

# NORTH DAKOTA STATE BOARD OF BARBER EXAMINERS

## MASTER BARBER LICENSE EXAM INSTRUCTION

*READ CAREFULLY, The Board may fail applicants who fail follow these instructions*

### **Written Examination**

The written exam is multiple-choice, true/false and essay questions. Applicants will have 2 hours to complete the written exam.

### **Practical Examination**

All applicants will provide their own models and personal tools for the practical portion of the examination. Applicants will have 2 hours to complete all portions of the practical exam. The practical exam will include: haircut, straight razor shave, facial and scalp massage, shampoo, and clean up.

#### **1. Haircut – Conventional Taper Only**

##### *Conventional Graduated Taper Haircut*

- Model's hair must not be pre-cut and must be a minimum of three in (3") long on top and a minimum of one inch (1") of hair sides before the haircut. Model may be rejected if hair is too short.
- Remove a minimum of one (1") of hair during haircut.
- A minimum of one (1") of hair must remain on top after haircut. Hair being cut too short may result in loss points or failure.
- Ears must be exposed.
- Applicants need to demonstrate all haircutting techniques: freehand, clipper-over-comb, shear-over-comb, and shear-over-finger.
- Haircut is evaluated on precision of taper, outline and overall balance. A minimum of one of inch of hair left on top is required for evaluation.
- **No Blocking, the haircut must have a graduated/faded nape line.**
- **No plastic attachments (guards), or detachable metal blades may be used or changing blade sizes.**

#### **2. Shave – Full, clean, straight razor shave is required.**

- Straight Razor "only" (**no safety razor or foil razors allowed**).
- Entirety of beard must be removed (**no mustache, go-tee, soul patches, etc**).
- Proper draping (correct use of cape and towels).
- Lather and lather machine provided (**no outside products or shaving aids allowed**).

### 3. Facial and Scalp Massage

- Perform proper massage manipulations three times repetitively,
- Proper draping (correct use of cape and towels).
- Facial Cream and Tonic provided

### 4. Shampoo

- Reclined method
- Proper draping (correct use of cape and towels).
- Shampoo, Conditioner, Shampoo Cape, and towels provided.

### 5. Clean Up

- Workstation must be cleaned after the board evaluates your barber services.
- Workstation must be checked with the Barber Board Examiners before applicants put away tools and leave the exam area.

## Model

1. Only one model allowed for the entirety of practical examination.
  - a. **To use more than model applicants must have prior approval from the Board of Barber Examiners.**
    - i. E.g., one person for a shave and facial and another person for the rest of the exam.
2. The Board of Barber Examiner reserves the right to reject models.
3. Applicants are encouraged to have a back-up model “on-call” for the examination
4. Applicants will be allowed to attempt to find a new model if needed. Time spent finding a new model is part of the two-hour practical examination. No additional time will be given if you need to search for a replacement model.
5. Models with hair too short or beard too thin or patchy to meet the practical exam requirements will be rejected.
6. The Board of Barber Examiners has the discretion to change, supply, or reject models for an applicant’s use in the practical parts of the examination to ensure the examination will be an adequate test of the applicant’s ability.
7. Models may be exchanged by the Board; their cooperation will be expected.
8. Models cannot be retired or current licensed: barbers, cosmetologists, instructors/educators, or anyone else in the field.
9. Models must have a minimum of three inches of hair on top and one inch on sides of head.
10. Models must have sufficient hair/beard on all parts of the face: sideburns, cheeks, lips, neck, etc.

## **Allowed Tools/Instruments**

Applicants must bring the following tools and equipment; they will not be provided for you.

- adjustable lever clippers “only” (no plastic attachments/guards or detachable metal blade clippers allowed)
- astringent
- blow dryer
- brushes
- cape
- cape clip
- clipper oil
- combs
- hand duster
- finisher clipper
- neck strips
- shears
- spray water bottle
- straight razor and extra blades
- styling aids
- styptic powder
- talc

## **Barber College will supply**

- Barber Chair and Backbar Station
- Towel: 3 hot and 3 dry towels will be provided (please be considerate of others and use no more than necessary).
- Hot Lather
- Facial Cream
- Tonic
- Shampoo and Conditioner

## **Exam and Barber License Fees**

- The exam application with the \$100 exam fee is **due 15 days before the exam**.
- The exam application can be found online to download at [ndbarberboard.com](http://ndbarberboard.com) and mailed to the following address:

ND Board of Barber Examiners  
Secretary Treasurer Ashley Johnson  
PO Box 1802  
Minot, ND 58702

- The exam fee and Master Barber License Fee are **separate fees**. The fees can be paid only with cash, money order, certified check, debit or credit cards. Please have all checks payable to “**ND Barber Board of Examiners**”. **No personal checks are allowed**.

## **General Information**

To qualify for the North Dakota Master Barber Licensing Exam applicants must have completed a minimum of 1500 hours of barber education and graduated from a Board approved Barber College or met the requirements for reciprocity.

Applicants should arrive 30 minutes prior to the examination for set up and approval of models. Doors will be locked, and no admittance will be allowed after the start time. Failure to show up on time will result in a forfeiture of the exam fee.

Applicants should be dressed in a clean and professional manner: no jeans, no shorts, no sweatpants, no leggings, no hats, no open toe shoes, no dirty, torn or ill-fitting clothing. Failure to dress appropriately may result in point deductions and possible failure.

Applicants are required to bring their own kit with sufficient tools and supplies in a sanitary working order.

All sanitation and disease control procedures must be followed during the examination. Failure to follow appropriate sanitation and disease control procedures will result in point deductions and possible failure.

All electronic devices (phones, cameras, recorders) must be turned off and put away at all times.

No study tools, materials, or diagrams allowed in either examination area.

No conversation is allowed between barber applicants. Feel free to speak candidly with your model.

Only one model will be allowed for the entirety of the exam.

Only the applicant, his or her model(s), and the barber examiners will be admitted in the exam area. No family members, barber instructors, or students will be allowed in the exam area. Although we encourage support, please refrain from bring your friends and family to the examination, leave the celebratory events till after the examination. The licensing exam is not a graduation ceremony.

Applicants will have 2 hours to complete the practical services portion of the exam including haircut, shave, facial, scalp massage, shampoo, and clean up. Applicants need to be done with all services and off the examination floor by the end of two hours. Running out of time will result in point deduction and potential exam failure.

Applicants are required to check in with a barber examiner at the completion of each step of the practical examination before they proceed to the next step.

Applicants will have an additional 2 hours for the written examination.

To pass the examination applicants must score 75% or more on both the Written and Practical portions of the test.

Master Barber Licensing Exams will be held 4 times a year in the months of January, April, July, and October unless otherwise note by the Board of Barber Examiners.