NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

NATURAL HAIR STYLING PRACTICAL
TASK LIST FOR EXAMINATION PROCEDURES

This examination is approximately 2½ 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. The examiner will provide verbal instructions prior to the demonstration of each procedure. It is expected that safety and infection control will be practiced throughout the entire course of this examination in accordance with the New York State appearance enhancement statute and regulations.

Preparation of Work Area & Mannequin (15 minutes)
11 Tasks Evaluated

Verbal Instructions:
"Welcome to the Natural Hair Styling Practical Examination. The first portion of the examination is the preparation of your work area and your mannequin. Begin by setting up your bag for disposables and sanitizing your work surface. After the work area has been sanitized, you will be instructed to set up your disinfectant tray and all supplies and implements needed to complete the exam. You should then prepare your mannequin. 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) The applicant is dressed in a clean outer garment (smock or gown) which is not tucked in and is worn over a shirt or outfit and is wearing closed-toe footwear that covers the top of foot and is not made of canvass
2) An EPA-approved sanitizing solution (may be in the form of liquid, spray, wipes, etc.); product is in original, labeled packaging and is applied to cover entire surface of workstation and station is completely dried (paper towel or towels may be used) before proceeding
3) A plastic bag for disposables is secured to 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 (scissors/combs/brushes, etc.) have been transported to the exam site in a covered container labeled 'clean' and /or sealable plastic bag(s)
5) A pre-mixed EPA-approved disinfectant (clearly and appropriately labeled as a disinfectant) in a covered container (labeled 'dirty') is provided
6) Enough disinfectant solution is provided so that implements can be totally immersed after use
7) A sealable plastic bag and a rigid(hard) plastic container (large enough to accommodate scissors and/or other implements) are provided in case of blood spill and are labeled 'blood contamination' (ask examinee to produce these items if not visible); blood borne pathogen safety items (disposable protective gloves and adhesive bandages) are stored in container
8) The applicant sanitizes hands with sanitizer (in the form of liquid, foam, wipes, etc.) prior to touching the client (mannequin)
9) A mannequin with a clean scalp and hair is provided by the examinee and is properly secured to the workstation/table with a counter-top clamp (examinee may use paper towel or any other product to safely secure mannequin to clamp)
10) The client (mannequin) is properly draped with a clean, comb-out/reduced-length cape or a regular cape; a towel or neck strip is used to form a barrier
11) Safety and infection control are adhered to during all aspects of preparing the workstation and client (mannequin)

Locking (30 minutes)
8 Tasks Evaluated

Verbal Instructions:
"The next portion of the examination is the demonstration of locking. You will be required to demonstrate three different locking techniques: comb method, two-strand twist method, and palm rolling. Six locks using each technique should be completed. This procedure must be performed from front of the hair line to apex (top of the head). When you are finished, please step back and quietly wait for further instructions from your examiner. You have 30 minutes to complete this procedure, and you may now begin.

1) All sectioning and partings are straight, clean and properly aligned
2) Gel or lotion is used in appropriate amounts
3) When performing palm roll method, locks are worked from top to bottom, in smooth steady movement, counterclockwise, always sandwiched in hand so as not to lose tension
4) When performing comb method, locks are worked from base to end, in smooth steady movements; no tangling, continual contact so as not to lose tension
5) When performing two-strand twist, appropriate finger movements are used in a smooth and steady movement, continual contact so as not to lose tension
6) All locks are smooth and uniform in size, density and tension and are cylindrical, NOT over-coiled or over-twisted
7) Ends of locks are tapered; neatly and appropriately finished (clipped securely)
8) Safety and infection control are adhered to during all aspects of locking

Braiding (30 minutes)
6 Tasks Evaluated

Verbal Instructions:
"The next portion of the examination is braiding. You must demonstrate three types of braids (using synthetic extensions). Complete three Casamas braids (1 ½ - 2" diameter) on the left side of the head, three small braids (1/4" - 1/2" diameter), and three medium braids (1/2 – 1" diameter). Both sides of the head must include diagonal parts with vertical subsections. When you are finished, please step back and quietly wait for further instructions. You have 30 minutes to complete this procedure, and you may now begin."

1) All sectioning and partings are straight, clean and properly aligned
2) Artificial hair is handled properly (not tangled/minimum amount falling on floor/etc.) and fed into braid neatly and uniformly, in proper amounts
3) All braiding stitches are clean, smooth and uniform in size and density; braids of each type are all of similar size and length and are centered on sections and fall naturally
4) Ends of braids are neatly and appropriately finished; stray hairs are trimmed along length of braids
5) Proper tension on scalp is maintained at all times
6) Safety and infection control are adhered to during all aspects of braiding

Cornrowing (40 minutes)
4 Tasks Evaluated

Verbal Instructions:
"The next portion of the examination is cornrowing. You will begin by creating five vertical cornrows on one side of the crown. Extension hair should be added to the cornrows and braided to the end. When you have completed five vertical cornrows, use an appropriate clip to move excess hair from the other side of the crown out of the way and create a horizontal cornrow with extension hair, across the lower crown area (braided toward the middle center, starting from each ear). Upon completion, please step back to indicate that you are finished and quietly wait for further instructions. You have 30 minutes to complete this procedure, and you may now begin."

1) All sectioning and partings are straight, clean and properly aligned
2) Artificial hair is handled properly (not tangled/minimum amount falling on floor/etc.) and fed into cornrow neatly and uniformly, in proper amounts
3) All stitches are clean, smooth and uniform in size and density; cornrows are NOT over directed; proper tension on scalp is maintained at all times
4) Safety and infection control are adhered to throughout all aspects of the cornrowing procedure

Weaving (20 minutes)

7 Tasks Evaluated

Verbal Instructions:

"The last portion of the exam is weaving. You will now sew a weave to the horizontal cornrow which was created with extension hair. Using a weaving needle and thread, complete a slip stitch to properly tack down braids to receive weft. Add weft to the horizontal cornrow and secure by completing the slip stitch technique. Check by slightly tugging on the weft to make sure all parts are secure. When weaving has been completed, please step back and quietly wait for your examiner to instruct you to clean up your work area and repack your supplies. You will be told when you may leave your work area and upon dismissal, will be allowed to discard your bag of disposables on your way out of the exam room. You have 30 minutes to complete this procedure, and you may now begin."

1) All appropriate supplies and implements to complete the weave have been provided
2) Base cornrow is braided toward middle from each ear and result is symmetrical/even
3) Weft is measured and cut to appropriate size prior to sewing
4) Applicant shows total control of needle and cord
5) Appropriate stitches are used to ensure that a broken thread will not result in loss of the weave; slip stitching is of even, consistent and appropriate tension
6) The resulting weave hangs straight and naturally and weft lays flat on the head
7) Safety and infection control are adhered to throughout all aspects of the weaving procedure

Clean Up of Work Area

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. Thank you for your cooperation and good luck to you!"

1) Used implements (scissors, brushes, combs) were stored in container labeled 'dirty' -or- were placed back in *baggies* -or- put in the disposables bag.
2) The workstation (work surface) has been thoroughly cleaned with a sanitizing solution; the floor area is clean.
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 New York Business Express account to view your results under the Examination section. If you pass today's examination and have already passed the written examination, you will receive your license in the mail. If you fail today's examination or need to take the written examination, you will be required to schedule and pay for your next examination online. Good luck!