



THE OHIO STATE BOARD OF COSMETOLOGY

1929 Gateway Circle Grove City, Ohio 43123
(614) 466-3834 & Fax: (614) 644-6880 www.cos.ohio.gov

Testing Information Packet (TIP) *HAIR DESIGNER PRACTICAL*

Examination Admittance Information:

Candidates **MUST** bring their Board issued photo containing Board seal and identification number, along with one of the following forms of identification: current, valid driver's license, State or Federal issued picture ID, military ID, passport, current year school ID with date. Failure to comply will result in candidate being required to reschedule examination date. Both forms of pictured identification must be presented before test results will be issued.

Candidates who arrive after the initial examination check-in process is complete or after the time allotment has expired for a lunch break, will **NOT** be permitted admittance into any exam. The candidate will be required to reschedule their entire examination.

If you do not attend your scheduled examination date or cannot be admitted to the examination for any reason, your examination fee will be forfeited. To be rescheduled for an examination you must submit a **Reschedule Form** and an additional fee. Examination fees are non-refundable and cannot be transferred to another examination date.

No Smoking Policy: The use or disposal of tobacco products is prohibited in the building or on the premises of the Board office. Candidates/Guests of the Board may use tobacco products in their own vehicles.

Exam Center Rules:

- Manufacturer's labels are required on all disinfectants and hand sanitizers. Disinfectant labels must state EPA registered, Hospital Effective, and list bactericidal, virucidal, and fungicidal and be effective against HIV-1 and human Hepatitis B Virus or Tuberculocidal. Labels must be original/ photocopied and legible. *Hand written or typed labels are NOT acceptable.*
- Candidates must follow all appropriate infection control and public protection procedures during all phases of the examination. In the event of a blood spill candidates will be expected to follow the Universal Precaution Guidelines.
- Leaving an examination room without permission is not permitted. Permission must be obtained to leave the examination area for any reason, including restroom breaks or upon the completion of the examination.
- Candidates are required to bring their own supplies. All supplies should be in a sanitary condition. This includes the required implements in proper working order, mannequin heads/hands, and any supplies required to complete the examination.
- Any procedure that requires a demonstration with the use of a chemical will be completed by using a simulated product.

Prohibited Acts During Any Portion of Examination:

- Cellular phones, pagers, etc. are **NOT** permitted to be in use in any examination room.
- Texting during any portion of examination including during restroom breaks.
- Printed materials, handwritten notes, and itemized supply/procedure list(s) are **NOT** permitted in any examination room.
- Writing on hands, arms, legs, etc. that could aid in the answering and/or performing of any portion of the exam.
- Numbering of products and/or supplies to aid in proper order to be used during any procedure.
- Unauthorized replication of test materials for distribution and/or future use.
- Talking to other candidates and/ or borrowing supplies during the examination process.

Failure to comply with any of the prohibited acts or exam center rules will result in dismissal from the examination. If dismissed, there will be a thirty (30) day period before a reschedule would be permitted.

**Candidates are required to use a mannequin(s) for all portions of the practical examination.
Live models are not permitted.**

Mannequin(s) Head Requirements

Mannequin heads that are pre-sectioned indicating the sections by various colors and/or notches or writing that can aid in the examination are **NOT** permitted during any portion of the practical examination.

All mannequin heads will be checked prior to the start of the examination. Candidates with mannequin heads not meeting the proper requirements will be dismissed from the exam and required to reschedule.

SUGGESTED GENERAL SUPPLIES

Hand Sanitizer
Disinfectant (See Standards page 1)
First Aid Supplies (Blood Spill Kit)
Mannequin head clamp
Disposal bags (3-4)
Protective gloves
Towels (cloth/paper)
Spray Bottle
Neck Strips
Cape(s) (child size is permitted)
Hair drape
Simulated Product (recommended: cholesterol)
Foil
Combs
Hair clamps/clips
Chemical wave rods
Chemical wave solution applicator bottle
End papers
Tint brush/bowl and/or bottle
Shears/Razor
Thermal curling iron (Stoves are NOT permitted)
Spatulas
Tissues/Cotton products
Protective Cream
Protective Cotton

Cosmetology References

Salon Fundamentals 2011
www.pivot-point.com

Milady Standard 2012
www.milady.cengage.com

Hair Designer Practical Examination

The hair designer practical examination will be comprised of the following eight (8) areas. All candidates will be evaluated on the following tasks:

SET UP AND CLIENT PROTECTION (15 MINUTES)

Verbal Instructions:

Following all infection control and safety guidelines, you will set up all of the supplies that will be used for the hair portion of your exam. You will also perform client protection at this time.

You have 15 minutes for your set up procedure and you will be informed when you have 10 and 5 minutes remaining.

Procedure:

- Disinfects work area
- Disposes of all soiled materials
- Sanitizes hands
- Applies neck protection and drape
- All sanitizers and disinfectants display manufacturers label in English
- Follows all infection control guidelines
- Maintains work area in a safe manner

THERMAL CURLING (NOT TIMED)

Verbal Instructions:

You will now perform the thermal curling portion of this exam.

Each candidate will be instructed individually to perform the thermal curling portion of this exam.

Please make sure all of the steps to the thermal curling portion of this exam are completed.

You are required to complete one or two curls; please do not clip or pin any curls.

When you hear the examiner say thank you that is an indication to you that we are finished

evaluating you and we are moving on to the next candidate.

Procedure:

- All thermal curling products/supplies labeled in English
- Implements/tools are visibly clean
- Evaluates temperature of iron prior to curling
- Sections hair same width as iron barrel
- Applies heat to base
- Hair distributed evenly around the iron
- Uses comb to protect scalp

Final Appearance

- Creates a complete curl
- Formed curl is smooth

End of Task

- Uses iron safely throughout entire procedure
- Maintains neck protection and drape throughout procedure
- Disposes of soiled materials
- Follows all infection control guidelines
- Maintains work area in a safe manner

You will now have 2 minutes to begin to wet your mannequin hair for the haircutting section. This must be completed at your station. A towel can be placed on the floor for this procedure only.

HAIRCUTTING (30 MINUTES)

Verbal Instructions:

You will now perform the haircutting portion of this exam.

You will complete a blended layered haircut using shears and a razor.

You will remove a minimum of 1" of hair throughout the haircut.

The razor will be used to layer the hair from the top of ears to the hairline.

The shears will be used to complete the remainder of the haircut.

Please sweep the hair from the floor when haircut is complete.

That will indicate to the examiner that you are finished

This procedure is 30 minutes and you will be informed when you have 10 and 5 minutes remaining.

Procedure:

- All Cutting products/supplies labeled in English
- Implements/tools are visibly clean

Razor

- Establishes guideline in nape area using razor

- Uses consistent subsections/partings throughout haircut

- Elevation with razor is used throughout nape section

- Handles razor safely at all times

Shears

- Uses consistent subsections/partings throughout haircut

- Elevation with shears is used throughout the remainder of the haircut

- Follows established guidelines throughout haircut

- Handles shears safely at all times

Final Appearance

- Nape is uniform in length

- Sides are uniform in length

- Hair is evenly blended

- One inch of hair is removed throughout haircut

End of Task

- Maintains neck protection and drape throughout procedure

- Mannequin, drape, and work area free from hair clippings

- Sweeps hair from floor

- Disposes of soiled materials

- Follows all infection control guidelines

- Maintains work area in a safe manner

CHEMICAL WAVE (20 Minutes)

Verbal Instructions:

You will now perform the chemical waving portion of this exam.

The center back section of the head will be wrapped for the top of the crown to the nape hair line.

You will be instructed by your examiner to apply simulated waving lotion to two (2) rods. This procedure is 20 minutes and you will be informed when you have 10 and 5 minutes remaining in your procedure. You are not

required to part off for your 9 section partings. Please have all of your steps

completed and your simulated waving lotion in hand and ready before you

have an examiner evaluate you.

Procedure:

- All chemical wave products/supplies labeled in English

- Implements/tools are visibly clean

- Applies chemical draping - towel cape towel

- Subsections are equal to width of selected rod size

- Subsections are equal to length of selected rod size

- Hair is wrapped smoothly and evenly around rods

- Hair is distributed evenly across end papers

- End papers are extended beyond hair ends

- Bands are positioned correctly

- Rod base placement is consistent

- Cotton applied to protect skin

- Wears gloves to apply simulated waving solution

- Applies simulated waving solution across entire rod

End of task

- Maintains neck protection and drape throughout procedure

- Disposes of soiled materials

- Follows all infection control guidelines

- Maintains work area in a safe manner throughout service

HAIR COLOR RETOUCH (10 Minutes)

Right Front Section

Verbal Instructions:

You will now perform the hair color retouch portion of this exam. The head will be divided into four equal quadrants. In the right front section of the head you will apply a 1" hair color retouch.

This procedure is 10 minutes and you will be informed when you 5 minutes remaining in this procedure.

Procedure:

All color products/supplies labeled in English
Implements/tools are visibly clean
Applies chemical draping - towel cape towel
Divides hair into four equal sections
Applies barrier cream around the hairline
Wears gloves while applying simulated color product
Outlines quadrant with simulated color product
Applies simulated color product from the scalp out to 1 inch
Applies simulated color product using ¼ inch partings

Final Appearance

Simulated color product applied to completely cover subsections
Skin is free of simulated color product

End of Task

Maintains neck protection and drape throughout procedure
Disposes of soiled materials
Follows all infection control guidelines
Maintains work area in a safe manner

FOIL HIGHLIGHTING (10 Minutes)

Right Back Section

Verbal Instructions:

You will now perform the virgin highlight portion of this exam. In the right back section of the head you will place (4) foil packets from the top of the ear to the hairline.

This procedure is 10 minutes and you will be informed when you have 5 minutes remaining.

Procedure:

All color products/supplies labeled in English
Implements/tools are visibly clean
Applies chemical draping - towel cape towel
Wears gloves while applying simulated color product
Creates horizontal parting
Divides horizontal parting using zigzag motion
Properly positions foil underneath zigzag parting
Applies simulated color product from edge of foil to hair ends
Applies simulated product to foiled hair only
Foil is folded to cover simulated product

Final Appearance

Simulated color product applied to completely cover hair inside foil
Scalp and skin are free of simulated color product

End of Task

Maintains neck protection and drape throughout the procedure
Disposes of soiled materials
Follows all infection control guidelines
Maintains work area in a safe manner

RELAXER RETOUCH (10 minutes)

Left back section

Verbal Instructions:

You will now perform the relaxer retouch portion of this exam. In the left back section of the head you will apply a 1" relaxer retouch. This procedure is 10 minutes and you will be informed when you have 5 minutes remaining.

Procedure:

All relaxer retouch product/supplies labeled in English
Implements are visibly clean
Applies chemical draping - towel cape towel
Applies barrier cream to hairline
Subsections hair using ¼ inch partings
Applies simulated relaxer product ¼ inch from the scalp out to 1 inch

Final Appearance

Completely covers subsection with simulated relaxer product
Scalp and skin are free of simulated relaxer product

End of Task

Maintains neck protection and drape throughout procedure
Disposes of soiled materials
Follows all infection control guidelines
Maintains work area in a safe manner

CHEMICAL VIRGIN RELAXER

(10 minutes) Left front section

Verbal Instructions:

You will now perform the virgin relaxer portion of this exam. In the left front section of the head you will apply virgin relaxer application. You will be instructed by an examiner to demonstrate smoothing. This procedure is 10 minutes and you will be informed when you have 5 minutes remaining in this procedure.

Procedure:

All virgin relaxer products/supplies labeled in English
Implements/tools are visibly clean
Applies chemical draping - towel cape towel
Applies barrier cream to hairline
Wears gloves while applying simulated relaxer product
Subsections hair using ¼ inch partings
Applies simulated relaxer product ¼ inch to ½ inch from scalp
Applies simulated relaxer product to subsection leaving 1 inch of hair ends uncovered

Final Appearance

Completely covers subsection with simulated relaxer product
Scalp and skin are free of simulated relaxer product

Demonstration

Demonstrates smoothing from scalp to ends

End of Task

Maintains neck protection and drape throughout procedures
Disposes of soiled materials
Follow all infection control guidelines
Maintains work area in a safe manner



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Examination Dress Code Requirements

All students must be dressed in professional attire in order to be admitted to sit for the State Board licensure examination(s). Please see the guidelines below for a complete definition on the dress code requirement of the Ohio State Board of Cosmetology.

Ohio Administrative Code 4713-5-28

Attire for applicants taking examinations at the board

(A) All applicants shall wear professional clothing when scheduled to take the state exam at the board exam center.

- (1) Applicants shall be dressed in professional attire in order to be admitted to the testing center.
- (2) Clothing that is comfortable and practical for work, such as pants or a skirt or school uniform and clean shoes are acceptable attire. A clean smock or apron may be worn over professional attire.
- (3) Excluded from the definition of "professional attire" are tank tops, t-shirts with offensive language, beach wear, torn, dirty or tattered clothing or clothing that reveals the midriff or lower back and clothing that is extremely low cut.

(B) An applicant not admitted to the test center due to attire shall be dismissed, and required to reschedule for the state examination. Students dismissed due to attire on a second occasion shall be dismissed from the examination, and shall be required to pay a reschedule fee before being permitted to reschedule for an examination.