NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

NATURAL HAIR STYLING PRACTICAL EXAMINATION INFORMATION

NYS Department of State, Division of Licensing Services, One Commerce Plaza, PO Box 22001, Albany, NY 12201-2001

***** MANNEQUINS NOW REQUIRED – NO LIVE MODELS *****

Practical Examination Scheduling

Practical examinations must be scheduled online. After your application is approved, an email will be sent to the email address provided on your application. The email will contain a link where you may schedule your exam.

A $15 non-refundable fee is due at the time you schedule your examination. If you need to reschedule your examination, you must do so at least six days before your scheduled examination date. **Should you cancel your appointment, arrive late to your scheduled examination, or do not appear for a scheduled examination, you will forfeit the examination fee.**

Note: If you have submitted the appropriate documentation to request special testing arrangements, a representative from the Division of Licensing Services will contact you with your exam schedule. Examinations which require special testing arrangements cannot be self-scheduled through the online system.

Admittance to the Practical

For admittance to this examination you MUST bring a form of government-issued signature identification which must be photo-bearing. Your identification **must be current** and from the following list:

- Driver's license
- State-issued Identification (ex. Non-driver ID)
- IDNYC Card (NYC Identification Card)
- Military ID
- United States Passport
- Employment Authorization Card (issued by U.S. Citizenship and Immigration Services)
- United Stated INS Issued ID
- Certificate of US Citizenship
- Foreign Passport
- Brazilian, Mexican, Honduran, and Ecuadorian Consular ID
- Mexico Voter ID Card

Your ID must match the exact first and last name used to schedule the exam. If your last name is hyphenated, please be sure to include your full name. If your name does not match your ID exactly, we reserve the right to deny you access to the examination.

Preparing for Your Practical

You should arrive for your examination with appropriate attire for providing natural hair styling services. You will be expected to follow the following guidelines:

1) A clean, washable outer garment (smock or gown) must be worn (note: no aprons).
2) Closed-toe shoes that cover top of foot (no canvas).
3) Avoid bulky or dangling jewelry.
4) No gum chewing, cell phone use, or other technological devices are permitted.
5) Hands washed with soap and water prior to your arrival; you must use a hand sanitizer containing 60% or more alcohol throughout the exam.
6) Firearms are not allowed at the exam site. Please contact our exam unit at (518) 473-2731 for questions pertaining to this policy.

Note: The use of disposable gloves is optional.

You must bring a mannequin with you to the examination that meets the requirements as specified on the supply list. Failure to do so will result in your disqualification. The scalp and hair of the mannequin must be clean and the hair must be at least four inches long (at the crown). No live models will be allowed.

You must also bring your own examination supplies and implements as outlined on the supply list. Failure to provide any of the necessary supplies and implements may preclude you from being allowed to perform some of the examination procedures. **Note: Sharing of supplies between examinees will not be allowed.**

*****Please bring your own pen to sign into the examination*****

Practical Examination Procedures

The natural hair styling practical examination consists of a series of tasks that you must perform within an allotted time frame for each procedure. You will be required to demonstrate the following procedures within the specified time:

- **Preparation of Work Area & Mannequin Preparation** *(15 minutes)*
- **Locking** *(30 minutes)*
- **Braiding** (30 minutes)
- **Cornrowing** *(30 minutes*)
- **Weaving** (30 minutes) - **includes Clean Up of Work Area**

Examination procedural information and tasks are available on our website at www.dos.ny.gov. You will not be allowed to use these documents during your examination. The natural hair styling practical will take approximately 2 1/2 hours to complete.

Safety and infection control procedures must be adhered to during the entire examination. Please familiarize yourself with additional safety and infection control practices that are now required at practical exams.

Contact Information

You may contact the Department of State's Practical Examination Unit by emailing exams@dos.ny.gov . For general information, you may contact the Division of Licensing Services at 518-474-4429. Please feel free to visit our website at www.dos.ny.gov for further licensing information.

Examination Cancellations

Exams may be canceled due to weather conditions or other emergencies.
You may check the Division of Licensing Service's website (https://dos.ny.gov/licensing-services), the Department of State's Facebook (https://www.facebook.com/NewYorkDepartmentOfState/) and Twitter (@NYSDOS) accounts or call 518-474- 4429 to check for exam cancellations

Examination Results

You will be notified by email once the examination results are available for viewing. You must login to your online account to view your results under the examination section. Applicants who have passed the practical examination will be issued a New York State Natural Hair Styling License in the mail. If you fail the exam, you may login to your online account and schedule another examination. Results will not be given at the examination or over the telephone. You may not appeal your examination results.

Examination results are reported as either passed or failed; you will not receive a numerical score. Passed examination results are only valid for a period of five years. Examination results will be available in your online account. Log into your online account at https://my.ny.gov/. If you fail the exam, you can schedule another examination by utilizing your online account.

Requesting an Analysis

If you fail your examination, you may request an analysis of your practical examination by emailing exams@dos.ny.gov. An analysis is a report or breakdown of your practical examination scores to assist you in identifying your strengths and weaknesses. You must request an analysis within 60 days of your examination date. We will not provide analyses to individuals who have achieved a passing mark on the practical examination.