

BARBER INSTRUCTOR EXAMINATION SCHEDULE AND PROCEDURES

BARBER INSTRUCTOR PRACTICAL EXAMINATION

The Kansas Board of Barbering places emphasis on professional conduct; hygiene; and observance of all sanitation regulations.

A maximum of two hours and 30 minutes is allowed to complete the instructor's practical examination. Grade points will be deducted if the Examiners conclude that your work is too slow.

A minimum overall score of 75% is required to pass the instructor's practical examination.

The College will furnish two jars; one for soapy water and a second jar with barbicide type disinfectant. The barber instructor examinee is responsible for towels; lather; neck strips; head rest covers; lotions; shampoos; perm rods and end wraps; tools; and chair cloths.

You may place the BARBER INSTRUCTOR EXAMINATION PROCEDURES along with the PROCECURAL ORDER on the back bar during the instructor's practical examination to insure that the procedures are followed in the correct order.

Please be aware that your two models MUST have a reasonably full head of hair (between 2" to 3" of hair) and be in the need of a haircut. When the shave is performed on a model, then that model must have a visible beard growth. Points will be deducted for noncompliance of the aforementioned items.

You are required to provide four (4) typed copies of a lesson plan on performing the tapered haircut, and four (4) typed copies of a lesson plan on performing the fashion haircut. These copies will be given to each Examiner. It is important that you explain what you are doing during each demonstration and closely follow each lesson plan. Please note that each Examiner may ask questions during each demonstration as if it were a classroom setting with students. A maximum score of 7.5 points is possible for each lesson plan.

- Be prepared to narrate and answer questions during the shaving demonstration.
- You are required to roll three perm rods. During the process of applying the perm solution and the neutralizer on the model's hair you must be prepared to explain how to section hair for the various perm wraps and techniques; the bonding process; and how the chemicals actually work. For this portion of the instructor's practical examination, you must have one (1) bottle for the solution and one (1) bottle for the neutralizer. Water will be used instead of the actual solution and neutralizer.
- The color portion of the instructor's practical examination requires you to have a brush and either a styling gel or a thick conditioner. The solution must be the consistency of the color, as if you were actually applying the color. The Examiners may also give you a hypothetical situation. You must then explain the proper color that would be used and how you arrived at that determination.

DEVELOPING A LESSON PLAN

This is not all inclusive but some things to consider when developing and writing your lesson plans:

Identify the topic covered by the lesson plan.

What preparation would be required of the student.

What student materials would be needed.

Identify the learning objectives of the lesson.

1. Possibilities?
 - a. Sanitation
 - b. Industry terms
 - c. Depending on lesson plan you might want to describe/define what a taper or trend haircut is.
 - d. Demonstrate proper equipment used; sanitation procedures followed.
 - e. Demonstrate and describe various cutting techniques barbers use; industry terms used.
 - f. Describe how to finish up a client and prepare for your next one.

BARBER INSTRUCTOR WRITTEN EXAMINATION

A maximum of two hours and thirty minutes is allowed to complete the instructor's written examination. A minimum overall score of 75% is required to pass the instructor's written examination.

As previously stated, the instructor's written examination includes the providing of four (4) typed copies of a lesson plan on performing the tapered haircut; and four (4) typed copies of a lesson plan on performing the fashion haircut. A maximum score of 7.5 points is possible for each lesson plan.

The instructor's written examination includes a test on the Kansas Rules and Regulations consisting of 25 questions. The first 10 questions are multiple choice and the remaining 15 questions are "true" or "false". A maximum score of 25 points is possible for this test.

Additionally, the written examination includes the writing of two (2) 250 word essays. The topics of the two (2) essays will be given to you at the time of the written examination and will be chosen from the following:

1. Recognizing hair types (oily, normal, dry, etc.) and their recommended treatments.
2. Hair coloring.
3. Salon management and marketing.
4. Why you want to be a barber instructor and your opinion of what is important to teach.
5. Merchandising and retailing.
6. Sanitation relating to public health and the client's welfare.
7. Hair cutting techniques (including razor; clipper; shear and comb; etc.); their applications and purposes. Explain in full each technique.
8. Restructuring hair through permanent waving and how it works chemically.

IT IS YOUR RESPONSIBILITY TO BE ON TIME AND TO INSURE THAT YOUR MODELS ARE ALSO ON TIME.

BARBER INSTRUCTOR EXAMINATION PROCEDURES

PROCEDURAL ORDER

TAPERED CUT MODEL

1. Perform tapered haircut
2. Shave
3. Facial

FASHION CUT MODEL

1. Color Application
2. Scalp manipulation
3. Shampoo
4. Roll 3 perm rods
5. Apply perm solution and neutralizer
6. Perform fashion cut
7. Finish

BARBER INSTRUCTOR EXAM JOB AID FOR PRESENTATION DURING PRACTICAL EXAMINATION

The following job aid is provided to assist the barber instructor examinee in their preparation for the barber instructor practical examination. This job aid is merely a starting point and does not necessarily represent the only barbering techniques you will be asked to demonstrate or questions you will be asked to answer by the examiners. As a barber instructor your students expect you to be the expert in barbering and the Kansas sanitation requirements for barbers so you should be prepared to answer or demonstrate any additional aspects of barbering not covered in this job aid.

Nationwide, the barber industry holds Milady's Standard Professional Barbering as the standard for the industry. All aspects of the barber and barber instructor practical examinations as well as the Barber-Styling Theory written exam conducted by the Kansas Board of Barbering are derived from the information presented in Milady's Standard Profession Barbering textbook. In order for you to have a successful examination or for your barber students to be successful in their examination, you should be very familiar with all the information in this textbook.

- I. Show and explain barber tools**
 - A. Shear:
 - a. How to hold shear
 - b. How to operate shear
 - c. Why this technique works well
 - B. Comb:
 - a. Types
 - b. How to hold comb
 - c. Dropped combs, how to care for them
 - C. Blending Shear:
 - a. Purpose of blending shear
 - b. How to use
 - D. Clippers:
 - a. Types of clippers
 - b. How to hold a clipper
 - c. Why

TAPER CUT MODEL

II. Taper Hair Cut

- A. Set up:
 - a. Questions to ask patron
 - b. Why this is important
 - c. Describe a taper
 - d. Proper setting of clipper blade
 - e. Why is this important
 - f. Where to start taper cut
- B. Shear & Comb:
 - a. Examinee shall demonstrate the proper use and purpose of shear over comb hair cutting.
 - b. Topping the hair with shear & comb
 - c. Examinee shall demonstrate the proper use of the electric hair clipper when starting and cutting a taper hair cut.
 - i. where to start
 - ii. proper technique of clipper & comb

III. Shave

- A. Show set up:
 - a. Drape
 - b. Neck rest
- B. Towel:
 - a. Placing towel
 - b. Reason for towel
- C. Razor:
 - a. How to hold the razor
 - b. Show & name the different ways the razor is held
 - c. Explain where each stroke is used
- D. Lather:
 - a. Purpose of lather
- E. Have a picture of a shave?

IV. Massage - facial

- A. Purpose of
- B. Types:
 - a. Effleurage – a stroking movement
 - b. Petrissage – kneading movement
 - c. Friction – deep rubbing
 - d. Percussion – or tapotement – short tapping
 - e. Vibration – shaking
- C. Demonstration
- D. Show a diagram of massage

FASHION CUT MODEL

V. Hair color application summary

A. Single-process color on virgin hair

- a. Prepare the client for a chemical service.
- b. Proper draping, apply protective cream, part head into four quads.
- c. Operator prepares color formula for either bottle application or bowl and brush application.
- d. Wear protective gloves.
- e. Begin applying color in the section where color change will be greatest or where hair is most resistant. Usually at the hairline and temple area.
- f. Part the hair in ¼-inch subsection, lift the hair in your palm and apply the color to the mid-strand area. When applying stay ½ inch away from the scalp and ½ inch away from the porous ends.
- g. Process the hair to the desired result, or manufacturer's direction.
- h. Now apply color to the scalp area.
- i. Work color through to the ends of the hair.
- j. Work the color through the entire head, rinse with warm water, shampoo the hair, and condition if needed.

B. Single-process color retouch application

- a. Prepare the client for a chemical service.
- b. Proper draping, apply protective cream, part head into four quads.
- c. Operator prepares color formula for either bottle application or bowl and brush application.
- d. Wear protective gloves.
- e. Begin the color application to the new growth only, using ¼-inch partings.
- f. Complete all four quads.
- g. Time and process the color according to the manufacturer's directions.
- h. Rinse with warm water, shampoo the hair, and apply hair conditioner if needed.

VI. Scalp manipulation

- a. Scalp massage is recommended as a treatment to improve the overall health of the scalp and hair.
- b. There are six basic scalp manipulations, which should be performed in slow, continuous, rhythmic motions with even pressure.
 - i. Sliding movement. Place the fingertips of each hand at the hairline, pointing fingers upward towards the crown until fingers meet. Repeat three or four times.
 - ii. Rotate thumbs upwards movement. Use rotary movement with your thumbs at the side of the ears, moving upwards from behind the ears towards the crown. Repeat four or five times. Move fingers until they reach the hairline at the back of the neck then rotate thumb upward to the crown.

- iii. Forehead-to-crown movement. Move to the right side of the client with your hand placed at the back of the head. Use your thumb and fingers of the right hand against and over the forehead against the eyebrows. With the cushions of the fingertips of the right hand, use a sliding movement to massage the top of the head toward the crown. Keep left hand in a fixed position at the back of the head. Repeat up to six times.
- iv. Front hairline movement. Move behind the client, place your hands on each side of the head at the front hairline, and rotate fingertips three times. On the fourth rotation, apply a quick upward twist, firm enough to move the scalp. Continue this movement on the top and sides. Repeat up to four times.
- v. Rotary movements on the sides. Place the fingers of both hands below the back of each ear, rotate upwards towards the crown, then move to the back of the head, with the same rotary movement going upwards. Repeat up to five times.
- vi. Ear-to-crown movement. Place one hand on either side of the head. Keep fingers together above the ears at the hairline. Move your hands firmly upwards to the top of the head in a sliding movement. Repeat up to four times.

(Note: Please refer to Milady Standard Profession Barbering for instructions that are more detailed.)

VII. Fashion Cut

- A. Set up
- B. Shampoo:
 - a. Types of shampoos
 - b. Perform the shampoo
- C. Perm rods:
 - a. Show sizes
 - b. When to use different sized rods
 - c. Demonstrate perm procedure
- D. Fashion Cut:
 - a. Consult with patron
 - b. Where to start
 - c. Setting guide
 - d. Tools to use
 - e. Cut hair
 - f. Style hair cut

INSTRUCTOR PRACTICAL EXAM SHEET

NAME: _____

DATE: _____

COMMENTS: _____

Self Confidence	(4)	_____
Professional Conduct	(4)	_____
Sterilization	(3)	_____
Appearance	(2)	_____
Personal Hygiene	(2)	_____
Clean Hands	(2)	_____
Tools	(2)	_____
Total Points:	(19)	_____

	Lecture	Demonstration	Technical Knowledge	Total
Taper Cut	(5) _____	(5) _____	(5) _____	(15) _____
Shave	(4) _____	(4) _____	(4) _____	(12) _____
Facial	(3) _____	(3) _____	(3) _____	(9) _____
Color Application	(3) _____	(3) _____	(3) _____	(9) _____
Scalp Manipulation and Shampoo	(3) _____	(3) _____	(3) _____	(9) _____
Perm Rods	(4) _____	(4) _____	(4) _____	(12) _____
Fashion Cut and Finish	(5) _____	(5) _____	(5) _____	(15) _____
Total	(27) _____	(27) _____	(27) _____	(81) _____

PRACTICAL EXAMINATION

Total Top	(19)	_____
Total Bottom	(81)	_____
Grand Total	(100)	_____

WRITTEN EXAMINATION

Two Lesson Plans	(15)	_____
Kansas Rules and Regulations	(25)	_____
Two 250 Word Essays	(60)	_____
Grand Total	(100)	_____

BOARD MEMBER