



2011 Candidate Information Bulletin State of Connecticut Cosmetology/Barber Examination

The Connecticut Department of Public Health (the Department) sets forth licensure requirements for barbers, hairdressers and cosmeticians in the state of Connecticut. These requirements include submitting a notarized licensure application, completing at least the 8th grade or its equivalent, successfully completing an approved training course of not less than 1,500 hours of study, and passing the licensing examination.

The Department has contracted with Prometric Inc. to conduct its examination program. This bulletin is your guide to taking the Connecticut Cosmetology/Barber exam.

At a glance

The steps below summarize the process. For information about a step, go to the page listed.



To take the examination

- 1** Submit your exam registration form and fee to Prometric—Page 7.
In return, you will receive an admission letter and exam appointment.
- 2** Prepare for your exam, using this bulletin and other materials—Page 5.
- 3** Present your admission letter and required identification and take your exam—Page 3.
- 4** If you pass, submit your license application and all supporting documentation to the Department at the address below.



To get answers not provided in this bulletin

For questions about exams:

Prometric
ATTN: CT Cosmetologist/Barber Program
1260 Energy Lane, St. Paul, MN 55108
Phone: 800.280.3926
Fax: 800.347.9242

www.prometric.com/connecticut



For questions about licensing:

Connecticut Department of Public Health
Examining Board for Barbers, Hairdressers
and Cosmeticians
410 Capitol Avenue MS#12APP
Hartford, CT 06134
Phone: 860.509.7603

www.ct.gov/dph/cwp/view.asp?a=3143&q=388878

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Key

-  Overview information
-  Important note

Registering and scheduling exams

Complete the exam registration form on Page 7 and send to Prometric, along with the exam registration fee. **The exam fee is nonrefundable and nontransferable.** Complete the form carefully as missing or incorrect information can cause your registration to be rejected and returned.

When registering, you must provide your contact information, Social Security number, exam scheduling preferences and payment. Prometric treats your Social Security number as **confidential**. It is used only as an identification number in maintaining your record and reporting your grades to the Department.

Registration by mail

When registering by mail, you may pay the exam fee by including a Visa or MasterCard number, cashier's check or money order. **Personal checks and cash are not accepted.**

Registration by fax

When registering by fax, you **must** pay the exam fee by including a Visa or MasterCard number and the cardholder's signature. Fax your completed exam registration form (Page 7) to Prometric at 800.347.9242.

Exam dates and registration cutoff dates

Exams are administered in the greater Hartford area. Your admission letter will provide details about the location of your exam. Prometric must receive your registration form and fee on or before the cutoff date. No exceptions will be made to this policy. Seating is limited, so submit your registration form early.

Exam and registration cutoff dates

Cutoff	Exam
12/22/10	01/08/11
02/17/11	03/05/11
04/29/11	05/14/11
05/26/11	06/11/11
06/23/11	07/09/11
08/25/11	09/10/11
10/28/11	11/12/11

Admission letter

If your registration form and payment are received by the cutoff deadline, Prometric will send you an admission letter. The letter has the time, date and location of your exam. In order to get your admission letter as fast as possible, please provide your email address on the registration form. Prometric will then send your admission letter to that email address. If you do not have an email address, your admission letter will be sent by mail, which will take longer to arrive. You should receive your admission letter approximately five business days before the exam.

If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 800.280.3926. Be sure to notify Prometric and the Department of any change of address.



Important If you do not appear for your exam on the date and at the time shown on your admission letter, you forfeit all fees. You **must** present your admission letter to be allowed to test.

Special consideration

If a visual, physical or other special need prevents you from taking the exam under normal conditions, you may request special arrangements. Special arrangements must be made **prior** to the cutoff date. Please contact the Department for further information.

Rescheduling an appointment

Once your exam has been scheduled, you must take it on the scheduled date or you will forfeit your exam fees. In order to be scheduled for another exam date, you must reapply and submit another exam fee.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or email. However, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, you will forfeit your fee. You must then reschedule your exam and pay another full exam fee.

What to bring on exam day

Bring both the following items with you to your exam appointment:

- Your admission letter from Prometric.
- A current, valid, government-issued photo identification card with signature, (such as a driver's license, passport, state-issued identification card or military identification card).

If your name has changed since you received your admission letter, you must bring legal documents to the exam site that show your previous name and current name (e.g., divorce decree, court order, marriage license, or notarized affidavits).



Important Failure to provide appropriate identification and your admission letter at the time of the exam is considered a missed appointment. If you miss an appointment, you forfeit your fees.

Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

References

- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

Personal items

We recommend that you avoid bringing personal items to the testing center. Note the following:

- Electronic equipment— cell phones, PDAs, pagers, cameras, tape recorders, etc.—is not permitted in the testing area.

APPEALS PROCESS

- Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing center as access to purses will not be allowed during testing.

Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
- You are not allowed to use any electronic devices or phones during breaks.

Visitors

- No guests, visitors or family members are allowed in the testing area.

Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Weapons

- Weapons are not allowed at the testing center.



Important Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

If questions arise. Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

Your exam results

A score report will be sent to you within 10 business days of your exam date. Your score report will provide you with information regarding your next step in the licensure process. To ensure confidentiality, scores will **not** be disclosed over the phone or faxed.

Passing score. A score of 70 percent or above is required to pass the exam. If you pass the exam, submit your license application and all supporting documentation to the Department. You may access a license application at www.ct.gov/dph/LIB/dph/practitioner_licensing_and_investigations/plis/hairedresser/HC_AppOnly.pdf.

Be advised that passing the exam is just one component of the requirements necessary in obtaining a license. The Department has sole responsibility for making final licensing decisions.

Retake information. If you do not pass the exam, retake procedure information will be included with the score report.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
 1260 Energy Lane
 St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

Exam content outline

The **Connecticut Cosmetology/Barber Examination** is a closed-book exam that consists of 100 multiple-choice questions. You will have two hours to complete the exam.

A score of 70 percent or above is required to pass the exam. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

The outline below lists all topics covered in the exam and the approximate percentage of questions asked about each topic.

Connecticut Cosmetology/Barber Exam Content Outline

I. General Concepts - 15%

- A. Infection Control and Bacteriology
- B. Client Protection
- C. Salon Ethics
- D. Salon Management

II. Applied Anatomy - 10%

- A. Hair and Scalp
 - 1. Structure, Composition, and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions, Disorders, and Disease
 - 4. Blood Supply, Nerve, and Muscle Function
 - 5. Analysis
 - 6. Irregularities
- B. Skin
 - 1. Structure, Composition, and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions, Disorders, and Disease
 - 4. Blood Supply, Nerve, and Muscle Function
 - 5. Analysis
 - 6. Irregularities
- C. Nails
 - 1. Structure, Composition, and/or Function
 - 2. Growth and Regeneration
 - 3. Conditions, Disorders, and Disease
 - 4. Blood Supply, Nerve, and Muscle Function
 - 5. Analysis
 - 6. Irregularities

III. Physical Services- 20%

- A. Shampoo and Rinses
 - 1. Materials, Implements and Supplies
 - 2. Procedures
 - 3. Purpose and Results
 - 4. Related Chemistry
 - 5. Safety Precautions
 - 6. Types
- B. Scalp and Hair Care
 - 1. Materials, Implements and Supplies
 - 2. Procedures
 - 3. Purpose and Results
 - 4. Related Chemistry
 - 5. Safety Precautions
 - 6. Types
- C. Skin, Facials, and Temporary Hair Removal
 - 1. Materials, Implements and Supplies
 - 2. Procedures
 - 3. Purpose and Results
 - 4. Related Chemistry
 - 5. Safety Precautions
 - 6. Types
- D. Manicuring and Pedicuring
 - 1. Materials, Implements and Supplies
 - 2. Procedures
 - 3. Purpose and Results
 - 4. Related Chemistry
 - 5. Safety Precautions
 - 6. Types

EXAM CONTENT OUTLINE

IV. Chemical Services - 30%

- A. Chemical Relaxing
 - 1. Chemical Classification
 - 2. Corrective Measures
 - 3. Materials, Implements and Supplies
 - 4. Procedures
 - 5. Purpose and Results
 - 6. Related Chemistry
 - 7. Safety Precautions
 - 8. Scalp and Hair Analysis
 - 9. Special Effects
 - 10. Special Hair Problems
- B. Chemical Waving
 - 1. Chemical Classification
 - 2. Corrective Measures
 - 3. Materials, Implements and Supplies
 - 4. Procedures
 - 5. Purpose and Results
 - 6. Related Chemistry
 - 7. Safety Precautions
 - 8. Scalp and Hair Analysis
 - 9. Special Effects
 - 10. Special Hair Problems
- C. Hair Coloring
 - 1. Chemical Classification
 - 2. Corrective Measures
 - 3. Materials, Implements and Supplies
 - 4. Procedures
 - 5. Purpose and Results
 - 6. Related Chemistry
 - 7. Safety Precautions
 - 8. Scalp and Hair Analysis
 - 9. Special Effects
 - 10. Special Hair Problems
- D. Hair Lightening
 - 1. Chemical Classification
 - 2. Corrective Measures
 - 3. Materials, Implements and Supplies

- 4. Procedures
- 5. Purpose and Results
- 6. Related Chemistry
- 7. Safety Precautions
- 8. Scalp and Hair Analysis
- 9. Special Effects
- 10. Special Hair Problems

V. Hair Styling and Shaping - 25%

- A. Hair Shaping
 - 1. Materials, Implements and Supplies
 - 2. Purpose and Results
 - 3. Safety Precautions
 - 4. Techniques
- B. Hair Styling (including Curl Formation)
 - 1. Materials, Implements and Supplies
 - 2. Purpose and Results
 - 3. Safety Precautions
 - 4. Techniques
- C. Wigs and Extensions

References

The following references were used to create exam questions but are not allowed in the exam room.

1. *Milady's Standard Cosmetology*, First Edition, 2004, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.
2. *Milady's Standard Textbook of Cosmetology*, 2000 Edition, Thomson/Delmar Learning, P.O. Box 6904, Florence, KY 41022-6904, www.thomsonlearning.com.
3. *Salon Fundamentals: A Resource for Your Cosmetology Career*, First Edition, 2000, Pivot Point International, Inc., 1791 West Howard Street, Chicago, IL 60626.



Exam Registration Form for Connecticut Cosmetology/Barber Exam

Candidate Information

Last Name	First Name	Middle Name	Social Security Number ____ - ____ - ____
Street Address (including Apt. number or P.O. Box, if applicable)			Date of Birth
City	State	ZIP Code	Email Address
County	Home Phone Number (including area code) ()		
Name of School attended			Have you taken this exam before? <input type="checkbox"/> Yes <input type="checkbox"/> No

Exam Selection and Fees

Exam Title	Exam Fee	Total
Cosmetology/Barber Examination	\$60	\$
	Total Fee	\$

Exam Date Selection

Indicate your preferred test date. (Check only one.) Your admission letter will provide details about the location of your exam.

	Exam Date	Cutoff Date		Exam Date	Cutoff Date
<input type="checkbox"/>	01/08/11	12/22/10	<input type="checkbox"/>	07/09/11	06/23/11
<input type="checkbox"/>	03/05/11	02/17/11	<input type="checkbox"/>	09/10/11	08/25/11
<input type="checkbox"/>	05/14/11	04/29/11	<input type="checkbox"/>	11/12/11	10/28/11
<input type="checkbox"/>	06/11/11	05/26/11			

By signing and submitting this form, I certify that I am the candidate named above, I meet the minimum requirements to sit for the exam, I accept the conditions pertaining to registration, test administration and score reporting, and I agree to comply with all examination rules and regulations. My signature authorizes the release of my score information to my school.

Signature: _____ Date: _____

(Keep a copy of this registration form for your records.)

Payment: Fee may be paid by cashier's check, money order, MasterCard or Visa, payable to Prometric. Please put your full name on the check. **Personal checks and cash are not accepted. Fees are nonrefundable.** To pay by credit card, please complete the information below.

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Card Number	Expiration Date
Name of Cardholder (Print)		Signature of Cardholder

To register by mail, send this completed form with the appropriate fee to:
Prometric, ATTN: CT Cosmetologist/Barber Program, 1260 Energy Lane, St. Paul, MN 55108

To register by fax, send this completed form with credit card information to: 800.347.9242