



# 2009 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 at the address below.  
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 (\$80) 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](http://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](http://www.hawaii.gov/dcca/areas/pvl)

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#### Key

-  Overview information
-  Important note

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## *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.



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

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## *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](http://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 \$80. 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.

## Taking your exam

Knowing what to expect when taking your exam may help you prepare for it. This section:

- Lists what to bring with you on exam day.
- Indicates regulations that will be enforced at the testing center.

### What to bring on exam day

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 copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

**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.

If you think there is an error in a question, follow the process outlined in the "Appeals process" section on Page 5.

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## *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.

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 Examination** is a closed-book exam that consists of 100 Theory questions and 10 state laws, rules and regulations questions. All questions are multiple-choice. You will have 2-1/2 hours to complete the exam. The outline lists the content areas covered in the exam and the number 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 Exam Content Outline

**I. General Concepts - 10 Items**

- A. Public Sanitation
- B. Sanitation Methods
- C. Product Chemistry
- D. Storage and Safety
- E. Medical Precautions
- F. Conditions and Disorders

**II. Hair and Scalp - 15 Items**

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

**III. Physical Services- 20 Items**

- A. Shampoo and Rinses
  - 1. Purpose and Effects
  - 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. Condition
  - 2. Massage
  - 3. Procedures
  - 4. Product Chemistry
  - 5. Scalp Treatments

**IV. Chemical Services - 40 Items**

- A. Hair Coloring
  - 1. Materials and Supplies

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

**V. Hair Styling and Shaping - 15 Items**

- A. Hairstyling
  - 1. Hairstyling
  - 2. Finishing Techniques
- B. Haircutting
  - 1. Use of Implements
  - 2. Shaping Theory
  - 3. Techniques
  - 4. Product Chemistry

**VI. Laws, Rules and Regulations - 10 Items**

## 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 Administrative Rules, Chapter 16-73 (Barbers)*, Current Edition, P.O. Box 3469, Honolulu, HI 96801, [www.hawaii.gov/dcca/pvl](http://www.hawaii.gov/dcca/pvl).
2. *Department of Commerce and Consumer Affairs – Hawaii Revised Statutes, Chapter 438 (Practice of Barbering)*, Current Edition, P.O. Box 3469, Honolulu, HI 96801, [www.hawaii.gov/dcca/pvl](http://www.hawaii.gov/dcca/pvl).
3. *Department of Commerce and Consumer Affairs – Hawaii Revised Statutes, Chapter 436B (Professional and Vocational Licensing Act)*, Current Edition, P.O. Box 3469, Honolulu, HI 96801, [www.hawaii.gov/dcca/pvl](http://www.hawaii.gov/dcca/pvl).
4. *Standard Textbook of Barbering and Styling*, Thirteenth Edition, 1998, Dakota Publishing, 9672 172nd Street West, Lakeville, MN 55044-9291, [www.dakotapublishing.biz](http://www.dakotapublishing.biz).
5. *Milady's Standard Textbook of Professional Barber-Styling*, Third Edition, 1999, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, [www.thomsonlearning.com](http://www.thomsonlearning.com).

## Sample Questions

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

- 1 A skin sore produced by scratching or scraping is called
  - a a scale.
  - b an abrasion.
  - c a scab.
  - d a fissure.
- 2 Blackheads are
  - a parasites.
  - b dirt.
  - c hardened sebum.
  - d dead skin.
- 3 Long-neglected dandruff may lead to
  - a baldness.
  - b impotence.
  - c psychosis.
  - d flatulence.
- 4 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.
- 5 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.
- 6 The **EASIEST** type of hair to razor cut is
  - a fine hair.
  - b medium hair.
  - c coarse hair with moderate porosity.
  - d wiry hair.
- 7 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
- 8 The pH of a sodium hydroxide relaxer is
  - a 7.5 or less.
  - b 8.0 - 8.5.
  - c 8.5 - 9.5.
  - d 10.0 or higher.
- 9 The **BEST** permanent wave is produced by hair with
  - a very good elasticity.
  - b moderate elasticity.
  - c some elasticity.
  - d little elasticity.

Answers to sample questions: 1-B; 2-C; 3-A; 4-A; 5-A; 6-C; 7-D; 8-D; 9-A.

*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 only 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	dermatology	hygiene	peroxide rinse	sodium hydroxide
acidity	dermis, derma	immune	pharmacopeia	sodium hypochlorite
acid rinse	diaphragm	immunity, acquired	pH number	sodium sulfite
alkaline	digits	immunity, natural	physiology	softening
alopecia	depilatory	infectious	pigmentation	solubility
amino acid	depilatories	infrared light	pliability	solution
ammonium	disinfectant	ingredient	pneumogastric	solvent
thioglycolate	disulfide	inoculation	polypeptide	spinal column
aniline	effluent	insoluble	pomade	spinal cord
antibacterial	elasticity	ionization	porosity/porous	sterile absorbent
antiseptic	electric curling iron	keratin	potassium	sterilization
arrector pili	elevation	keratinization	hydroxide	stroking
aseptic	emollient	kilowatt	pre-disposition test	styptic
astringent	emulsion	lanolin	pre-lightening	sulphur
atrophy	end bonds (peptide	lanugo	pre-softening	supercilia
automatic nervous	bonds)	lesion	prickly heat	supra-trochlear
system	end papers	leukonychia	processes	swirl
axons	enzyme	lightener	prong	sympathetic
base	epicranium	Lysol	properties	nervous system
blackhead	epicranium	magnetism	protein	symptom,
bleaching solution	epidermis	malignant	protoplasm	subjective
block/blocking	epsom salts	mandible	pusher	systematic
blow dryer	esophagus	medulla	quaternary	systemic
boric acid	extensor	melanin	ammonium	tensile
carbohydrate	facial nerve	metallic dyes	compounds	tepid
carbon dioxide	flexor	metallic salts	quats	textometer
carbuncle	follicle	microbe	quinine	therapy
cardiac	formaldehyde	micro-organism	conditioning	thermal
caustic	formalin	milliampere	secretion	thorax
centrosome	frosting	milliamperemeter	resistance	tight curl
cerebellum	fumigant	mineral salts	retina	tincture
cerebrospinal	genetic	molecule	rhagades	tinea
system	germicide	monilethrix	rheostat	tint
cerebrum	gland	nape	ringworm	T-pin
cervical bones	glycerin, glycerine	negative	root	trachea
chemical change	ground wire	neurology	saline	trapezius
chemical hair	hair bulb	neutralizer	sanitize	trichoptilosis
relaxer	hair papilla	nitrogen	S-bonds	ultra-violet
chlorine	hair relaxing	occipito-frontalis	Scabies	urea
cilia	chemical	pancreas	scalp	vegetable tints
circuit breaker	hair root	papilla, hair	sebaceous glands	vesicle
coating tint	hair straightening	papillary layer	sebum	vibrator
cold waving	hangnail	para-phenylene-	solute	violet-ray
compounds	hard water	diamine	semi-permanent	virgin hair
congenital	henna, compound	patch test	tints	virus
contour	highlighting	pathogenic	shaft	viscosity
cortex	shampoo	penetrating tint	shaping, haircutting	wattage
crown	hirsutism	peptide bonds	shaping, hairstyling	weft
cuticle	histology	permanent wave,	shears	wen
dandruff	hormone	acid balanced	shell	whorl
derivative	hydrogen bond	peroxide of	slicing	zinc sulphate
	hydrogen peroxide	hydrogen	slithering	zygomaticus