



Candidate Information Bulletin State of Hawaii Barber Examination

The State of Hawaii Board of Barbering and Cosmetology (the Board) has contracted with Prometric Inc. to conduct its examination program.

At a glance

This bulletin is your guide to the process of obtaining a Hawaii Barber license. The steps below summarize the process. For information about a step, go to the page listed.



To obtain your license

- 1** Obtain an application from the Board. Mail your completed application and fee to the Board—Page 2.
Once the Board approves your application, you will be sent a letter of approval with an exam registration form.
- 2** Submit your exam registration form and the (\$90) exam fee to Prometric by the deadline date.
In return, you will receive an admission letter and exam appointment—Page 3.
- 3** Prepare for your exam, using this bulletin and other materials—Page 6.
- 4** Present your admission letter and required identification; then take the exam—Page 4.



To get answers not provided in this bulletin

For questions about exams:



Prometric
Attn: HI Barber
354 Uluniu Street, Suite 308
Kailua, HI 96734
Phone: 808.261.8182
www.prometric.com/hawaii

For questions about eligibility requirements and licensing:

State of Hawaii
Department of Commerce and
Consumer Affairs, Board of Barbering
and Cosmetology
P.O. Box 3469
Honolulu, HI 96801
Phone: 808.586.3000
www.hawaii.gov/dcca/areas/pvl

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Key

-  Overview information
-  Important note

Submitting your license application



You are not allowed to register for your exam until the Board approves your application and sends you a letter of approval and an examination registration form. Applications forms can also be found online at www.hawaii.gov/dcca/areas/pvl/boards/barber/application_publications/.

Important If you take an exam without Board approval, your test scores will be invalid and you will be subject to possible disciplinary sanctions.

Temporary permits. Upon request, a temporary permit will be issued to qualified applicants waiting to take the exam. The temporary permit will only be issued **once** and is good for a period covering four exams.

Registering and scheduling exams

Exams are offered on specific dates at five different locations. Exam appointments are assigned according to availability and preference you indicate on the registration form. An exam schedule with testing locations, exam dates and registration deadline dates is available at www.prometric.com/hawaii.

Registering for your exam

When completing the registration form, you must provide your contact information, Social Security number, exam scheduling preferences and payment. Prometric will treat your Social Security number as **confidential**. It will be used only as an identification number in maintaining your record and reporting your score to the Board.

Complete the registration form carefully. Missing or incorrect information can cause your registration to be rejected and returned. Mail the form and fee to Prometric at the address shown on the form.



Note Prometric must receive your registration form and fee on or before the deadline date. No exceptions will be made to this policy. Seating is limited, so submit your registration form early.

After receiving and processing your registration, Prometric will send you an admission letter (see Page 3) confirming the time and place of your exam.

If you are unable to take the exam on the scheduled testing dates offered because of religious restrictions, submit a letter of explanation with your exam registration form.

Walk-in testing at the Oahu location. Walk-in testing is available under certain circumstances. If you have been approved for an exam by the Board, you may take the exam by appointment on a date other than the scheduled testing dates offered. For an appointment, call the Prometric office. A “walk-in” fee of \$50 is added to the basic exam fee. All other conditions in this bulletin apply.

Fees. The exam fee is \$90. Payment can be made by Visa or MasterCard, check, or money order. Prometric will charge a **\$20 fee** for any returned check.



Important Once you have paid the exam fees, you may not reschedule the exam. Exam registration fees are not refundable or transferable.

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 808.261.8182 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your application to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL accommodation. All exams are in English. If English is your second language, please note that a language barrier is not considered a disability. However, you are allowed to use a translation dictionary. This dictionary **must** be paper bound and be a word-for-word book with no definitions.

If you have difficulty reading English, you may use an interpreter during the exam to help you read and understand the exam items. To use an interpreter, provide the following to Prometric:

- Prometric's Affidavit of Compliance form.
- Exam Registration form.
- Exam approval letter from the Board.

Prometric must receive the required documentation by the deadline date for the exam you wish to take.

Interpreter requirements. Interpreters for Barber exams must meet the following criteria:

- An interpreter may interpret an exam only twice a year.
- An interpreter is prohibited from answering, in any way, a question for the candidate or to assist the individual in any other way. Violation of this policy is considered exam misconduct and may invalidate the candidate's exam.

Admission letters

If your registration form and payment are received by the registration deadline, Prometric will send you an admission letter. This letter provides information regarding the specific date, time and location of your exam. You **must** present this letter at the testing center or you will not be allowed to test.

You should receive your admission letter approximately five days before the exam. If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 808.261.8182.

Be sure to notify Prometric and the Board of any change of address.



Important If you do not appear for your exam on the date and at the time shown on your admission letter, you forfeit all fees.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail. However,

you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, you will forfeit your fee. You must then reschedule your exam and pay another full exam fee.

Preparing for your exam

Preparing can help you pass your exam and possibly save time and money needed to take it again. You can use the content outline in this bulletin (beginning on Page 6) to prepare for your exam. The exam is based on this content outline.

Sample questions. A list of sample questions is included on Page 7 as an example of the type of questions that may be included in the exam.

What to bring to the testing center

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

- Your admission letter from Prometric.
- A current, photo identification card with signature, such as a driver’s license, passport, or school photo identification with signature. The photo and signature must be clearly recognizable. If your photo does not have a signature, you must bring a second form of signature identification. If you do not have an official photo identification, you must bring a picture of yourself to a notary public and have the picture notarized.
- Two sharpened No. 2 pencils.



Important Failure to provide appropriate identification and your admission letter at the time of the exam is considered a missed appointment. If you miss an appointment or arrive late, you forfeit your fees.

Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in 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 center. 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

We recommend that you avoid bringing personal items to the testing center. Note the following:

- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing area.
- Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
- Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing center as access to purses will not be allowed during testing.

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

- Visitors**
- No guests, visitors or family members are allowed in the testing area.
- 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.
- Weapons**
- Weapons are not allowed at the testing center.



Important Before an exam begins, the test center administrator will inspect briefcases, purses, and so on to ensure that candidates are not in violation of any of these rules. The administrator will collect any materials that violate the rules.

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 center administrators 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

A score report will be mailed to you approximately 10 business days after your exam date. Your score report will provide you with information regarding your next step in the licensure process. To ensure confidentiality, scores will **not** be disclosed over the phone.

Passing score. A score of 75 percent or above is required to pass each exam. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

Retake information. If you do not pass the exam, you will receive a retake exam registration form with your score report.

Certificate of achievement

Candidates passing their exams deserve recognition for their accomplishment. Prometric has prepared a beautifully designed 8.5"×11" certificate of achievement. This certificate is suitable for framing and contains your name and the name of the exam you successfully completed in a calligraphy typeface. All passing candidates receive an order form. The cost is \$15.

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. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

EXAM CONTENT OUTLINE

If you are requesting a response about exam content, registration, scheduling or test administration (testing 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 and the details of your concern, including all relevant facts. Be sure to include your signature and return address. 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 are not accepted because an original signature is required.

Exam content outline

The **Hawaii Barber Theory Exam** is a closed-book exam that consists of 110 questions. All questions are multiple-choice. You will have two hours to complete the exam. The outline lists the content areas covered in the exam and the percentage of questions asked from each subject area.

Exam references. The outline lists all references used to develop the exam. **Some information found in the references does not apply to the exam.**

Hawaii Barber Theory Exam Content Outline

I. General Concepts – 9%

- A. Public Sanitation
- B. Sanitation Methods
- C. Product Chemistry
- D. Storage and Safety
- E. Medical Precautions
- F. EPA and OSHA Requirements

II. Hair and Scalp – 14%

- A. Structure
- B. Composition
- C. Blood Supply, Bone, Nerve and Muscle Function
- D. Growth and Regeneration
- E. Analysis
- F. Conditions and Disorders

III. Physical Services – 18%

- A. Shampoo and Rinses
 - 1. Purpose and Results
 - 2. Materials and Supplies
 - 3. Types of Shampoos
 - 4. Procedures
 - 5. Product Chemistry
 - 6. Types of Rinses
- B. Scalp and Hair Care, Facials and Shaving
 - 1. Conditions
 - 2. Massage
 - 3. Procedures
 - 4. Product Chemistry
 - 5. Scalp and Hair Treatments
 - 6. Facials
 - 7. Shaving, Beards and Mustaches
 - 8. Safety Precautions

IV. Chemical Services – 36%

- A. Hair Coloring
 - 1. Materials and Supplies
 - 2. Scalp and Hair Analysis
 - 3. Purpose and Results
 - 4. Procedures and Application
 - 5. Corrective Measures
 - 6. Product Chemistry
 - 7. Safety Precautions
- B. Chemical Waving
 - 1. Materials and Supplies
 - 2. Scalp and Hair Analysis
 - 3. Purpose and Results
 - 4. Procedures and Application
 - 5. Product Chemistry
 - 6. Safety Precautions
- C. Chemical Hair Relaxing
 - 1. Materials and Supplies
 - 2. Scalp and Hair Analysis
 - 3. Purpose and Results
 - 4. Procedures and Application
 - 5. Product Chemistry
 - 6. Safety Precautions

V. Hair Styling and Shaping – 14%

- A. Hairstyling
 - 1. Materials, Implements and Supplies
 - 2. Techniques
 - 3. Safety Precautions
- B. Haircutting
 - 1. Implement Usage
 - 2. Shaping Theory
 - 3. Techniques
 - 4. Safety Precautions

VI. Laws, Rules and Regulations – 9%

References

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

1. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 438, (Practice of Barbering)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
2. *Department of Commerce and Consumer Affairs, Hawaii Administrative Rules, Chapter 16-73, (Barbers)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
3. *Department of Commerce and Consumer Affairs, Hawaii Revised Statutes, Chapter 436B, (Professional and Vocational Licensing Act)*, P.O. Box 3469, Honolulu, HI 96801, www.hawaii.gov/dcca/pvl.
4. *Hawaii Administrative Rules Title 11, Chapter 11: Sanitation*, Effective December 26, 1981, Hawaii Department of Health, Sanitation Branch, 591 Ala Moana Blvd., Honolulu, HI 96813, www.hawaii.gov/health/environmental/sanitation/index.html.
5. *Milady's Standard Professional Barbering*, Fourth Edition, 2006, Milady Publishing, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.

Sample Questions

The following samples may be useful to review for the type of questions that may be included in the exam.

1. Long-neglected dandruff may lead to
 - (A) baldness.
 - (B) impotence.
 - (C) psychosis.
 - (D) flatulence.
2. If a strand of hair feels bumpy and "ruffles" during a finger test, it
 - (A) can absorb moisture.
 - (B) cannot absorb moisture.
 - (C) is highly elastic.
 - (D) is not elastic.
3. For a gradual, even taper of over-curly hair, the electric clipper should be tilted so that it
 - (A) rides on the heel of the bottom blade.
 - (B) rides on the top blade.
 - (C) is at 90° angle to the head.
 - (D) is flat against the head at all points.
4. The EASIEST type of hair to razor cut is
 - (A) fine hair.
 - (B) medium hair.
 - (C) coarse hair with moderate porosity.
 - (D) wiry hair.
5. In which scalp area is it advisable to thin the hair?
 - (A) Around the facial hairline
 - (B) In the hair part
 - (C) At the ends of the hair
 - (D) At the middle of the strand

Answers to sample questions: 1-A; 2-A; 3-A; 4-C; 5-D.

VOCABULARY LIST

Vocabulary list

The following is a list of important vocabulary words intended to assist non-English speaking candidates to prepare for the Barber license exam. The list contains words considered to be difficult for non-English speaking candidates to find in their translating dictionaries. It is not a complete vocabulary list for the exam, and not all words on this list are used on the exam.

absorption	follicle	pigment
acid rinse	formalin	porosity/porous
alkaline	fumigant	potassium hydroxide
alopecia	hair relaxing chemical	predisposition test
ammonium bisulfite	hair root	pre-lightening
aniline	hair straightening	pre-softening
antiseptic	highlighting	processor
anthrax	hormone	protein
astringent	hydrogen peroxide	psoriasis
base	infectious	quaternary ammonium compound
bromidrosis	infrared light	QUATS
chemical compound	ingredient	root
chemical cross-bonds	keratin	sanitize
chemical hair relaxer	lanolin	scalp
congenital	lanugo	sebum
cortex	lesion	shaft
crown	leukonychia	shears
cuticle	lightener	sodium hydroxide
dandruff	medulla	sodium hypochlorite
derivative tint	melanin	solution
dermatology	molecule	steatoma
dermatitis	monilethrix	stroking
disinfectant	nape	supercilia
elasticity	neutralizer	tinea
elevation	papilla	tint
emollient	patch test	T-pin
epidermal tissue	pathogenic	ultraviolet
epidermis	penetrating conditioner	venenata
	permanent wave	vibrator