- B. Client Protection/Consultation
- C. Professional Ethics and Appearance
- D. Establishment Safety
- E. Business Management
- F. EPA and OSHA Requirements

II. Applied Anatomy and Physiology – 25 Items

- A. Structure, Composition and/or Function
- B. Growth and Regeneration
- C. Conditions, Disorders and Diseases

- D. Circulatory System, Nervous System and Muscular/Skeletal System
- E. Analysis of the Skin
- F. Nutrition

III. Chemical Concepts – 15 Items

- A. Product Knowledge
- B. Ingredients and Usage of Materials
- C. EPA and OSHA Requirements

IV. Physical Concepts - 35 Items

- A. Facials
 1. Benefits
 2. Analysis
 3. Massage
 4. Purpose and Results
 5. Supplies, Implements and Equipment
 6. Procedures
 7. Safety Measures/Contraindications
- B. Hair Removal
 1. Waxing
 2. Tweezing
 3. Depilatories
 4. Purpose and Results
 5. Supplies, Implements and Equipment
 6. Procedures
 7. Safety Measures/Contraindications
- C. Makeup
 1. Purpose and Results
 2. Supplies, Implements and Equipment
 3. Procedures
 4. Safety Measures/Contraindications

V. State Laws and Regulations - 10 Items

References

The following references were used to create the exam but are not allowed in the exam room.

1. *Milady's Standard Fundamentals for Estheticians*, Ninth Edition, 2004, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
2. *Salon Fundamentals Esthetics: A Resource for Your Skin Care Career*, 2004 Edition, Pivot Point International, Inc., 1560 Sherman Avenue, Evanston, IL 60201, www.pivot-point.com.
3. *Wisconsin Barbering and Cosmetology Code Book*, 2004, State of Wisconsin, Department of Administration, Document Sales and Distribution, PO Box 7840, Madison, WI 53707, www.doa.state.wi.us.

AEA Licensed Professional Electrologist Exam Content Outline

**100 questions—Two-hour time limit
70% Correct required to pass**

I. Anatomy and Physiology of Skin and Hair – 20%

- A. Skin
 1. Structure
 2. Function
 3. Disorders of the skin
 4. Topical substances and oral medications that affect skin/treatment
- B. Anatomy of Hair and the Pilosebaceous Unit
- C. Types of Hair (lanugo, vellus, terminal)

- D. Hair Growth Cycle (anagen, catagen, telogen)
- E. Reasons for Excessive Hair Growth
 1. Heredity/congenital
 2. Changes in endocrine system
 3. Skin metabolism
 4. Drugs/medications
 5. Stress

II. Infection Control – 25%

- A. AEA Infection Control Standards for the Practice of Electrology
 1. Handwashing and use of gloves
 2. Cleaning and sterilization of instruments, cleaning and disinfection of items, and other safety precautions
 3. Environmental control and housekeeping
 4. Patient considerations
 5. Hepatitis B (HBV) vaccination
 6. Follow-up procedures for potential exposures to HBV, HIV, and other blood borne pathogens
- B. Transmittable diseases

III. Clinical Observation and Applications – 33%

- A. Pre-treatment Consultation
 1. Health history
 2. Evaluation and assessment
 3. Explanation of infection control and electrology procedures
 4. Treatment plan/referral
 5. Informed consent
- B. Contraindications
- C. Treatments
 1. Patient/client concerns/anxieties
 2. Sensitivity/tolerance level
 3. Positioning, draping, lighting/magnification
 4. Skin preparation
 5. Selection of modality, instruments, needle and forceps
 6. Techniques (insertions, and balancing time and intensity)
 7. Response to treatment
- D. Post-treatment
 1. Antisepsis of treated area
 2. Home-care instructions
 3. Documentation

IV. Electrical Operations – 12%

- A. Electrolysis (galvanic, direct current/DC)
- B. Thermolysis (shortwave, high frequency, alternating current/AC)
- C. Blend (combination of DC/AC)

V. Equipment and Sales – 5%

- A. Proper Use and Maintenance of Equipment
- B. Basic Principles of Electricity

VI. Professional, Ethical and Legal Considerations – 5%

- A. AEA Standards of Practice for Electrologists

2. *Electrolysis, Thermolysis and the Blend – The Principles and Practice of Permanent Hair Removal*, 1968, A.R. Hinkel Company, 8751 White oak Avenue, Northridge, CA 91325, www.arhinkel.com.
3. *Milady's Hair Removal Techniques: A Comprehensive Manual*, Fifth Edition, 2004, Milady Publishing/Thomson Learning, 10650 Toeppen Drive, Independence, KY 41051, www.milady.com.
4. *Principles and Techniques for the Electrologist*, 1983, Stanley Thornes/Nelson-Thornes, Delta Place, 27 Bath Road, Cheltenham Glos, UK, GL53 7th, www.nelsonthornes.com.
5. *Study Guide – A Preparatory Study for the Fifth Generation of the International Board of Electrologist Certification (IBEC) Examination of the AEA*, 2006, American Electrology Association, Executive office, P.O. Box 687, Bodega Bay, CA 94923, www.electrology.com.

Wisconsin NEC Manicurist Exam Content Outline

**100 questions—Two-hour time limit
70% Correct required to pass**

I. General Concepts – 20 Items

- A. Infection Control/Bacteriology
- B. Client Protection
- C. Salon Ethics
- D. Salon Safety

II. Applied Anatomy – 15 Items

- A. Anatomy and Physiology
 1. Nails, Hands and Feet
 2. Skin

III. Chemical Concepts and Services – 10 Items

- A. Product Knowledge
- B. Ingredients and Usage of Materials
- C. EPA and OSHA Requirements

IV. Physical Concepts and Services – 45 Items

- A. Massage
- B. Manicure
- C. Pedicure
- D. Acrylic Nails
- E. Gel Nails
- F. Nail Wraps
- G. Nail Tips
- H. Sculptured Nails
- I. Maintenance and Repair Methods

For all of the above:

 1. Purpose and Results
 2. Supplies, Implements and Equipment
 3. Procedures
 4. Care, Safety and Sanitation

V. State Laws and Regulations - 10 Items

References

The following references were used to create the exam but are not allowed in the exam room.

1. *Milady's Standard Nail Technology*, Fifth Edition, 2007, Milady Publishing/Thomson Learning, 10650 Toeppen Drive, Independence, KY 41051, www.milady.com.

References

The following references were used to create the exam but are not allowed in the exam room.

1. *Cosmetic and Medical Electrolysis & Temporary Hair Removal: A Practical Manual and Reference Guide*, 1991, Medic Ltd., P.O. Box 1000, Station B, North York, ON Canada, M2K2T6, www.medricltd.com.

2. *Salon Fundamentals Nails: A Resource for Your Nail Care Career*, 2007 Edition, Pivot Point International, Inc., 1560 Sherman Avenue, Evanston, IL 60201, www.pivot-point.com.
3. *Wisconsin Barbering and Cosmetology Code Book*, 2004, State of Wisconsin, Department of Administration, Document Sales and Distribution, PO Box 7840, Madison, WI 53707, www.doa.state.wi.us.

Manager Exam Content Outline

**100 questions—Two-hour time limit
75% Correct required to pass**

- I. Health, Sanitation and Safety Issues Relating to the Public and Patrons (36 Questions)**
 - A. Establishment Procedures (16 questions)
 1. Inspect establishment for compliance with statutes and rules (4)
 2. Ensure establishment and employees comply with OSHA directives (3)
 3. Maintain supplies and equipment necessary to ensure safe and sanitary practice (5)
 4. Direct and maintain proper and adequate storage of products and supplies (4)
 - B. Employee/Patron Procedures (20 questions)
 1. Supervise practical work of employees to ensure safe and sanitary work (4)
 2. Ensure that employees are aware of and follow public health and safety standards (4)
 3. Prevent activities that could cause harm to others (4)
 4. Post procedures for first aid and exposure to bodily fluids (4)
 5. Maintain customer file on services, products and allergies (4)
- II. Proper Management and Procedures Relating to Employees (37 Questions)**
 - A. Employee Training and Supervision (14 questions)
 1. Observe employees to ensure they are working within scope of practice (3)
 2. Ensure that employees have appropriate license and use proper title (3)
 3. Observe and direct employees to perform in a competent manner (3)
 4. Train employees about new products and proper use (2)
 5. Evaluate new employee skills (2)
 6. Discipline employees (1)
 - B. Employee Policies and Procedures (13 questions)
 1. Explain and maintain establishment policies and procedures (3)
 2. Interview prospective employees (1)
 3. Keep and provide employee records for manager examination (2)
 4. Check that employee licenses are current (3)
 5. Establish and direct procedures for scheduling clients (4)

- C. Apprentices (10 questions)
 1. Coordinate apprentice and temporary permit employee work schedules to ensure supervision (2)
 2. Ensure that each apprentice has a permit and apprenticeship contract (2)
 3. Ensure that each apprentice enrolls in a theory course and pay for hours of school attendance (1)
 4. Provide apprentices with equipment necessary to perform all services (1)
 5. Ensure that apprentices are trained in all phases of safe and competent practice (2)
 6. Maintain apprentice training and work records (2)

III. General Management and Business Procedures (27 Questions)

- A. Establishment Management (12 questions)
 1. Set both staff and establishment goals (2)
 2. Spend at least 30 hours per week in the establishment (3)
 3. Manage daily operations of the establishment (4)
 4. Inform the establishment owner when maintenance or corrections are needed (3)
- B. Business Procedures (9 questions)
 1. Maintain and account for cash register (4)
 2. Pay employees and business operation bills (3)
 3. Develop and oversee marketing promotions (2)
- C. Client Relations (6 questions)
 1. Determine prices for customer services (3)
 2. Handle complaints (3)

References

In addition to the statutes and rules, questions in the exam will require knowledge of commonly encountered diseases, as well as business management, communication and supervision. The information relevant to the exam may be found in:

Wisconsin Barbering and Cosmetology Code Book, on the Department of Regulation and Licensing web site at <http://drl.wi.gov/boards/bac/code/codebook.htm> (Statutes 440.08, 454.01, 454.04, 454.06, 454.08, 454.10, 454.145; and Administrative Rules BC 1, 2, 3, 4, 5, 6, and 9).

Information not covered in the statutes and rules can be found in the infection control, communication and business skills sections of:

Milady's Standard Textbook of Cosmetology, 2008 Edition (Chapters 4 and 5 and Part 6).

Practical exam content outlines

The Wisconsin Barbering and Cosmetology Practical exams are closed-book, demonstration exams. To pass, you must achieve an overall score of 75. The following information covers the topics on which you will be tested.

Practitioner Practical Exam Information

A live model is required for the Retouch Hair Relaxing/Tinting and Shampoo service and the Permanent Waving service. Either a mannequin (with a mannequin stand) or live model may be used for the Haircut, Blow-Drying and Curling Iron services. No model may hold a professional license in any area of barbering or cosmetology. If a model is used for the haircut service, slithering and razor cutting may still be demonstrated on a mannequin. It is recommended that the model's hair not exceed 10 inches in length.

I. Retouch Hair Relaxing/Tinting and Shampoo— 1 hour

This is a combination retouch relaxer/tint and shampoo service. The hair on the model must be dry. Relaxer will be applied to the right side of the head and tint will be applied to the left side. The relaxer product is to be a simulated No Base Sodium Hydroxide. Cholesterol or a similar product may be used as the simulated relaxer. The tint product is to be a simulated Aniline Derivative Liquid Solution. Wave set solution or a similar product may be used as the simulated tint product. Part the hair down the middle from front to back and place at least 2 sections on each side. The recommended protective cream applied around the hairline should be a cream conditioner or similar product. A petroleum based protective cream product should not be used for this demonstration. This is a retouch service, and the product is to be applied only to one inch of regrowth. The hair must be at least three inches long for this service. After the product has been applied, the hair must be rinsed with the force of water, checked by the examiner, then shampooed, and checked by the examiner again.

II. Permanent Waving – 1 hour

Demonstrate the safe application of a normal strength alkaline cold permanent wave service using water as a simulated perm solution. Use appropriate size rods for the length of hair and the width of sections being wrapped. All rods must be wrapped on base. Section the entire head and wrap one full side from the forehead to the nape of the neck. Perform the service in a manner which protects the safety and well being of the patron.

III. Haircut – 40 minutes

The haircut you select may have an effect on your need for more than one model or your need for a mannequin to complete the other services. You may select one of three different haircuts:

- A. **Basic Layered Hair Cut.** Candidate will demonstrate the shaping of a complete basic layered haircut by cutting at least 1 inch of hair from the entire head. The candidate is to perform in a safe, sanitary and competent

manner while shaping, blending and balancing the haircut using scissors or razor as needed. The demonstration is to include slithering and length and bulk removal with a razor. When finished, all the hair should be the same length.

- B. **Clipper Cut.** Candidate will demonstrate the cutting and shaping of a complete clipper taper haircut by using the clipper without attachment on the side and back and clipping into the hairline and cutting at least 1 inch of hair from the top of the head. The candidate is to perform in a safe, sanitary and competent manner while shaping, blending and balancing the haircut using clippers and scissors. The demonstration is to include slithering and razor cutting for removal of bulk and length. If the hair of the model is too short to demonstrate slithering and razor cutting, a mannequin may be used.
- C. **Afro-Natural Hair Cut.** Candidate will demonstrate the cutting and shaping of a complete afro-natural haircut by using the clipper and scissors on the sides and back and cutting at least 1/2 inch of hair from the top of the head. The candidate is to perform in a safe, sanitary and competent manner while shaping, blending and balancing the haircut using clippers and scissors. When finished, the unstretched hair at the forehead on the top of the head will extend from 1 to 1-1/2 inches above the scalp. The cut is to have a line on the sides and back. The demonstration is to also include the proper use of a razor and slithering with scissors for removing bulk, which may be done on a mannequin.

IV. Blow Drying – 20 minutes

Candidate will demonstrate the drying and styling with lift, direction and smooth look of the hair by using a hand-held dryer. The entire head must be damp for this service. Candidate is responsible to bring a model or mannequin whose hair is receptive to blow-drying. The hair must be at least 3 inches long. Hair no longer than 5 inches is best. The candidate is to perform in a safe, sanitary and competent manner while drying and applying a finished look to the hair using a blow dryer and brush or comb. Lightweight styling aids may be applied, but no mousse or gel.

V. Curling Iron – 20 minutes

Demonstrate the procedure for using an appropriate size curling iron on a model or mannequin in a manner which protects the safety and well being of the patron. Hair must be at least 3 inches long. Hair no longer than 5 inches is best. Place four curls on base on top of the head beginning or ending at the frontal hairline.

Manicuring Practical Exam Information

The candidate will demonstrate the procedure for giving a plain manicure and applying artificial nails. The model must be in need of a manicure on at least one hand (no false nails) with nails long enough to be shaped (filed). Hand manipulations and polish are not required. No model may hold a professional license in any area of barbering or cosmetology.

I. Demonstrates Set-up and Manicure – 35 minutes, 10 points

When instructed, the candidate assembles the manicuring equipment at the table and washes and sanitizes his/her hands and the model's.

The candidate prepares the table using sanitary techniques, wipes off the table, uses a clean towel for cover, and maintains all instruments in disinfecting agent when not being used during the demonstration.

Selecting one hand only for manicure, the candidate removes old polish, shapes the nails, and soaks the hand in soapy water (approximately 3 minutes). The hand is dried and cuticle softener is applied to the nails. The cuticle pusher and nipper are used in a safe and coordinated manner, avoiding injury to the model. The nails are cleaned, dried and beveled.

II. Demonstrates Nail Extension – 40 minutes, 15 points

Each nail of the model's fingers is to be properly prepared before applying the extension. The thumb may be used if desired.

The candidate will first apply two tips to the fingers selected for the service, and then complete a fabric wrap for one finger and acrylic overlay for the second finger. After completing the service, all tools and equipment are removed from the table. The table and area are cleaned of all materials and spills.

Aesthetics Practical Exam Information

The examination site will have a barber chair or makeup chair, water, and an electrical outlet available. The model must wear a shoulderless gown (change facilities available at site). The candidate must wear a clean smock or lab coat, and may have a hand towel for his/her personal use during the examination.

I. Preparation for Service – 10 points, 5 minutes

- A. Wash hands with antiseptic soap
- B. Set up clean and sanitary products and supplies, and maintain sanitation throughout service
- C. Prepare chair with sheet and towel for headrest. (It is not necessary to sanitize chair for the exam.)
- D. Prepare client by draping with blanket and towels, removing jewelry, adjusting headrest and covering hairline.

II. Analysis of Skin – 10 points, 10 minutes

- A. Fill out client consultation card provided by examiner. Indicate on card what equipment you would use to analyze the skin.
- B. Upon request, simulate a skin analysis as if the equipment were available. Place eye pads for protection from light, study skin, stretch skin slightly. (It is not necessary to bring equipment for analysis. Model's face should be clean in advance).

III. Mock Steam and Extraction – 20 Points, 10 minutes

- A. Demonstrate placement of towel on model for steaming. Use damp towel.
- B. Demonstrate safe and sanitary use of lancet and fingers to perform extractions when requested by the examiners. For each demonstration, perform mock extractions on cheek, chin and forehead. Do not actually pierce skin with lancet, or extract.

IV. Astringent or Freshener - 5 Points, 1 minute

Wipe or spray astringent, freshener or toner on face.

V. Basic Massage - 20 Points, 15 minutes

- A. Apply cream. (No remoistening bowl required.)
- B. Perform a massage of shoulders, neck and face. Include the five basic techniques: effleurage (stroking), petrissage (kneading), friction (rolling and circular), percussion/ tapotement (tapping or lightly slapping), and vibration (shaking). Do two manipulations of each.

Candidates may be required to demonstrate one or more of the above techniques upon request of the examiners.

VI. Mask - 15 Points, 20 minutes

- A. Place eye pads on eyes.
- B. Apply mask.
- C. Complete removal of product
- E. Dispose of used materials in a plastic bag.
- F. Freshen or moisturize the skin.

VII. Make Up – 20 Points, 30 minutes

For this portion of the examination, the candidate is to assume that the makeup and equipment is for the model's personal use.

- A. Set up products and supplies for service. Return model to sitting position.
- B. Demonstrate contouring the jaw line and correcting the under eye area with a cream.
- C. Apply foundation with a sponge or brush.
- D. Apply powder (choice of applicator).
- E. Finish daytime makeup using all of the following: eye-shadow, eye-liner, mascara, eyebrow brush, pencil, or powder, blusher, lip-liner, and lipstick. Colors are to be all cool or all warm.

Electrology Practical Exam Information

For the practical exam, bring a model having coarse and fine hairs for epilation, an electrolysis machine, needles, tweezers, disinfectant, sanitary towels and cotton. No model may hold a professional license in any area of barbering or cosmetology.

I. Clinical Identification – 10% of score

Identify 10 infections or dermatological problems from pictures. Explain whether or not epilation can be done without first consulting a physician.

II. Pretreatment Preparation - 15% of score

- A. Conduct a client interview with the model, assuming that the model has come for the first time for treatment.
- B. Explain to the model what will be done, and what to expect during treatment.
- C. Place all equipment on the table. Follow all appropriate sanitary techniques necessary to prepare the equipment before beginning treatment and prepare yourself and the model for treatment as appropriate.
- D. Five minutes of practice will be allowed before examination of treatment technique for each type of hair. Intensity and time dials will be set to zero after practice, and reset for the actual examination.

III. Treatment Technique – 70% of score

Demonstrate epilation of coarse and fine hairs on the face. If appropriate hairs are not found on the face, other areas of the body may be selected.

Up to 10 minutes will be allowed for the epilation of at least five coarse hairs and another 10 minutes for five fine hairs. Candidate may be asked to epilate additional hairs.

Needle insertion will be evaluated on: following direction of hair follicle, proper depth, smooth insertion, and smooth release.

Skin reaction will be evaluated for excessive redness, bleeding or burns. Appropriate needle size and sanitation measures will be evaluated.

IV. Post Treatment Evaluation – 5% of score

Explain to the patient any possible reactions that will take place in the treated area and possible responses that he/she should make.

Give directions to the patient on how to avoid infection or scarring on the treated area.

Anaphoresis and cataphoresis will not be assessed. (Do not demonstrate.)

Instructor Practical Exam Information

The instructor examination requires a candidate to teach one 45-minute demonstration lecture of a pre-assigned service. Each candidate will be informed of the assigned demonstration service in the admission letter.

Each candidate is expected to plan and complete instruction appropriate for a 45-minute class for the assigned service. The lesson plan and lecture should be prepared for beginning students who have not been taught this service previously.

Candidates must bring any textbooks, training aids, products and equipment that they wish to use during the demonstration lecture. None of these materials will be provided at the test site. Candidates may use these materials and the lesson plan as they would in teaching the assigned subject to students.

Bring three copies of the lesson plan you will teach from to the test site. No time will be provided to write lesson plans on the day of the test; duplicating services will not be available at the test site. Each examiner will receive one copy of the lesson plan; the candidate should teach from the third copy. Bring three copies total.

When five minutes are left in the 45-minute lecture, examiners will inform the candidate silently with an appropriate sign that five minutes remain in the testing period.

All instructor examinations for barbering and cosmetology, manicurist, aesthetician and electrologist use the same scoring criteria. Two examiners will rate each candidate on all criteria. Examiners will score the demonstration only on what is observed during the candidate's 45-minute demonstration lecture.

All candidates for the Instructor license must bring a model; mannequins are not permitted for this examination. All models should be at least 18 years old and appropriate for the service being demonstrated by the instructor. No model may hold a professional license in any area of barbering or cosmetology. Refer to Page 7 for model requirements.

Scoring criteria include the following key elements:

1. Ability to effectively communicate and teach from a comprehensive lesson plan speaking clearly and coherently.
2. Demonstrated knowledge of the tools, products, terminology/concepts and skills required to perform the service.
3. Proper demonstration of all required steps for the service using teaching aids correctly and effectively.
4. Proper demonstration of all safety and sanitation steps required for the service.
5. Comprehensive Demonstration recap.

Practical exam supply list

You are responsible for bringing your own supply kit to the exam. You are required to bring a sufficient quantity of supplies, in sanitary condition, including the required instruments in proper working order. All bottles, jars and containers must be labeled. All acrylic liquid products must be **odorless, odor-free or low-odor**.

The kit will be used during the examination as a dry sanitizer. **You may not borrow from another candidate or from the test site location.** The following are the recommended equipment and supplies for each practical exam and is not all-inclusive.

Practitioner Exam	
1	Towels (paper and cloth)
2	Shampoo/Draping capes
3	Cape for chemical services
4	Disinfectant solution or spray
5	Model and Mannequin (if desired)
6	Neck strips
7	Timer (for timing chemical services)
8	Styling gel (tint simulators)
9	Hair clips or clamps
10	Cholesterol
11	Combs and brushes
12	Protective cream and cotton
13	Shampoo
14	Cream conditioner or similar product
15	Applicator brush
16	Non-metallic dish
17	Protective gloves for chemical services
18	Graduated applicator bottle (for tint)
19	Perm solution bottle
20	Neutralizer bottle
21	Perm rods (enough for entire head)
22	End papers
23	Spray bottle
24	Hair cutting shears
25	Clippers (if needed)
26	Razor
27	Styptic powder or liquid
28	Blow dryer (hand held)
29	Curling iron with safety stand
30	Testing paper

Manicurist Exam	
1	Model with nails on one hand long enough to be shaped (filed)
2	File
3	Emery board
4	Manicure brush
5	Cotton
6	Cuticle softener or remover
7	Cuticle pusher
8	Cuticle nipper
9	Orangewood stick

Manicurist Exam	
10	Polish remover
11	Towels
12	Manicure bowl and sanitizer with disinfecting agent
13	Materials/equipment for applying both fabric and acrylic nail extensions

Aesthetician Exam	
1	Your model (with his/her proper identification)
2	Cover for chair (sheet or blanket)
3	Eye pads
4	Towels (five minimum)
5	Massage cream (emollient cream)
6	Applicators, toothpicks, etc.
7	Spatula(s)
8	Disinfectant (EPA registered, hospital grade)
9	Astringent or toner
10	Cotton strips
11	Tweezers
12	Cleansing cream
13	Sponges
14	Foundation
15	Powder
16	Eye shadow
17	Eye liner
18	Mascara
19	Eyebrow brush
20	Eyebrow pencil
21	Powder or blusher
22	Lip liner
23	Lipstick

Electrology Exam	
1	A model (with his/her proper identification) who has coarse and fine hairs
2	Electrolysis machine
3	Needles
4	Tweezers
5	Disinfectant
6	Sanitary towels
7	Light or magnified light
8	Goggles

School codes

Locate the name of the school you attended from the chart below and use the corresponding school code on the License Application.

Code	School Name	Address	City
Apprenticeship Applicants: See Page 19 to select school attended code			
00030	School Located Outside Wisconsin		
00000	Wisconsin School not shown on list		
00345	Academy of Advanced Esthetic, LLC	1711 Holiday Drive	Janesville
00091	Academy of Cosmetology	2310 W. Court Street	Janesville
00106	Academy Waukesha, The	2000 W. Slivernail Road	Waukesha
00105	Advanced College of Cosmetology	25 W. Main Street	Waupun
00010	Advanced Institute Hair Design/VICI	4111 S 108 th Street	Greenfield
00044	Advanced Institute Hair Design/VICI	11010 West Hampton Avenue	Milwaukee
00096	Advanced Institute Hair Design/VICI	353 E. Campus Drive	Madison
00090	Alexander Thomas Academy of Skin Care	13500 W. Capitol Drive	Brookfield
00145	Bella Academy of Cosmetology	1780 S. Koeller Street	Oshkosh
00146	Carol Turner Nail Training Institute	2016 W. Court Street	Janesville
00051	Chippewa Valley Technical College	620 West Clairmont	Eau Claire
00083	Classic Nails Manicuring School	229 N. Janesville Street	Milton
00078	Eau Claire Institute of Electrology	2005 Highland Avenue, Suite D	Eau Clair
00109	Elite Nail School and Training Center	1719 Thierer Road	Madison
00070	Empire Beauty School	525 N. Westhill Blvd.	Appleton
00048	Empire Beauty School	2575 W. Mason Street	Green Bay
00080	Empire Beauty School	6414 Odana Road	Madison
00040	Empire Beauty School	1034 S. 18 th Street	Manitowoc
00103	Empire Beauty School	5655 S. 27 th Street	Milwaukee
00073	First Class Cosmetology/Manicuring School	322 State Street	Beloit
00087	Four Seasons Salon & Day Spa	1008 Fourth Avenue W.	Monroe
00012	Gateway Technical College	1001 S. Main Street	Racine
00045	Gill-Tech Academy of Hair Design	230 S. McCarthy Road	Appleton
00081	Institute of Beauty & Wellness, The	327 East St. Paul Avenue	Milwaukee
00061	Just Nails Training Center	2990 Cahill Main	Madison
00086	Lakeview School of Esthetics	205 Carroll Street	Random Lake
00052	Madison Area Technical College	211 N. Carroll	Madison
00085	Madison Nail Tech Academy	632 S. Whitney Way	Madison
00076	Mequon/Thiensville School of Esthetics	11135 N Wauwatosa Road	Mequon
00032	Mid-State Technical College	500 32nd Street North	Wisconsin Rapids
00017	Milwaukee Area Technical College	700 W. State Street	Milwaukee
00020	Moraine Park Technical College	235 N. National Avenue	Fond du Lac
00058	Nail Tech Academy	6546 W. Brown Deer Road	Brown Deer
00148	Nails by Sharon School of Nail Technology	208 N. Main Street	Rice Lake
00033	Nicolet Area Technical College	PO Box 518	Rhinelanders
00102	Panache Academy of Beauty	232 Water Street	Baraboo
00108	Paul Mitchell the School Green Bay	3450 South Packerland Drive	Green Bay
00100	Regency Beauty Institute	2358 E. Springs Drive, Suite 300	Madison
00101	Regency Beauty Institute	7995 West Layton Avenue	Greenfield
00094	River Rock Electrology Institute	2523 W. Folsom Street, Suite A	Eau Claire
00074	Salon Professional Academy	3408 Mall Drive	Eau Claire
00097	Salon Professional Academy	566 Theatre Road	Onalaska
00098	Salon Professional Academy	3703 80 th Street	Kenosha

00099	Salon Professional Academy	3355 W. College Avenue	Appleton
00023	Southwest Wisconsin Technical College	1800 Bronson Blvd.	Fennimore
00024	State College of Beauty Culture	1930 Grand Avenue	Wausau
00089	Visions in Hair Design	7213 W Burleigh	Milwaukee
00088	Tan & Nail World Salon and Learning Center	20101 W. Blue Mound Road, #106	Brookfield
00107	Waukesha County Technical College	800 Main Street	Pewaukee
00146	Wisconsin Academy	2593 Development Drive	Green Bay
00095	Wisconsin Academy	880 Frontage Road	Peshtigo
00027	Wisconsin College of Cosmetology	3450 S. Packerland Drive	Green Bay
00050	Wisconsin Indianhead Tech College	1900 College Drive	Rice Lake
00028	Wisconsin Indianhead Tech College	600 N. 21st Street	Superior

Select one of the following schools only if you are participating in the apprenticeship program.

Code	Apprenticeship Program Name	Address	City
29001	Chippewa Valley Technical College	620 West Clairmont	Eau Claire
29012	Fox Valley Technical College	1825 N. Bluemound Drive	Appleton
29006	Gateway Technical College	1001 S. Main Street	Racine
29004	Madison Area Technical College	211 N. Carroll	Madison
29014	Mid-State Technical College	500 32nd Street North	Wisconsin Rapids
29009	Milwaukee Area Technical College	700 W. State Street	Milwaukee
29010	Moraine Park Technical College	235 N. National Avenue	Fond du Lac
29016	Nicolet Area Technical College	PO Box 518	Rhinelanders
29008	Waukesha County Technical College	800 Main Street	Pewaukee
29002	Western Technical College	400 Seventh Street North	LaCrosse
29017	Wisconsin Indianhead Technical College	1900 College Drive	Rice Lake

Forms

The following pages provide copies of various forms and information that may be needed or helpful for completing them. State forms may also be found online at http://drl.wi.gov/board_detail.asp?boardid=5&locid=0.

Included in this bulletin are:

- License Application Form #2828 - Pages 20 and 22.
- Certification of Training Form #2725 - Page 22.
- Employment Verification Form #2827 - Page 23.
- Apprentice Practical Training Certification Form #2826 (Page 1) - Page 24.
- Certificate of Apprentice Theory Instruction Form #2826 (Page 2) - Page 25.
- Convictions and Pending Charges Form #2252A - Page 26.
- Reader/Translator Request Form - Page 28.
- Model Affidavit- Page 29.
- Exam Registration Form - Page 30.
- Schedule of Exam Dates and Cutoff Dates - Page 31.

**STATE OF WISCONSIN
DEPARTMENT OF REGULATION AND LICENSING
BARBERING AND COSMETOLOGY EXAMINING BOARD
LICENSE APPLICATION**

PLEASE TYPE OR PRINT IN INK Your name and address are available to the public.
 Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14)

Aesthetician <input type="checkbox"/>	____/____/____	____/____/____	Fee: \$ _____
Electrologist <input type="checkbox"/>	Exam Date 1 st Choice	Exam Date 2 nd Choice	Certified Check or Money Order
Manager <input type="checkbox"/>			<input type="checkbox"/> Temporary Permit Requested
Manicurist <input type="checkbox"/>	_____	_____	Only Practitioner / Manicurist /
Practitioner <input type="checkbox"/>	Exam Location	Exam Location	Aesthetician / Electrology
Instructor <input type="checkbox"/>			

Social Security Number: _____ - _____ - _____

Name: _____
Last First Initial

Mailing Address: _____
Street Number and Name or P.O. Box

City State or Country Zip Code

Maiden or former surname(s) (IF Any): _____

Daytime telephone where you may be reached: (____) _____ - _____

Date of Birth: ____/____/____
Month Day Year

School _____	School Code _____	Graduation/Completion Date _____
Name _____	(See instructions)	Month ____/Day ____/Year ____
City _____	Apprentice indicate 00029	

Have you ever taken this examination in Wisconsin? Yes No

If you have a professional license number from Wisconsin list the license type and number below:

How do you describe yourself? (Optional) (See page 2 of Candidate Guide)	Modification/Language Option
1. White, not of Hispanic Origin <input type="checkbox"/>	1. Male <input type="checkbox"/>
2. Black, not of Hispanic Origin <input type="checkbox"/>	2. Female <input type="checkbox"/>
3. Hispanic <input type="checkbox"/>	Special arrangement for ADA Candidates <input type="checkbox"/>
4. American Indian or Alaskan <input type="checkbox"/>	Translator Requested <input type="checkbox"/>
5. Asian or Pacific Islander <input type="checkbox"/>	
6. Other <input type="checkbox"/>	
7. I prefer not to respond <input type="checkbox"/>	

PERSONALLY IDENTIFIABLE INFORMATION:
 Check if you do not want your name and address disclosed on any list of 10 or more individuals furnished to another person by Prometric.

For Office Use Only 	Mail completed form with fee(s) to: Prometric ATTN: WICOS 1260 Energy Lane St. Paul, MN 55108
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Wisconsin Department of Regulation & Licensing

STATEMENT OF ARREST OR CONVICTION	YES	NO
A. Have you ever been convicted of a misdemeanor or a felony, or are criminal charges current pending against you? If yes, attach form #2252.	<input type="checkbox"/>	<input type="checkbox"/>
B. Have you ever surrendered, resigned, cancelled or been denied a professional license or other credential in Wisconsin or any other jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the agency.	<input type="checkbox"/>	<input type="checkbox"/>
C. Has any licensing or credentialing agency ever taken any disciplinary action against you, including but not limited to, any warning, reprimand, suspension, probation, limitation or revocation? If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.	<input type="checkbox"/>	<input type="checkbox"/>
D. Is disciplinary action pending against you in any jurisdiction? If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.	<input type="checkbox"/>	<input type="checkbox"/>
E. Have any suits or claims ever been filed against you as a result of professional services? If yes, submit a copy of the claim or suit and a copy of the final settlement or disposition.	<input type="checkbox"/>	<input type="checkbox"/>
F. Do you currently hold or have you in the past, held any credential (license) issued by the Department of Regulation and Licensing or any of the Boards?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what type of credential _____		
If in another name, what name _____		

Note: An arrest or conviction does not automatically disqualify an applicant. Consideration of the record by the board is subject to sec. 111.321, 111.322 and 111.335, Stats., the applicant presents evidence satisfactory to the examining board that the applicant has not been convicted of a felony committed while engaged in the practice of barbering or cosmetology.

CERTIFICATION OF LEGAL STATUS.

I declare under penalty of law that I am (check one):

_____ a citizen or national of the United States, or

_____ a qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

ALL APPLICANTS MUST COMPLETE THIS SECTION

AFFIDAVIT OF APPLICANT

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause for disciplinary action.

Signature of Applicant

Date

**STATE OF WISCONSIN
DEPARTMENT OF REGULATION AND LICENSING
BARBERING AND COSMETOLOGY EXAMINING BOARD**

APPRENTICE PRACTICAL TRAINING CERTIFICATION

This certification must be completed if the applicant completed the required training as an apprentice. The certification must be completed by the manager of record in the establishment where the apprenticeship was served.

I do hereby certify that _____ Permit # _____
(Applicant's Name)

was trained as an apprentice at this establishment under my supervision from _____ to _____ for a total of _____ hours.

I, _____, Manager of Record, under the penalties of perjury, declare the foregoing statements are true to the best of my knowledge and belief, and that I personally signed this statement.

Signature
Manager License Number _____

Date

LICENSED BARBERING & COSMETOLOGY ESTABLISHMENT

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

ESTABLISHMENT LICENSE #: _____

Mail completed form with application and fee(s) to:

**Prometric
ATTN: WICOS
1260 Energy Lane
St. Paul, MN 55108**

Wisconsin Department of Regulation & Licensing

CERTIFICATION OF APPRENTICE THEORY INSTRUCTION

This certification must be completed by a Wisconsin licensed instructor at either a Wisconsin Technical College or licensed Wisconsin Barbering and Cosmetology School. This form is to certify the completion of apprenticeship theory instruction.

I do hereby certify that _____ has completed _____ hours of
(Name of Apprentice) (Number)

apprenticeship theory instruction on _____ as required by Wis. Stats. § 454.06, and Wis. Adm. Code Ch. BC 6.
(Date)

I, _____, a certified instructor, under the penalties of perjury, declare the foregoing statements are true to the best of my knowledge and belief, and that I personally signed this statement.

Instructor Signature

Instructor
Certificate
Number _____

SCHOOL NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

(SCHOOL SEAL)

Mail completed form with application and fee(s) to:

**Prometric
ATTN: WICOS
1260 Energy Lane
St. Paul, MN 55108**

Wisconsin Department of Regulation & Licensing

Mail To: 1260 Energy Lane
St. Paul, MN 55108

1400 E. Washington Avenue
Madison, WI 53703
E-Mail: web@drl.state.wi.us
Website: http://drl.wi.gov

CONVICTIONS AND PENDING CHARGES

If you have been convicted of a crime or have criminal charges pending against you, complete this form and return it with your application to **PROMETRIC, ATTN: WICOS, 1260 ENERGY LANE, ST. PAUL, MN 55108.**

The Fair Employment Act (sections 111.31-111.395, Wis. Stats.) prohibits employment discrimination on the basis of conviction record or arrest record unless the circumstances of the conviction or arrest substantially relate to the circumstances of the particular job or licensed activity. The information requested on this form will be used to determine whether your application should be granted, approved with limitations, or denied. The information you provide on this form may be verified against criminal information records. Omission of information on this form will be considered a false statement on an application.

Profession you are applying for: _____

Last Name	First Name	MI	Former / Maiden Name(s)
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Your Street Address (number, street, city, state, zip) _____

Mail To Address (if different) _____

Date of Birth	Social Security Number
____ month ____ day ____ year	_____
Information helps us identify your record, but is voluntary. It is not available to the public.	

Ethnic/gender information is required to check criminal information records. Sex: M F Ethnic: White, not of Hispanic origin Black, not of Hispanic origin Hispanic American Indian or Alaskan Asian or Pacific Islander Other

1. List all other names used: _____

2. List all felonies, misdemeanors, and other violations of state or federal law of which you have ever been convicted, in this state or any other, whether the conviction resulted from a plea of no contest or a guilty plea or verdict. For each, list the date and location of the conviction. Please include all convictions that involved alcohol or other drug use, including convictions for operating while intoxicated. Do not include municipal ordinance violations or other traffic offenses.

It is your responsibility to submit certified copies of the police report or criminal complaint, judgment of conviction and sentencing, and verification of your compliance with all terms of each sentence, including chemical dependency assessments if ordered by the court. If the conviction is old and records have been destroyed, you must submit a written description of each offense, along with an explanation of the penalties imposed and verification that you completed all requirements.

<u>OFFENSE</u>	<u>DATE</u>	<u>CITY/STATE</u>
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Attach additional sheet(s) if necessary.

#2252A (Rev. 12/08)
Ch. 111, Stats.

Committed to Equal Opportunity in Employment and Licensing

Page 1 of 2

Wisconsin Department of Regulation & Licensing

3. Have you ever been sentenced by a court to participate in an alcohol or other drug assessment, treatment or counseling program? YES NO MO/YR COMPLETED

 Did you successfully complete the program? _____
 Please attach the certificate of completion/discharge summary.

- (Check all that apply)
4. Have you ever been sentenced to: YES NO MO/YR COMPLETED
 Probation _____
 Parole _____
 Ordered to pay restitution _____
 Did you successfully complete one of the above as ordered by the court? _____

If you are currently on probation or parole, you must request your probation/parole officer to send a letter describing your current probation/parole requirements and your compliance with supervision.

5. List all felonies, misdemeanors, or other violations of state or federal law for which you have been arrested and which are **pending**. Submit a copy of the police report/criminal complaint for each of the following pending charges.

<u>PENDING CHARGE</u>	<u>DATE OF ARREST</u>	<u>LOCATION OF ARREST (city/state)</u>

Comments you wish to make regarding your convictions or pending charges. Attach another sheet if necessary.

AFFIDAVIT OF APPLICANT

I state that I am the person referred to in this document and that all the information which I provided above is true in every respect. I understand that false or forged statements made in this document in connection with my application for a credential, or failing to provide relevant information, may be grounds for denial of the application, revocation of the credential granted to me, or criminal prosecution. This document must be signed before a notary public.

Signature _____
Date

Signed and sworn before me this _____ day of _____, 20_____.

Signature of Notary Public _____
Date

My commission (is permanent) _____ expires _____ . **SEAL**



Reader/Translator Request Form

For Wisconsin Barbering & Cosmetology Theory Exams

Instructions:

Please complete the information below to request a Reader/Translator for your theory (written) examination. Incomplete forms will be rejected and delay scheduling of your examination. You will be notified in writing of the assignment of a Reader/Translator. Only Prometric-approved Readers/Translators are allowed. Readers/Translators are not allowed for practical examinations.

Candidate Information:

Last Name		First Name		Middle Name	
Social Security Number - -			Email Address		
Daytime Phone Number (including area code) ()			Evening Phone Number (including area code) ()		
<input type="checkbox"/> I am requesting Reader/Translator services		Language for translation:			
Exam (check one): <input type="checkbox"/> Aesthetician <input type="checkbox"/> B/C Practitioner <input type="checkbox"/> Electrology <input type="checkbox"/> Manicurist <input type="checkbox"/> Manager					

Comments:

Mail completed form to:

Prometric
ATTN: WI COS
1260 Energy Lane
St. Paul, MN 55108



Model Affidavit

For Wisconsin Barbering & Cosmetology

All printing must be legible. If all names or addresses are not readable, neither the model nor the candidate will be allowed to enter the exam room.

Candidate's Printed Name:	
Address City, State	

I, the model, certify that:

1. I am at least 18 years of age.
2. I will neither discuss nor divulge the contents of the examination or the procedures involved in the examination with anyone.
3. I will not assist the candidate in any way.
4. I am not affiliated with or a student of any of the professions regulated by the Cosmetology Board.
5. The candidate has fully explained the procedures to take place during the practical exam.
6. I agree to permit the candidate to perform said procedures.
7. I have reviewed the Candidate Information Bulletin concerning the procedures to take place.
8. I will present a current and valid government-issued photo identification (driver's license preferred) at the test site.

I acknowledge that I will submit this signed Model Affidavit to the test administrator. I also acknowledge that talking, gesturing, timing, or handing materials to the candidate are grounds for dismissal from the examination or for the examination to be considered invalid and will not be scored.

Model's Signature:	
Model's Printed Name:	
Address, City, State	



Exam Registration Form For Wisconsin Barbering & Cosmetology

Last Name	First Name	Middle Name	Maiden or Former Name (if applicable)
Street Address (including Apt. number or P.O. Box, if applicable)			Social Security Number - -
City	State	ZIP Code	Email Address
Daytime Phone Number (including area code) ()		Evening Phone Number (including area code) ()	

Exam Selection and Fees

Exam Title	Exam and Licensure Fees	Total
Aesthetician Complete (Theory and Practical)	\$224	\$
Retake – Complete (theory and practical)	\$149	\$
Retake theory exam only	\$82	\$
Retake practical exam only	\$129	\$
Cosmetology/Barber Complete (Theory and Practical)	\$224	\$
Cosmetology/Barber Complete (Theory [Spanish] and Practical)	\$224	\$
Retake – Complete (theory <input type="checkbox"/> English <input type="checkbox"/> Spanish] and practical)	\$149	\$
Retake theory exam only	\$82	\$
Retake Spanish theory exam only	\$82	\$
Retake practical exam only	\$129	\$
Electrologist Complete (Theory and Practical)	\$224	\$
Retake – Complete (theory and practical)	\$149	\$
Retake theory exam only	\$82	\$
Retake practical exam only	\$129	\$
Manicurist Complete (Theory and Practical)	\$224	\$
Manicurist Complete (Theory [Vietnamese] and Practical)	\$224	\$
Retake – Complete (theory <input type="checkbox"/> English <input type="checkbox"/> Vietnamese] and practical)	\$149	\$
Retake theory exam only	\$82	\$
Retake Vietnamese theory exam only	\$82	\$
Retake practical exam only	\$129	\$
Manager Complete	\$187	\$
Retake – Complete	\$112	\$
Instructor – First Time Tester	\$204	\$
<input type="checkbox"/> Aesthetician <input type="checkbox"/> Cosmetology <input type="checkbox"/> Electrology <input type="checkbox"/> Manicurist		
Instructor – Retake	\$129	\$
<input type="checkbox"/> Aesthetician <input type="checkbox"/> Cosmetology <input type="checkbox"/> Electrology <input type="checkbox"/> Manicurist		
Optional Services	Fee	
Temporary Permit	\$10	\$
	Total	\$

Fees may be paid by cashier’s check, company check, money order, MasterCard or Visa. Make checks payable to Prometric. Personal checks and cash are not accepted. Fees are nonrefundable and nontransferable. To pay by credit card, please complete the information below.

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Card Number	Expiration Date
Name of Cardholder (Print)		Signature of Cardholder

(You MUST complete test site information on next page and submit both pages)

Test Site Information

Review the charts below and enter your exam date and location preferences. Prometric must receive all forms and fees by the exam cutoff date. Every effort will be made to accommodate your preferences. However, if your preferred date and site are not available, you will be scheduled for the next available exam date and site.

Note to Aesthetician Candidates: Aesthetician exams are given in the Appleton, Onalaska, and Wausau testing sites.

Exam Date		Location
First Choice		
Second Choice		

2012 Exam and Cutoff Dates:

Note: Exam sites have a set number of testing stations. If your site and date is at capacity, or your registration form is received after the cutoff date, you will be scheduled for the next available date and site. Be sure to check your admission letter for the exact location, date and time of your exam. **This schedule is subject to change with new dates and/or locations. Please contact Prometric with any questions.**

Appleton		Fond du Lac		Green Bay		Madison		Milwaukee		Racine	
Exam	Cutoff	Exam	Cutoff	Exam	Exam	Exam	Cutoff	Exam	Cutoff	Exam	Cutoff
01/09	12/28	03/19	03/09	01/21	01/11	01/20*	01/10	03/16*	03/06	02/27	02/17
03/12	03/02	03/20	03/10	03/10	02/28					03/12	03/02

*Electrology ONLY

Onalaska		Rice Lake		Superior		Waukesha		Wausau		Wisc. Rapids	
Exam	Cutoff	Exam	Cutoff	Exam	Exam	Exam	Cutoff	Exam	Cutoff	Exam	Cutoff
02/20	02/10	01/23	01/13	01/09	12/28	02/20	02/10	02/13	02/03	03/19	03/09

First-Time Testers: Mail this completed form along with the appropriate fees and all documentation to:

Prometric, ATTN: Wisconsin Barbering and Cosmetology Exam Registration, 1260 Energy Lane, St. Paul, MN 55108; 800.856.4139.

Retake Testers: Mail this completed form along with the appropriate fees to: Prometric, ATTN: Wisconsin Barbering and Cosmetology Exam Registration, 1260 Energy Lane, St. Paul, MN 55108. **OR**, if paying by credit card, retake testers ONLY may fax this form to: 800.347.9242.