

# Candidate Information Bulletin State of Connecticut

COSMETOLOGY/BARBER EXAMINATION

PROMETRIC



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 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 9.  
The easiest and fastest way to register for an exam is online at [www.prometric.com/connecticut/cosmetology](http://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 3.
- 3** Prepare for your exam, using this bulletin and other materials—Page 6.
- 4** Present your admission letter and required identification and take your exam—Page 4.
- 5** If you pass, submit your license application and all supporting documentation to the Department—Page 5.



## ***To get answers not provided in this bulletin***

### **For questions about exams:**

Prometric  
7941 Corporate Drive  
Nottingham, MD 21236  
Phone: 800.280.3926  
Fax: 800.347.9242  
[www.prometric.com/connecticut/cosmetology](http://www.prometric.com/connecticut/cosmetology)

### **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](http://www.ct.gov/dph/cwp/view.asp?a=3143&q=388878)

**Registering and  
Scheduling  
an Exam  
Appointment**

To register and schedule an exam appointment, you must:

- 1 Complete the Exam Registration Form (Page 9).

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](http://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.

# CONNECTICUT COSMETOLOGY/BARBER EXAMINATION

## 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 Date
12/23/2019	Sat-01/11/2020
01/20/2020	Sat-02/08/2020
02/17/2020	Sat-03/07/2020
03/16/2020	Sat-04/04/2020
04/13/2020	Sat-05/02/2020
06/01/2020	Sat-06/20/2020
07/06/2020	Sat-07/25/2020
08/31/2020	Sat-09/19/2020
10/26/2020	Sat-11/14/2020

## 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.

## CONNECTICUT COSMETOLOGY/BARBER EXAMINATION

### Rescheduling an appointment

Once your exam has been scheduled, you must take it on the scheduled date or you will forfeit your exam fees. With enough advance notice, though, you may be able to reschedule your exam.

Up to the cutoff date for your currently scheduled date, you can call 800.280.3926 to reschedule if space is available on the new date. The exam can only be rescheduled once.

The rescheduling fee is \$25. If not enough candidates are registered for a scheduled exam, Prometric reserves the right to cancel that exam administration. Candidates will be rescheduled for another exam date without a rescheduling fee.

**Note: Once the cutoff date for your scheduled date has passed, Prometric is unable to reschedule your exam.**

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### ***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).

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### ***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.

## CONNECTICUT COSMETOLOGY/BARBER EXAMINATION

### Visitors Misconduct or disruptive behavior

- You are not allowed to use any electronic devices or phones during breaks.
- No guests, visitors or family members are allowed in the testing area.
- 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 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.

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### 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.

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### 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 would like to submit an appeal concerning examination content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal by visiting [www.prometric.com/contactus](http://www.prometric.com/contactus).

The Appeals Committee will review your concern and send you a written response within 20 business days of receipt.

## CONNECTICUT COSMETOLOGY/BARBER EXAMINATION

### **Exam Content Outline**

The **Connecticut Cosmetology 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 **Connecticut Barber Examination** is a closed-book exam that consists of 80 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 outlines below list all topics covered in the exam and the approximate percentage of questions asked about each topic.

### **Connecticut Cosmetology Exam Content Outline**

#### **I. General Concepts - 15%**

- A. Infection Control and Bacteriology
- B. Client Protection
- C. EPA and OSHA Requirements
- D. Salon Ethics
- E. 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, Bone, 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, Bone, 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, Bone, 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
- 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

## CONNECTICUT COSMETOLOGY/BARBER EXAMINATION

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
- D. Hair Lightening
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 Textbook of Cosmetology*, 2012, Milady Publishing/Delmar, Cengage Learning ([www.delarlearning.com](http://www.delarlearning.com)), 5 Maxwell Drive Clifton Park, NY, 12065.
2. *Milady's Standard Cosmetology*, 2008, Milady Publishing/Delmar, Cengage Learning ([www.delarlearning.com](http://www.delarlearning.com)), 5 Maxwell Drive Clifton Park, NY, 12065.
3. *Salon Fundamentals Cosmetology Textbook*, Second Edition, 2010, Pivot Point International, Inc., 1791 West Howard Street, Chicago, IL 60626, ([www.pivot-point.com](http://www.pivot-point.com))

# CONNECTICUT COSMETOLOGY/BARBER EXAMINATION

## Connecticut Barber Exam Content Outline

### I. General Concepts - 20%

- A. Infection Control and Bacteriology
- B. Client Protection and Sanitation
- C. Shop Ethics
- D. Shop Safety (EPA, OSHA MSDS)
- E. Shop Management
- F. Career Planning

### II. Hair and Scalp - 10%

- A. Hair and Scalp
  - 1. Structure, Composition, and/or Function
  - 2. Conditions, Disorders, and Diseases
  - 3. Irregularities
  - 4. Chemistry

### III. Physical Services - 20%

- A. Shampoo and Rinses
  - 1. Purpose and Results
  - 2. Materials and Supplies
  - 3. Types of Shampoo
  - 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 Treatments
  - 6. Shaving, Beards, and Mustaches

### IV. Chemical Services - 20%

- A. Hair Coloring
  - 1. Materials and Supplies
  - 2. Techniques
  - 3. Scalp and Hair Analysis
  - 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 Results
  - 2. Materials and Supplies
  - 3. Scalp and Hair Analysis
  - 4. Product Chemistry

- 5. Safety Measures
- 6. Application

### V. Hair Styling and Shaping - 10%

- A. Hairstyling
  - 1. Hairstyling
  - 2. Finishing Techniques
- B. Haircutting
  - 1. Use of Implements
  - 2. Haircutting Theory
  - 3. Techniques
  - 4. Electric Equipment

### References

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

- 1. *2006 Milady's Standard Professional Barbering*, Milady Publishing/Delmar, Cengage Learning ([www.delmarlearning.com](http://www.delmarlearning.com)) 5 Maxwell Drive Clifton Park, NY, 12065.
- 2. *2011 Milady's Standard Professional Barbering*, Milady Publishing/Delmar, Cengage Learning ([www.delmarlearning.com](http://www.delmarlearning.com)) 5 Maxwell Drive Clifton Park, NY, 1206

# Exam Registration Form

## Connecticut Cosmetology/Barber Exam



**Once completed, submit this form and exam fee: 1) Online** at [www.prometric.com/connecticut/cosmetology](http://www.prometric.com/connecticut/cosmetology); or  
**2) By Mail:** Prometric, Attn: CT Cosmetology/Barber Program, 7941 Corporate Drive Nottingham, MD 21236; or  
**3) By Fax (if paying by credit card):** 800.347.9242.

Print or type clearly and neatly. Incomplete or illegible forms will not be processed.

### 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 (applications without an email address may experience delays)
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
<b>Cosmetology Examination</b>	\$65	\$
<b>Cosmetology Examination (Spanish)</b>	\$65	\$
<b>Barber Examination</b>	\$65	\$
<b>Barber Examination (Spanish)</b>	\$65	\$
	<b>Total Fee</b>	<b>\$</b>

**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, complete the [Credit Card Payment Form](#) on the next page.

### Exam Date Selection (Indicate your preferred testing date.)

	Cutoff Date	Exam Date		Cutoff Date	Exam Date
<input type="checkbox"/>	12/23/2019	01/11/2020	<input type="checkbox"/>	06/01/2020	06/20/2020
<input type="checkbox"/>	01/20/2020	02/08/2020	<input type="checkbox"/>	07/06/2020	07/25/2020
<input type="checkbox"/>	02/17/2020	03/07/2020	<input type="checkbox"/>	08/31/2020	09/19/2020
<input type="checkbox"/>	03/16/2020	04/04/2020	<input type="checkbox"/>	10/26/2020	11/14/2020
<input type="checkbox"/>	04/13/2020	05/02/2020			

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

# Credit Card Payment Form



Card Type (Check One)

MasterCard    Visa

Card Number	Expiration Date
Amount \$ ____ ____ ____ . ____ ____	
Name of Cardholder (Print)	
Signature of Cardholder	

*Print or type clearly and neatly. Incomplete or illegible forms will not be processed.*