



# Candidate Information Bulletin State of Vermont Instructor Examinations

The Vermont Board of Barbers and Cosmetologists has contracted with Prometric to conduct its examination program. Exams are designed to test a candidate's knowledge, skills and abilities to practice as a cosmetology instructor.

## At a glance

This Bulletin is your guide to taking the **Vermont Instructor Theory Exam** and the **Vermont Instructor Law Exam**. The steps below summarize the process.



### To obtain your license

- 1 Complete and submit the Application for Examination form, fee(s) and any required documentation to Prometric.  
Application forms are available online at [www.prometric.com/vermont](http://www.prometric.com/vermont).
- 2 Once your application is approved, you will receive an admission letter.
- 3 Prepare for your exam, using this bulletin and the content outlines starting on Page 5.
- 4 Appear for your exam on the scheduled day and bring appropriate identification and materials—Page 3.
- 5 Upon completion of all licensure requirements, including passing all required exams, the Vermont Board of Barbers and Cosmetologists will issue your license.



### To get answers not provided in this bulletin

#### For questions about exams:



Prometric  
1260 Energy Lane  
St. Paul, MN 55108  
Phone: 800.280.3926  
[www.prometric.com/vermont](http://www.prometric.com/vermont)

#### For questions about licensing:

Office of Professional Regulation  
Vermont Board of Barbers and  
Cosmetologists  
National Life Building, North FL2  
Montpelier, VT 05620-3402  
802.828.1134

<b>At a glance</b> .....	<b>1</b>
<b>Eligibility requirements</b> .....	<b>2</b>
<b>Applying to take exams</b> .....	<b>2</b>
Rescheduling an appointment .....	3
Special consideration .....	3
<b>What to bring on exam day</b> .....	<b>3</b>
<b>Testing regulations</b> .....	<b>3</b>
<b>Your exam results</b> .....	<b>4</b>
Appeals process .....	4
<b>Exam content outlines</b> .....	<b>5</b>

#### Key

-  Overview information
-  Important note

## Eligibility requirements

Eligibility requirements for the Instructor licensing exams are set by the Vermont Legislature and the Vermont Board of Barbers and Cosmetologists.

Prior to taking the Instructor Law and Theory exams, you must:

- Provide documentation of three full-time years of experience or possess sufficient teacher education and experience to permit the Board to determine that your background is equal to those of a practitioner with three years experience; and
- Be licensed in each profession under the rules that they teach; (for example, a person teaching barbering must be a licensed barber).

## Applying to take exams

To apply for the Vermont Instructor exams, you must complete the Application for Examination form. You can obtain a copy of the form at [www.prometric.com/vermont](http://www.prometric.com/vermont) or by calling 800.280.3926.

You must send the completed application form and the appropriate exam fees to Prometric by mail. You may pay the exam fee by including a Visa or MasterCard number, cashier's check or money order. **Personal checks and cash are not accepted.**



**Important** If you answered YES to any of the background questions, your application and all required documents and fees must be sent to the State Board. Once the Board approves your application, it will be sent to Prometric for processing.

### Admission letters

Approximately 10 days after your application form, all required documentation and exam fee(s) are received, Prometric will mail you an **admission letter**. This letter provides information regarding the specific exams you will be taking, and the date, time and location of your exam(s). You **must** present this letter at the testing center or you will not be allowed to take your exam(s).

If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 800.280.3926 to provide a fax number. Prometric will fax an admission letter to you.

Should your address change, you must notify Prometric. Failure to do so may interfere with receiving your admission letter and/or exam results.



**Important** Exam fees are **nonrefundable and nontransferable**. Contact the Vermont Board of Barbers and Cosmetologists to clarify which exams may be required before scheduling exams.

### Absent or late for your appointment

If you miss your appointment, arrive late and are not allowed to test, or were not admitted due to lack of proper identification, you will need to submit another Application for Examination form and pay another full examination fee. **No exceptions are allowed.**

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; 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, your fee will be forfeited and you will need to reapply for your exam and pay another full examination fee.

### Rescheduling an appointment

Up to the cutoff date (listed in the application bulletin), you may call 800.280.3926 to request a schedule change. Once the cutoff date has passed, Prometric is unable to reschedule your exam and fees will not be refunded.

### Special consideration

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 800.280.3926 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the Americans with Disabilities Act an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your form 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 note.** If English is your second language, please note that a language barrier is not considered a disability.

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### *What to bring on exam day*

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

- Your admission letter from Prometric.
- A current, valid, government-issued photo identification card, such as a driver's license, state-issued identification card or passport that has a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").
- Two sharpened No. 2 pencils.



**Important** You will not be admitted without proper identification under any circumstances. Failure to provide appropriate identification at the time of the exam will be considered a missed exam appointment, and your exam fees will be forfeited.

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

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### *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**
- Candidates may not use any reference materials, papers or study materials at the test center. Candidates found with these or any other aids will not be allowed to continue the exam and their 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, sharing supplies, 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 all references, 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.

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## *Your exam results*

A score of 75 percent or above to pass each of these exams.

**Score report.** A score report will be mailed to you approximately 10 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 your exam, the Office of Professional Regulation will issue you a license.

**Retake information.** If you do not pass your exam, an application to retake the exam will be included with your 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 outlines*

The **Vermont Instructor Theory Exam** is a closed-book exam that consists of 100 questions. You will be given two hours to complete the exam.

The **Vermont Instructor Law Exam** is a closed-book exam that consists of 25 questions. You will be given one hour to complete the exam.

Exam questions are multiple-choice, with one correct answer and three incorrect responses. There is no penalty for guessing, so be sure to mark an answer for each question. A minimum score of 75 percent **on each** is required to pass.

The following outlines show the content areas covered in the exams and the number of questions asked from each subject area.

### Vermont Instructor Theory Exam Content Outline

- I. Motivation and Learning – 20 Items**
  - A. Learning Process
  - B. Curriculum
  - C. Course Study
  - D. Individual Differences
- II. Teacher Preparation – 20 Items**
  - A. Methodology
  - B. Presentation
  - C. Objectives
- III. Teaching Methods – 30 Items**
  - A. Communication Techniques
  - B. Course Development
  - C. Instructional Aids
  - D. Discussion
  - E. Lecture
  - F. Demonstration
  - G. Performance
- IV. Classroom Management – 10 Items**
  - A. Safety
  - B. Discipline
  - C. Supervision
- V. Testing 10 – Items**
  - A. Purpose
  - B. Methods
  - C. Test Construction
  - D. Administration

### **VI. Instruction Evaluation – 10 Items**

- A. Effects on Students
- B. Teaching Plans
- C. Performance
- D. Student Evaluation

### Reference

**The following reference was used to create the exam but is not allowed in the exam room.**

1. *Milady's Master Educator Exam Review*, First Edition, 2001, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, [www.milady.com](http://www.milady.com).

### Vermont Instructor Law Exam Content Outline

- I. Vermont Laws and Rules – 25 Items**
  - A. Vermont Laws and Rules

### Reference

**The following reference was used to create the exam but is not allowed in the exam room.**

1. *Vermont Barber and Cosmetology Rules*, Effective November 7, 2005, Vermont Board of Barbers and Cosmetologists, Office of Professional Regulation, National Life Building, North FL2, Montpelier, VT 05620-3402, [vtprofessionals.org/opr1/cosmetologists](http://vtprofessionals.org/opr1/cosmetologists).