NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

BARBER PRACTICAL
TASK LIST FOR EXAMINATION PROCEDURES

This examination is approximately 1 ¼ hours long. Each procedure is given a specific time allotment as indicated below. These procedures will be demonstrated on a mannequin which you must provide (no live models allowed). The examiner will provide verbal instructions prior to the demonstration of each procedure. The shaving procedures will be simulated. It is expected that safety and infection control will be practiced throughout the entire course of this examination in accordance with New York State appearance enhancement statute and regulations.

Professional Appearance, Preparation of Work Area & Client (Mannequin) Preparation
(10 minutes)
7 Tasks Evaluated

Verbal Instructions:
"Please set up your workstation with general supplies that will be used throughout your examination as well as haircutting supplies. Supplies should remain in your bag until they are needed to perform each procedure and/or you are instructed to set them out. You will also prepare (drape) your mannequin (client) for further procedures. You must remain standing throughout the entire examination. When you are finished, please step back and quietly wait for further instructions."

1) The applicant is dressed in a clean barber jacket which is not tucked in and is worn over a shirt or outfit. The applicant is wearing closed-toe, closed-heel footwear that covers the top of foot and is not made of canvas.
2) An EPA-approved disinfectant solution (may be in the form of liquid, spray, wipes, etc.) is used to sanitize surfaces; product is in original, labeled packaging and is applied or used to cover entire surface of work station (counter top) and station is completely dried (paper towel or towels may be used) before proceeding.
3) A plastic (or other leak-proof material) bag for disposables is placed at the workstation within reach; the disposables bag is used to discard all disposable materials soiled during the sanitation procedure.
4) Implements that require later disinfection (shears/scissors/blades/combs/detachable clipper blades, etc.) have been transported to the exam site in a covered container labeled "clean" (ask examinee to produce these items if not visible). ***Note: It is permissible to transport scissors/shears in original storage pouch/case.***
5) A sealable plastic bag and a rigid(hard) plastic container (large enough to accommodate scissors) are provided in case of blood spill and are labeled 'blood contamination' (ask examinee to produce these items if not visible); bloodborne pathogen safety items (disposable protective gloves and adhesive bandages) are stored in container.
6) The mannequin is secured to the countertop with a clamp and properly draped with a clean haircutting cape; a towel (15"x25/26"), disposable towel, or neck strip is used to form a barrier (cape does not come in contact with client's neck area; applicant sanitizes hands with sanitizer (in the form of liquid, foam, wipes, etc.) prior to touching the client (mannequin).
7) Safety and infection control are adhered to during all aspects of preparing the workstation and client (mannequin).

Haircutting Techniques (30 minutes)
13 Tasks Evaluated

Verbal Instructions:
"You will now demonstrate haircutting techniques. Begin by tapering the nape area of the head using #1 or lower blade size. Remove the transitioning (weight) line demonstrating the clipper over comb technique. A guard or comb attachment may be used in this area in addition to this technique if needed. You will then taper from the sideburns up to the temple using the same clipper over comb technique. The Top, Back, and Sides of the head are to be evenly cut removing at least ½ inch of hair demonstrating the fingers and shear technique. (If your mannequin has coarse hair, demonstrate the free-hand clipper technique utilizing pick and fine-tuning with shears). Next, use shears to demonstrate shear arching technique around ears and down neckline. Then, re-drape and shave arched area using changeable blade straight razor (without the razor blade). Finish by using towel wrap procedure and talcum powder to remove loose hair from the face and neck. When you are finished, please step back and quietly wait for further instructions from your examiner. You have 30 minutes to complete this procedure. Remember, you will start the haircut by tapering the nape area. It is your choice to perform the haircut on wet or dry hair. You may now begin."

1) All haircutting **supplies and implements** necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary and in good working order (clippers, #1 or lower blade, guard, cutting shears/scissors, cutting comb -or- all-purpose comb -or- tail comb, changeable blade straight razor, spray disinfectant, 1-3 towels (15"x25/26") and/or disposable towels, shaving cream, talcum powder, mini broom and dustpan).
2) *READY* - Hair has been combed through and examined; hair is tangle-free and ready to receive procedure [it is permissible to wet hair down or to leave it dry].
3) NAPE AREA (First) - Tapers the nape area using a #1 or lower blade(s); area between nape and occipital bone is tapered using *clipper over comb technique*; transitioning (weight) line is removed (in addition to the blade, a single comb attachment may be used). *(Note: The use of more than one blade is optional but not required.)*
4) *SIDE (Second)* - The sideburns are then cut up to the temple using *clipper over comb technique*; at least ½ inch of hair is cut off.
5) *TOP, BACK & SIDES (Third)* - Using *fingers and shear technique* performs a uniform cut on top of head using stationary and traveling guide. Blends top into the sides and back using *shear over comb technique* leaving no visible lines or steps (it is permissible to use blending/thinning shear but not required). *In the case of coarse hair, may use pick, shears, and a free hand clipper technique (if this method is chosen, the use of both clipper and shears must be demonstrated)*; at least ½ inch of hair is cut off.
6) *ARCHING (Fourth)* - Properly demonstrates *shear arching technique* (may use shear and comb) to clearly define the natural lines around the ears; starts in front of each ear and makes outline to end of tapered nape. *(Note: Outliner/edgers may NOT be used.)*
7) *RE-DRAPE* - Removes hair clippings from cape and removes/discards neck strip, towel, or disposable towel. Properly re-drapes client/mannequin; *a barrier is formed using neck strip, towel, or disposable towel between client's neck and haircutting cape.*
8) *PREPARE FOR FINISH* - Tucks towel or disposable towel(s) around back of neck. Places second towel (15"x25/26") or disposable towel on right or left shoulder for wiping blade of lather. Applies lather at temple area, around/over ears, and down sides of neck. **Disinfects changeable blade straight razor with disinfectant spray.** *(Note: It is permissible to disinfect the changeable blade straight razor before applying the shaving cream.)*
9) *FINISH* - Starts at temple and proceeds to arch toward side burn in front and around ears and straight down sides of neck. Appropriately uses free-hand and reverse backhand strokes. All areas are free from visible hair. *(NOTE: It is permissible for left-handed barbers to reverse these strokes without penalty.)*
10) **Handles clippers and changeable blade straight razor safely at all times when in use; clippers are held (not put down) when demonstrating clipper cutting techniques.**
11) Removes and discards all towels. A clean towel or disposable towel is wrapped around fingers (talc added) and traces of lather and loose hair are removed from face and neck.

12) Finished haircut is balanced (evenly cut with shears/scissors), outline is clean and neat, and weight lines have been reduced (hair lengths are blended in tapered areas).
13) **Safety and infection control are adhered to during all aspects of the haircutting techniques procedure.**

Shaving – Facial Hair (15 minutes)
12 Tasks Evaluated

Verbal Instructions:
"You will now demonstrate a standard shave. After properly preparing the face, you will simulate this procedure on all fourteen shaving areas using your changeable blade straight razor; an actual blade will not be used for the simulation. When you are finished, please step back and quietly wait for further instructions. You have 15 minutes to complete this procedure and you may now begin."

1) All shaving supplies and implements necessary to complete this procedure are provided by the applicant and are **visibly clean, sanitary, and in good working order** (minimum of 2-3 clean terry towels (15"x25/26") required for steaming, prefilled spray water bottle, changeable blade straight razor, lather/shaving cream. *(Note: disposable professional service towels are permissible; beard softener/pre-shave conditioner oil is optional and not required).*
2) *PREPARE CLIENT/MANNEQUIN* – Client (mannequin) is adjusted/tilted back to perform service. *[Some candidates may elect to apply lather/cream prior to the simulated steam; while this step is not required, this IS acceptable but will not be rated.]*
3) STEAM(Simulation) - One or two wet/dampened terry/steam towel/s (15"x25/26") is applied to client's (mannequin's) face for approximately 10-15 seconds to soften beard; towel is placed in v-formation, leaving nose (nostrils) exposed for client to breathe. *[Note: Candidates that lathered prior to the steam may now remove lather/cream with terry/steam towel but are not to be rated on lather removal.)*
4) LUBRICATE (or *RE-LATHER*) - Applies lather/cream to face and neck; lather/cream is placed in hand (or spatula if using jar of cream) and starting with the neck, spread evenly over face and neck areas to be shaven using brisk rotary movements; lather/cream must be rubbed in against the grain and provide complete coverage for the areas to be shaved.
5) PREPARE RAZOR – Uses changeable blade straight razor for simulation; actual blade is not used. It is permissible for left-handed barbers to start on the left side vs. the right side without penalty; however, they must still follow number order of strokes, shaving direction, and angle as indicated.
6) *Shaving Areas 1, 2, 3, 4, 5*: Razor (simulated using changeable blade straight razor without the razor blade) is held properly and, going with the grain, uses gliding strokes; uses forward sawing motion with the point of the 'blade' in the lead; fingers opposite of the hand holding the razor are used to gently but firmly stretch the skin area that is being shaved. Shaving Areas 1, 3, and 4 are executed with *free-hand stroke*; Shaving Area 2 is executed with *back-hand stroke*; and Area 5 is executed with *reverse free-hand stroke*
7) *Shaving Areas 6, 7, 8, 9, 10*: Razor (simulated using changeable straight blade razor without the razor blade) is held properly and, going with the grain, uses gliding strokes; uses forward sawing motion with the point of the blade in the lead; fingers opposite of the hand holding the razor are used to gently but firmly stretch the skin area that is being shaved. Shaving Areas 6, 8, and 9 are executed with *back-hand stroke*; Shaving Area 7 is executed with *free-hand stroke*; and Area 10 is executed with *reverse free-hand stroke.*
8) *Shaving Areas 11, 12, 13, 14*: Razor (simulated using changeable straight blade razor without the razor blade) is held properly and, going with the grain, uses gliding strokes; uses forward sawing motion with the point of the 'blade' in the lead; fingers opposite of the hand holding the razor are used to gently but firmly stretch the skin area that is being shaved. Shaving Areas 11 and 12 are executed with *free-hand stroke*; Shaving Areas 13 and 14 are executed with *reverse free-hand stroke. (Note: Stroke direction for shaving area 11 will be reversed for left-handed examinees.)*

9) Any remaining lather and loose hair is removed from the client's (mannequin's) face and neck with a wet/dampened terry/steam towel (15"x25/26"); towel is folded and used to cover client's (mannequin's) face (towel is placed in a v-formation, leaving the nostrils exposed for the client to breathe); upon removing, the wet/dampened towel is used to wipe client's (mannequin's) face and neck clean.
10) Mannequin's (client's) head was positioned appropriately throughout shave to accommodate strokes.
11) **Razor (simulated using changeable blade straight razor without the razor blade) is used/handled safely (held securely during manipulations) at all times during the entire procedure.**
12) **Safety and infection control are adhered to during all aspects of the shaving procedure.**

Facial Massage (10 minutes)
10 Tasks Evaluated

Verbal Instructions:
"You will now perform a facial massage. You will first apply wet/dampened steam towels to the face and neck; steam towels will be dampened using water from your spray bottle After applying towels, you will then apply massage cream to your mannequin's face and neck to demonstrate at least two massage manipulations. After completing a three-five-minute massage, you will then remove the massage cream from your mannequin's face and neck using cleansing cream and a towel. Finish by using towel wrap procedure and talcum powder to blot face dry. When you are finished, please step back and quietly wait for further instructions. You have 10 minutes to complete this procedure and you may now begin."

1) All basic facial massage **supplies and implements** necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary and in good working order (3 or more clean terry towels (15"x25/26") required for steaming, prefilled spray water bottle, massage cream in container labeled with product type and name, cleansing cream in container labeled with product type and name, clean towel or disposable towel for wrap procedure, talcum powder).
2) *PREPARE* - Removes all towels from shaving procedure. Client (mannequin) is appropriately positioned; head remains titled back from shaving procedure.
3) *STEAM (Simulated)* - One or two wet/dampened terry towels (15"x25/26") are applied to the face to moderately steam the mannequin's face (approx. 10-15 seconds); towel placement allows for an opening to leave the nose (nostrils) exposed for client to breathe.
4) *APPLY* -Dabs of massage cream are applied directly to face with a spatula (cream may be used from back of sanitized hand using fingers of opposite hand to apply or directly from a disposable container) to chin, cheeks, and forehead and spread evenly over the face and neck using smooth upward and outward stroking movements; **spatula is not used on mannequin (client) and then put back into product unless container with remaining product portion is disposed of at end of procedure.** *[Note: It is acceptable to put a dab of cream directly on the neck.]*
5) *MASSAGE* - Prior to cleansing step, a three to five minute massage to the face and neck is continuously performed (maintains contact with client's skin) using upward directional strokes; must properly demonstrate two or more massage movements (effleurage, petrissage, tapotement, and percussion) with both hands
6) *2nd STEAM (Simulation)* - One or two wet/dampened terry towels (15"x25/26") are applied to the face to moderately steam the client's (mannequin's) face (approx. 10-15 seconds); towel placement allows for an opening to leave the nose (nostrils) exposed for client to breathe.
7) *CLEANSE* - Dabs of cleansing cream are applied directly to face with a spatula (cream may be used from back of sanitized hand using fingers of opposite hand to apply or directly from a disposable container) to chin, cheeks, and forehead and spread evenly over the face and neck using smooth upward and outward stroking movements; **spatula is not used on mannequin (client) and then put back into product unless container with remaining product portion is disposed of at end of procedure.** *[Note: It is also acceptable to put a dab of cream directly on the neck.]*

8) *REMOVE CREAMS/CLOSE PORES* - All creams/lotions are completely removed from the face and neck using a clean, wet/dampened (to simulate warm) terry towel (15"x25/26"); towel is then removed and a wet/dampened (to simulate cool) terry towel (15"x25/26") is then applied (two halves over eyes, bottom half under nose; and opening is left for the nose/nostrils) for a minimum of 15 seconds to close the pores of the skin.
9) *DRY/FINISH* - A clean towel or disposable towel is wrapped around hand covering and including fingers (towel wrap procedure); talcum powder is sprinkled onto towel (just enough powder to blot face dry) and applied to face using a light blotting/tapping motion; all excess water is removed *[Note: The use of a mild astringent is optional and not required.]*
10) **Safety and infection control are adhered to during all aspects of the facial massage procedure.**

Clean Up of Work Area (5 minutes)
4 Tasks Evaluated

Verbal Instructions:
"You may now pack up your supplies and clean up your work area if you have not already done so. When you are finished, please step back and wait for an examiner to dismiss you. Upon exiting, please be sure that nothing is left behind. Please be reminded that you MUST take your disposables bag with you as well. Thank you for your cooperation and good luck to you!"

1) Used implements (shears/scissors, detachable clippers, combs) are stored in container labeled 'dirty; shears/scissors may be returned to original storage pouch/case but must first be sprayed with blade spray disinfectant if this method of transport is chosen.
2) The workstation (to include countertop) has been thoroughly cleaned with a sanitizing solution; the floor area is clean (free from hair, etc.).
3) All supplies/implements are packed up and nothing is left behind; all disposables have been removed from the site by applicant.
4) Safety and infection control are adhered to during all aspects of cleaning up the work area.

RELAYED TO EXAMINEES AS THEY LEAVE:
Thank you for coming. You will be notified by email once your examination results are available. You must login to your online account to view your results under the Examination section. If you pass today's examination, you will receive your license in the mail. If you fail today's examination, you will be required to schedule and pay for your next examination online. Good luck!