

# WISCONSIN

*Department of Regulation  
and Licensing*

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*Barbering and Cosmetology*

*Test-Taking Strategy Guide  
and Practice Examination*

*Published by*



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Effective 20090102

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# Test-Taking Tips

## Preparing for the exam

Being well prepared can help you pass your exam and possibly save you money and time spent retaking it. This information is intended to help you study for your exam.

To maximize your study time, keep these tips in mind:

- Begin your preparation well in advance of taking your exam. Remember that cramming facts into rote memory the day before the exam is not a very effective study strategy.
- Study more frequently and for specific periods of time. Actually write down dates and length of times you have to devote to study. Small installments of study sessions may give you more benefits than only one or two cramming sessions.
- Learn to relax. If you find that you are experiencing exceptional anxiety about the exam even during your study preparation, consider special techniques for overcoming the problem, such as deep breathing, imagery or personal affirmation.

## Study materials

Your exam will cover the content outlines listed in the Candidate Information Bulletin (CIB) that is online at [www.prometric.com/wisconsin](http://www.prometric.com/wisconsin). At the end of each outline is a list of references that were used to create exam questions. Be sure to familiarize yourself with these reference materials. This list of references also appears in this Study Guide on Page 13.

- Look through each reference's Table of Contents to see what is included. What looks most familiar and least familiar?
- Look through the Index for an even more detailed listing of key concepts. Be sure you know the meaning of each key concept.

In addition, 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.

## Question formats

Each question on the test is in a four-option, multiple-choice format with one correct answer. Three different multiple-choice formats are used. Each format is shown in the following examples.

### Direct Question:

Who is responsible for providing Material Safety Data Sheets to each salon employee?

- A. Federal OSHA
- B. The product manufacturers
- C. Salon management
- D. State OSHA

**Incomplete Sentence:**

When finishing the hair using a blow-drying technique, it is important that

- A. The blower is directed toward one area until dry
- B. The current of air is directed toward the scalp
- C. The ends of the hair are left slightly damp
- D. The scalp and hair are thoroughly dry

**All of the Following Except:**

All of the following are characteristics of success **EXCEPT:**

- A. Success requires good luck
- B. Success is a very personal matter
- C. Success is a process
- D. Success feels good

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*Examination  
overview*

**Admission Letter:** Be sure to read the directions on your admission letter as soon as it arrives in the mail. Check that you have been assigned the site requested and especially note the date. Sometimes dates are added to the test schedule or the requested date was filled and you will be scheduled for an alternate date. If there are any concerns, contact Prometric immediately.

**Arriving at the examination site**

Confirm directions to the exam location before you leave for the exam. Allow extra time to drive to the site. This ensures you will arrive relaxed and ready to perform and that you won't be late if the traffic is heavy. You should arrive at least **30 minutes before** your scheduled exam appointment.

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

- Your original admission letter from Prometric (you will not be admitted to the testing area without your admission letter).
- 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.

**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 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").



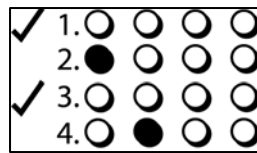
**Important** Failure to provide appropriate identification at the time of the exam is considered a missed appointment and you will be required to pay another exam fee in order to be scheduled for another exam.

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

## Taking the examination

The following suggestions are designed to help you do your best on the exam.

- Read each question carefully and read all the answers before you make a selection. Find the response that best answers the question; there are no “trick questions” on the exam.
- Once you have selected the answer to a question, mark the answer sheet and move on. Don’t doubt your selection. A sample of the answer sheet that you will use during your exam can be found on Page 4.
- If you are not sure of an answer, it may be better to select the best answer or make a note of the question and come back to it later. The following figure shows that the candidate elected to temporarily skip questions 1 and 3. The small check mark on the answer sheet reserves the answer line of the skipped question and instantly tells the candidate which questions she/he needs to look at again.



- For best performance, go through the examination three times. On the first pass, answer all the easy questions. On the second pass, skip those that are very hard. To finish, work your way back for a final time and answer all the remaining questions.
- Answer every question. The answers you record determine your final score. Even if you are unsure of an answer, it may be better to guess. You will not receive credit for any unanswered questions.
- Be sure to completely fill the appropriate bubble on your answer sheet. If you erase an answer and put in another, make sure to erase completely. Questions with more than one answer marked will be considered incorrect.
- Answers recorded in the exam book but not on the answer sheet will be counted as incorrect.
- If two answers have the same meaning, then they are both wrong. Only one answer is correct. Do not mark more than one answer per question.
- Change answers only after you are positive that your first selection was absolutely wrong. You do not want to erase your way out of a passing score.
- Don’t be distracted if other candidates finish the exam before you. How long you take has no bearing on your score. You are there for one purpose only, to give your best possible performance on the exam.
- When you have finished the examination, double-check your answer sheet before turning it in to ensure that you have provided only one answer to each question. Make sure that you have completely erased any changes, check marks or stray lines.

Example of an answer sheet

Name (Last, First, MI)																			
Test Code																			
Test Form																			
Booklet Number																			
School																			
Examiner																			
State																			
Attempts																			
S. Code																			
2440160																			
MAKE NO MARKS IN THIS AREA																			
PROMETRIC																			
1 (A)(B)(C) 31 (A)(B)(C) 61 (A)(B)(C) 91 (A)(B)(C) 121 (A)(B)(C) 151 (A)(B)(C)																			
2 (A)(B)(C) 32 (A)(B)(C) 62 (A)(B)(C) 92 (A)(B)(C) 122 (A)(B)(C) 152 (A)(B)(C)																			
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4 (A)(B)(C) 34 (A)(B)(C) 64 (A)(B)(C) 94 (A)(B)(C) 124 (A)(B)(C) 154 (A)(B)(C)																			
5 (A)(B)(C) 35 (A)(B)(C) 65 (A)(B)(C) 95 (A)(B)(C) 125 (A)(B)(C) 155 (A)(B)(C)																			
6 (A)(B)(C) 36 (A)(B)(C) 66 (A)(B)(C) 96 (A)(B)(C) 126 (A)(B)(C) 156 (A)(B)(C)																			
7 (A)(B)(C) 37 (A)(B)(C) 67 (A)(B)(C) 97 (A)(B)(C) 127 (A)(B)(C) 157 (A)(B)(C)																			
8 (A)(B)(C) 38 (A)(B)(C) 68 (A)(B)(C) 98 (A)(B)(C) 128 (A)(B)(C) 158 (A)(B)(C)																			
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13 (A)(B)(C) 43 (A)(B)(C) 73 (A)(B)(C) 103 (A)(B)(C) 133 (A)(B)(C) 163 (A)(B)(C)																			
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15 (A)(B)(C) 45 (A)(B)(C) 75 (A)(B)(C) 105 (A)(B)(C) 135 (A)(B)(C) 165 (A)(B)(C)																			
16 (A)(B)(C) 46 (A)(B)(C) 76 (A)(B)(C) 106 (A)(B)(C) 136 (A)(B)(C) 166 (A)(B)(C)																			
17 (A)(B)(C) 47 (A)(B)(C) 77 (A)(B)(C) 107 (A)(B)(C) 137 (A)(B)(C) 167 (A)(B)(C)																			
18 (A)(B)(C) 48 (A)(B)(C) 78 (A)(B)(C) 108 (A)(B)(C) 138 (A)(B)(C) 168 (A)(B)(C)																			
19 (A)(B)(C) 49 (A)(B)(C) 79 (A)(B)(C) 109 (A)(B)(C) 139 (A)(B)(C) 169 (A)(B)(C)																			
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21 (A)(B)(C) 51 (A)(B)(C) 81 (A)(B)(C) 111 (A)(B)(C) 141 (A)(B)(C) 171 (A)(B)(C)																			
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Social Security or Candidate Number																			
Month																			
Day																			
Year																			
Test Date																			

## Practice examination

This practice examination is designed to help you prepare for your actual examination, and may assist you in identifying areas where you may need further study. The questions are in the same format and explore the content areas of all the Wisconsin Barbering and Cosmetology examinations administered by Prometric.

For this practice to be most beneficial, you should treat it as an actual examination. Take the practice test at a time when you will not be distracted, and keep track of your elapsed time. After you have completed the test, check your work against the answer key on Page 12.

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### *Wisconsin Barbering and Cosmetology Practice Examination*

1. Which of the following records must be kept in order to determine the profitability of a salon?
  - (A) All income and expenses
  - (B) Purchase costs and sales income
  - (C) Client preferences, treatments, and retail purchases
  - (D) Employee time sheets, Social Security Number, and tax records
2. What is the proper technique for infection control in a salon?
  - (A) Decontamination
  - (B) Disinfection
  - (C) Sterilization
  - (D) Sanitation
3. What disinfectants are required for salon use?
  - (A) Commercial (food grade) disinfectants
  - (B) Hospital level disinfectants
  - (C) Household disinfectants
  - (D) Industrial disinfectants
4. How should disinfected tools and implements be stored?
  - (A) In a bleach solution
  - (B) In an alcohol solution
  - (C) In a clean, dry, closed container
  - (D) In a formaldehyde (formalin) solution
5. What should a practitioner do to protect the client's skin during chemical hair treatments?
  - (A) Use only viscous (thick) solutions that don't drip
  - (B) Apply protective cream around the hairline after treatment
  - (C) Wrap a clean towel around the client's neck and fold it over the cape
  - (D) Vigorously wipe off any drips or spills immediately with a clean towel

6. What action is recommended if a client's nails show evidence of a fungal infection?
  - (A) Service the client normally
  - (B) Refuse to service the client and refer them to a physician
  - (C) Treat the nail and surrounding tissue with an anti-fungal agent
  - (D) Wear gloves during the nail service to avoid transferring the fungus to yourself or another client
  
7. Who are the owners of a salon that is an incorporated business?
  - (A) The officers
  - (B) The shareholders
  - (C) The Board of Directors
  - (D) The individuals who formed the corporation
  
8. What is the main component of hair, skin and nails?
  - (A) Blood
  - (B) Keratin
  - (C) Collagen
  - (D) Melanocytes
  
9. Which layer of the hair contains the pigments that give hair its color?
  - (A) Cortex
  - (B) Cuticle
  - (C) Medulla
  - (D) Melanin
  
10. What structure provides nourishment to the hair?
  - (A) The bulb
  - (B) The root
  - (C) The papilla
  - (D) The follicle
  
11. All of the following are muscles that affect the lip **EXCEPT** the
  - (A) risorius.
  - (B) zygomaticus.
  - (C) orbicularis oris.
  - (D) latissimus dorsi.
  
12. Which of the following disorders is due to an overproduction of sebum?
  - (A) Psoriasis
  - (B) Seborrhea
  - (C) Asteatosis
  - (D) Anhidrosis

13. What is the usual direction of pressure when massaging facial and cranial muscles?
  - (A) From the center of the face toward the temples
  - (B) From the temples toward the center of the face
  - (C) From the insertion of each muscle toward its origin
  - (D) From the origin of each muscle toward its insertion
  
14. A practitioner should refer a client to a physician and refuse service when confronted with which of the following nail disorders or diseases?
  - (A) Leuchonychia
  - (B) Onychorrhaxis
  - (C) Onychophagy
  - (D) Onychomycosis
  
15. What is the preferred water to use for shampooing?
  - (A) Aged water
  - (B) Hard water
  - (C) Salt water
  - (D) Soft water
  
16. What type of hairbrush is recommended for hair brushing?
  - (A) Natural bristle
  - (B) Nylon bristle
  - (C) Metal bristle
  - (D) Plastic bristle
  
17. What is used to remove tangles from chemically treated hair after shampooing?
  - (A) The practitioner's fingers
  - (B) A hard rubber comb
  - (C) A natural bristle brush
  - (D) A nylon bristle brush
  
18. What product is used to trap color molecules in the hair by helping to close the cuticle?
  - (A) Acid-balanced shampoo
  - (B) Clarifying shampoo
  - (C) Powder dry rinse
  - (D) Color rinse
  
19. Which of the following is recommended for dry hair and scalp treatments?
  - (A) Baby shampoo
  - (B) Alcoholic lotions
  - (C) Mineral or sulfonated oil
  - (D) Moisturizers or emollients

20. How does the practitioner determine which products to use for a facial massage?
  - (A) By analyzing the client's skin
  - (B) By asking the client what they prefer
  - (C) By reviewing the client's treatment history
  - (D) By reviewing the ingredient lists of products supplied by their salon
  
21. Which of the following treatments permanently removes unwanted hair?
  - (A) Dermabrasion
  - (B) Electrolysis
  - (C) Epilation
  - (D) Hirsuties
  
22. Which of the following should be discarded after every manicure?
  - (A) Wooden orangewood stick
  - (B) Metal cuticle pusher
  - (C) Finger bowl
  - (D) Nail clippers
  
23. What must be done with used manicuring implements and equipment after completing the manicure?
  - (A) Clean with fresh nail polish remover
  - (B) Sterilize using high pressure steam or dry heat autoclave
  - (C) Clean, disinfect and store in a closed container or drawer
  - (D) Wash with a disinfectant cleaner (i.e., Lysol or Pine-Sol)
  
24. Grasping a single strand of hair securely in one hand and sliding the thumb and forefinger of the other hand toward the scalp is used to test the hair's
  - (A) density.
  - (B) elasticity.
  - (C) fragility.
  - (D) porosity.
  
25. How does a practitioner achieve the best possible results when giving a permanent wave to a client?
  - (A) By reading the directions carefully
  - (B) By using an acid-balanced perm
  - (C) By using a neutral wave perm
  - (D) By using a cold wave perm
  
26. When should a practitioner refuse to give a client a permanent wave?
  - (A) When the client's hair is too short
  - (B) When the client's scalp is irritated
  - (C) When the client's hair has split ends
  - (D) When the client's hair was recently colored

27. How is a tighter curl in the center and a looser curl on either side of the strand achieved?
- (A) By over-directing the rods when wrapping the perm
  - (B) By directional wrapping using straight rods
  - (C) By wrapping the perm with solution
  - (D) By using concave rods
28. What is the purpose of end wraps?
- (A) To smooth out split ends
  - (B) To provide better grip to the hair
  - (C) To maintain proper moisture to the ends
  - (D) To better control ends of the hair when wrapping
29. During a permanent wave, how long should a client's hair be rinsed after processing?
- (A) At least two minutes
  - (B) Until the hair looks and feels clean
  - (C) As long as instructed in the printed directions
  - (D) Until no more foam or color is noticeable in the sink bowl
30. What is the pH of a sodium hydroxide hair relaxer?
- (A) 4.5-5.5
  - (B) 6.9-7.2
  - (C) 8.2-10
  - (D) 10.2-14
31. When **MUST** a chemical relaxer service be refused?
- (A) When the hair has been colored with aniline haircolor
  - (B) When the hair has been colored with metallic dyes
  - (C) When the hair has been permed with an acid perm
  - (D) When the hair is very fine
32. What type of solution may be used either as a relaxer or for permanent waving?
- (A) Sodium hydroxide
  - (B) Thioglycolate
  - (C) Caustic
  - (D) Lye
33. What purpose is served by the release statement?
- (A) Eliminates the need for malpractice insurance
  - (B) Provides legal protection against liability for the practitioner
  - (C) Protects practitioner from responsibility from accidents and damages
  - (D) Provides acceptance by a parent or legal guardian for chemical treatment or service to a minor

34. What type of melanin provides brown and black color to the hair?  
(A) Keratin  
(B) Tyrosine  
(C) Eumelanin  
(D) Pheomelanin
35. Which of the following is considered a cool color?  
(A) Red  
(B) Blue  
(C) Brown  
(D) Yellow
36. A client with orange, brassy-looking hair wants the color neutralized. What base color is the best choice for neutralizing this color?  
(A) Green  
(B) Violet  
(C) Blue  
(D) Red
37. What is the recommended method for preparing hair treated with metallic or compound dyes for professional haircoloring?  
(A) Bleach the color out  
(B) Oxidize the color with hydrogen peroxide  
(C) Remove (cut off) all the previously colored hair  
(D) Remove the color with 70% alcohol and mineral oil
38. Which finger(s) control the cutting movement of the thinning shears?  
(A) All of them  
(B) The thumb  
(C) The ring finger  
(D) The thumb and index finger
39. What determines the distance from the scalp that thinning should start?  
(A) Elasticity of the hair  
(B) Density of the hair  
(C) Length of the hair  
(D) Texture of the hair
40. Where is the first cut made when performing a graduated haircut using shears?  
(A) At the nape  
(B) Above the eyebrows  
(C) Under/by the client's left ear  
(D) Under/by the client's right ear

41. How do you keep a pressing comb from transferring infectious material from one client to another?
- (A) By removing loose hair and clinging dirt after each use
  - (B) By storing it in a disinfectant solution
  - (C) By spraying it with soap and water
  - (D) By spraying it with disinfectant
42. Why should the beginning practitioner learn finger waving early in their training?
- (A) Not important, since it is seldom requested
  - (B) Because it is the only way to style fine hair
  - (C) Because it is the most frequently requested styling technique
  - (D) Because it teaches the techniques of moving and directing hair
43. What type of pin curl is used to develop a firm, long-lasting curl?
- (A) Closed curl
  - (B) Finger curl
  - (C) No-stem curl
  - (D) Full-stem curl
44. Which pin curl base helps to avoid splits in the combout?
- (A) Crescent or curved
  - (B) Rectangular
  - (C) Triangular
  - (D) Square
45. What type of curl provides extra height in the finished hairstyle?
- (A) Cascade (stand-up) curl
  - (B) Semi-stand-up curl
  - (C) Full-stem curl
  - (D) Ridge curl
46. A client with which facial shape should have a hairstyle that creates a wider-looking forehead?
- (A) Oval
  - (B) Pear
  - (C) Round
  - (D) Square
47. What is considered the ideal profile?
- (A) Concave
  - (B) Convex
  - (C) Round
  - (D) Straight

48. When finishing the hair using a blow-drying technique, it is important that the
- (A) blower is directed toward one area until dry.
  - (B) current of air is directed toward the scalp.
  - (C) ends of the hair are left slightly damp.
  - (D) scalp and hair are thoroughly dry.
49. A client has purchased human hair wigs and falls that match her current Level 5 hair color. The client wants her natural color lightened to a Level 7. What should the practitioner do to match the hairpieces to her new hair color?
- (A) Use a two-step color process
  - (B) Apply a Level 7 color rinse
  - (C) Replace her hairpieces
  - (D) Bleach to Level 7
50. What is the elevation of a blunt or solid haircut?
- (A) 0 degrees
  - (B) 10 degrees
  - (C) 90 degrees
  - (D) 120 degrees

*Practice  
examination  
answer key*

Each question number is followed by its correct answer.

Question	Answer
1	A
2	B
3	B
4	C
5	C
6	B
7	B
8	B
9	A
10	C
11	D
12	B
13	C
14	D
15	D
16	A
17	B

Question	Answer
18	A
19	D
20	A
21	B
22	A
23	C
24	D
25	A
26	B
27	D
28	D
29	C
30	D
31	B
32	B
33	C
34	C

Question	Answer
35	B
36	C
37	C
38	B
39	D
40	A
41	A
42	D
43	C
44	C
45	A
46	B
47	D
48	D
49	C
50	A

*Reference list*

The following references were used to create each of the Wisconsin Barbering and Cosmetology exams. Reference materials are not allowed in the examination room.

**Wisconsin Cosmetology/Barber Exam**

1. *Milady's Standard Cosmetology*, 2008, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, [www.milady.com](http://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](http://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](http://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](http://www.doa.state.wi.us).

**Wisconsin NEC Aesthetician Exam**

1. *Milady's Standard Fundamentals for Estheticians*, Ninth Edition, 2004, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, [www.milady.com](http://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](http://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](http://www.doa.state.wi.us).

**AEA Licensed Professional Electrologist Exam**

1. *Cosmetic and Medical Electrolysis & Temporary Hair Removal: A Practical Manual and Reference Guide*, 1991, Medric Ltd., P.O. Box 1000, Station B, North York, ON Canada, M2K2T6, [www.medricltd.com](http://www.medricltd.com).
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](http://www.arhinkel.com).
3. *Milady's Hair Removal Techniques: A Comprehensive Manual*, Fifth Edition, 2004, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, [www.milady.com](http://www.milady.com).
4. *Principles and Techniques for the Electrologist*, 1983, Stanley Thornes/Nelson-Thornes, Delta Place, 27 Bath Road, Cheltenham Glos, UK, GL53 7<sup>th</sup>, [www.nelsonthornes.com](http://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](http://www.electrology.com).

**Wisconsin NEC Manicurist Exam**

1. *Milady's Standard Nail Technology*, Fifth Edition, 2007, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, [www.milady.com](http://www.milady.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](http://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](http://www.doa.state.wi.us).

**Manager Exam**

Questions in the exam will require knowledge of state statutes and rules, commonly encountered diseases, as well as business management, communication and supervision.

Statutes and rules 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).