



2012 Candidate Information Bulletin State of Connecticut Cosmetology/Barber Examination

At a glance

The Connecticut Department of Public Health (the Department) sets forth licensure requirements for barbers, hairdressers and cosmeticians in the state of Connecticut. One of the requirements for licensure is passing a licensing examination.

The Department has contracted with Prometric Inc. to conduct its examination program. This bulletin is your guide to taking the Connecticut Cosmetology/Barber exam. The steps below summarize the process. For information about a step, go to the page listed.



To take the examination

- 1 Submit your completed Exam Registration Form and fee to Prometric—Page 7.
The easiest and fastest way to register for an exam is online at www.prometric.com/connecticut/cosmetology.
- 2 Once your registration is processed, Prometric will send you an admission letter providing you with the exact location, time and date of your exam—Page 2.
- 3 Prepare for your exam, using this bulletin and other materials—Page 5.
- 4 Present your admission letter and required identification and take your exam—Page 3.
- 5 If you pass, submit your license application and all supporting documentation to the Department—Page 4.



To get answers not provided in this bulletin

For questions about exams:

Prometric
 ATTN: CT Cosmetologist/Barber Program
 1260 Energy Lane, St. Paul, MN 55108
 Phone: 800.280.3926
 Fax: 800.347.9242
www.prometric.com/connecticut

For questions about licensing:

Connecticut Department of Public Health
 Examining Board for Barbers, Hairdressers
 and Cosmeticians
 410 Capitol Avenue MS#13PHO
 Hartford, CT 06134
 Phone: 860.509.7603, menu option 6
www.ct.gov/dph/cwp/view.asp?a=3143&q=388878

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Key

- Overview information
- Important note

Registering and scheduling an exam appointment

To register and schedule an exam appointment, you must:

- 1 Complete the Exam Registration Form (Page 7).
When registering, you must provide your contact information, Social Security number, exam scheduling preferences and payment. 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.
- 2 Submit the Exam Registration Form **and** the exam fee to Prometric using one of the methods below.
Once Prometric receives your Exam Registration Form, it is immediately processed and you are scheduled for your exam. You must take your exam on the scheduled date or you will forfeit your exam fees. If you cancel your appointment, you will **not** receive a refund.

Submitting the Exam Registration Form

You are encouraged to submit your Exam Registration Form and exam fee at one time using the Prometric Internet registration system. If you prefer, you can register by mail or fax, but be aware that processing by paper will take longer than the online registration system.



To register online

- 1 Go to www.prometric.com/connecticut/cosmetology.
- 2 Next to the heading **Online application available** click on [apply now](#) and follow the prompts.

To register by mail or fax

Mail the completed Exam Registration Form and exam fee to Prometric. When registering by mail, you may pay the exam fee by including Visa or MasterCard information, cashier's check, certified check or money order. **Personal checks, company checks and cash are not accepted.**

If you are paying by credit card, you may fax your completed Exam Registration Form to Prometric at 800.347.9242. You must include the Visa or MasterCard information and the cardholder's signature on the form.

Exam dates and registration cutoff dates

Exams are administered in the greater Hartford area. Be sure to check your admission letter for the exact location of your exam site. Prometric must receive your registration form and fee on or before the cutoff date. No exceptions will be made to this policy.

Exam and registration cutoff dates

Cutoff	Exam
12/23/11	01/07/12
02/16/12	03/03/12
04/20/12	05/05/12
05/17/12	06/02/12
07/02/12	07/14/12
08/23/12	09/08/12
10/19/12	11/03/12

Admission letter

If your registration form and payment are received by the cutoff 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 test center or you will not be allowed to test.

The fastest way get your admission letter is to provide your email address when registering. 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.

If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 800.280.3926. Be sure to notify Prometric and the Department of any change of address.



Important Exam fees are nonrefundable and nontransferable. Refunds will not be issued. 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. However, you may check for test site closures by calling Prometric. If the site is closed, your exams will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for your appointment, you will forfeit your fee.

Special consideration

If a visual, physical or other special need prevents you from taking the exam under normal conditions, you may request special arrangements. Special arrangements must be made **prior** to the cutoff date. Please contact the Department for further information.

What to bring on exam day

Bring the following items with you to your exam appointment:

- Your admission letter from Prometric.
- A current, valid, government-issued photo identification card with signature, (such as a driver's license, passport, state-issued identification card or military identification card).



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, you forfeit your fees.

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

If your name has changed since you received your admission letter, you must contact Prometric at 800.280.3926 **before** your exam appointment and make arrangements to provide legal documents showing your previous name and current name (e.g., divorce decree, court order, marriage license, or notarized affidavits).

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 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**
 - 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.
 - 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 test center.



Important Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center 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 sent to you within 10 business days of your exam date. To ensure confidentiality, scores will **not** be disclosed over the phone or faxed.

Passing score. A score of 70 percent or above is required to pass the exam. Once you pass the exam, contact the Department for more information about your next step in the licensure process. Be advised that passing the exam is just one component of the requirements necessary in obtaining a license. The Department has sole responsibility for making final licensing decisions.

Retake information. If you do not pass the exam, retake procedure information will be included with the score report.

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.

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 **Connecticut Cosmetology/Barber Examination** is a closed-book exam that consists of 100 multiple-choice questions. You will have two hours to complete the exam.

A score of 70 percent or above is required to pass the 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.

The outline below lists all topics covered in the exam and the approximate percentage of questions asked about each topic.

Connecticut Cosmetology/Barber Exam Content Outline
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I. General Concepts - 15%

- A. Infection Control and Bacteriology
- B. Client Protection
- C. Salon Ethics
- D. Salon Management

II. Applied Anatomy - 10%

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

C. Nails

- 1. Structure, Composition, and/or Function
- 2. Growth and Regeneration
- 3. Conditions, Disorders, and Disease
- 4. Blood Supply, Nerve, and Muscle Function
- 5. Analysis
- 6. Irregularities

III. Physical Services - 20%

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

EXAM CONTENT OUTLINE

- C. Skin, Facials, and Temporary Hair Removal
 - 1. Materials, Implements and Supplies
 - 2. Procedures
 - 3. Purpose and Results
 - 4. Related Chemistry
 - 5. Safety Precautions
 - 6. Types
 - D. Manicuring and Pedicuring
 - 1. Materials, Implements and Supplies
 - 2. Procedures
 - 3. Purpose and Results
 - 4. Related Chemistry
 - 5. Safety Precautions
 - 6. Types
- IV. Chemical Services - 30%**
- A. Chemical Relaxing
 - 1. Chemical Classification
 - 2. Corrective Measures
 - 3. Materials, Implements and Supplies
 - 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 Classification
 - 2. Corrective Measures
 - 3. Materials, Implements and Supplies
 - 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 Classification
 - 2. Corrective Measures
 - 3. Materials, Implements and Supplies
 - 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 - 25%**
- A. Hair Shaping
 - 1. Materials, Implements and Supplies
 - 2. Purpose and Results
 - 3. Safety Precautions
 - 4. Techniques
 - B. Hair Styling (including Curl Formation)
 - 1. Materials, Implements and Supplies
 - 2. Purpose and Results
 - 3. Safety Precautions
 - 4. Techniques
 - C. Wigs and Extensions

References

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

1. *Milady's Standard Cosmetology*, First Edition, 2004, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.
2. *Milady's Standard Textbook of Cosmetology*, 2000 Edition, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.
3. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, Pivot Point International, Inc., 1791 West Howard Street, Chicago, IL 60626.



Exam Registration Form for Connecticut Cosmetology/Barber Exam

Candidate Information

Last Name	First Name	Middle Name	Social Security Number ____ - ____ - ____
Street Address (including Apt. number or P.O. Box, if applicable)			Date of Birth
City	State	ZIP Code	Email Address
County	Home Phone Number (including area code) ()		
Name of School attended			Have you taken this exam before? <input type="checkbox"/> Yes <input type="checkbox"/> No

Exam Selection and Fees

Exam Title	Exam Fee	Total
Cosmetology/Barber Examination	\$60	\$
	Total Fee	\$

Payment: Fee may be paid by cashier's check, money order, MasterCard or Visa, payable to Prometric. Please include your full name on the check. **Personal checks and cash are not accepted. Fees are nonrefundable.**

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

Exam Date Selection (Indicate your preferred testing date.)

	Cutoff Date	Exam Date
<input type="checkbox"/>	12/23/11	01/07/12
<input type="checkbox"/>	02/16/12	03/03/12
<input type="checkbox"/>	04/20/12	05/05/12
<input type="checkbox"/>	05/17/12	06/02/12
<input type="checkbox"/>	07/02/12	07/14/12
<input type="checkbox"/>	08/23/12	09/08/12
<input type="checkbox"/>	10/19/12	11/03/12

By signing and submitting this form, I certify that I am the candidate named above, I meet the minimum requirements to sit for the exam, I accept the conditions pertaining to registration, test administration and score reporting, and I agree to comply with all examination rules and regulations. My signature authorizes the release of my score information to my school.

Signature: _____ Date: _____

(Keep a copy of this registration form for your records.)

Once completed, submit this form and exam fee: 1) Online at www.prometric.com/connecticut/cosmetology; or 2) By Mail: Prometric, Attn: CT Cosmetology/Barber Program, 1260 Energy Lane, St. Paul, MN 55108; or 3) By Fax (if paying by credit card): 800.347.9242.