

BARBER INSTRUCTOR EXAMINATION

Candidate Information Bulletin



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EXAMINATION APPLICATION PROCEDURES

APPLICATION REQUIREMENTS

Applicants for the barber instructor exam must meet the following requirements to be eligible to apply for the examination:

- Must be a graduate of an approved high school, or its equivalent, as determined by examination by the Department of Education.
- Must successfully complete vocational instructor training from a board-approved program or accredited college or university program that includes the following courses or their equivalents as determined by the board:
 - Introduction to career and technical education training
 - Philosophy and practice of career and technical education
 - Course development for career and technical education
 - Instructional methods for career and technical education
 - Human relations
- Is currently a registered barber and has at least three years of experience as a registered barber in this state, or its equivalent in another state or jurisdiction as determined by the board.

HOW TO APPLY

An examination application may be obtained by using the following information:

- Call the board office at (651) 201-2820
- Website: <https://mn.gov/boards/barber-examiners/apps/>
- Send an e-mail to: bbe.board@state.mn.us



WHEN TO APPLY

Examination dates are scheduled during the last regular board meeting of each year. All examination dates are then posted on the bottom of the board's homepage.

An application must be filed with the board no later than the 20th day of the month preceding the month in which the examination is to be given.

EXAMINATION ACCOMMODATIONS

If you require an accommodation for an examination, please contact the board office by calling 651-201-2820. The board will ensure an accommodation is provided to meet your needs.

FINAL EXAM INSTRUCTIONS

After successful application, applicants will receive an e-mail from the board office with final examination instructions. Applicants will receive this e-mail after the deadline for application has passed, usually in the last week of the month preceding the month in which the examination is to be given. This e-mail will contain examination times, locations and other relevant instructions.

RESCHEDULING AN EXAMINATION

You may reschedule an examination without forfeiting your fee if you provide notice before the scheduled examination date. Contact the board office by calling 651-201-2820 to reschedule your examination date. If board staff are not available, leave a voicemail message. We consider a voicemail message as sufficient notice. Alternatively, you may e-mail the board office at the following e-mail address to give notice: bbe.board@state.mn.us

LOSING YOUR EXAMINATION FEE

Under the following circumstances, your application will be canceled, and your examination fee will be forfeit, if you:

- Do not reschedule your examination by providing notice before the scheduled examination date.
- Do not appear for the examination.
- Arrive after your scheduled examination start time.
- Do not present proper identification when you arrive for the examination.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

If an emergency or severe weather forces the closure of the examination site on a scheduled examination date, your examination will be rescheduled. Board staff will attempt to contact you in this situation. You may check the status of your examination schedule by calling (651) 201-2820. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

EXAMINATION CHECK-IN AND SECURITY PROCEDURES

THE EXAMINATION CHECK-IN PROCESS

On the day of the examination, you should arrive at the time and location specified on your examination instruction e-mail. This will allow time for check-in and identification verification. You must provide identification. The identification must be a VALID form of government-issued ID, such as a passport book, driver's license, or state ID.

SECURITY PROCEDURES FOR WRITTEN COMPONENTS

The following examination protocols apply during the written portions of the examination. The board may pause or terminate an examination at any time. Failure to follow the examination protocol may result in the disqualification of examination results.

The following items are prohibited:

- Reference materials of any kind.
- Electronic devices of any type, including but not limited to; cell phones, cameras, computers, tablets, earbuds, electronic games, electronic watches, calculators, headsets, mobile devices, music players, pagers, radios, recording devices, smart watches, etc.
- Hats or headgear not worn for religious reasons or as religious apparel, including baseball caps or visors.
- Bulky or loose clothing or coats including but not limited to, open sweaters, cardigans, shawls, scarves, vests, jackets and coats. In the event you are asked to remove bulky or loose outerwear, ensure that you are wearing appropriate attire underneath.
- Other personal items, including but not limited to; backpacks, briefcases, chewing gum, drinks, food, good luck items, notebooks, paper or other materials on which to write, pens, pencils or other writing devices, purses, reading material, smoking or chewing products, wallets, etc.

The following behaviors are prohibited:

- Giving or receiving assistance on the examination.
- Copying or communicating examination content.
- Using outside references or resources during an exam.
- Engaging in disruptive behavior during check-in or during an exam.
- Engaging in prohibited behavior during an exam, such as:
 - Reading questions out loud.
 - Leaving the room without proctor approval.
 - Using any electronic communication.
 - Capturing a picture or video of exam items.

- Attempting to use an electronic device.
- Changing spaces during the exam without proctor approval.

Any examinee found receiving or giving assistance on an examination, found with a prohibited item, displaying prohibited behavior, or violating any other exam security procedure, will have their examination terminated and be asked to surrender all examination materials.

SECURITY PROCEDURES FOR PRACTICAL COMPONENT

The following examination protocols apply during the practical portion of the barber instructor examination. The protocols from the written portion apply for the practical portion, with the following exceptions:

- You may have in your possession a copy of the reference materials you will be providing to the board members in the form of lesson plans and student materials.
- You may be in possession of relevant personal items to use as visual aids during your lecture and demonstration to the board members.
- You may engage in conversation with the examiners, so long as it is in a context that is relevant to the lecture and demonstration.
- If you wish to use technology for the practical component, you must contact the board at least two weeks prior to the examination to confirm that the technology is available and compatible with the testing facility.

CONTENTS OF THE EXAMINATION

The barber instructor examination consists of the following three components:

- Minnesota Law and Rule Written Examination
- Practical Examination – Lecture and Demonstration
- National Instructor Theory Examination – (developed by NIC)

Candidates must receive a score of at least 70 on each component, with an overall average score of at least 75 on all components to receive a passing score on the examination. If any part of the examination is failed, the entire examination must be retaken.

MINNESOTA LAW AND RULE WRITTEN EXAMINATION COMPONENT

The Minnesota law and rule written examination component consists of 50 questions, and you will have 60 minutes to complete the examination. This examination is CLOSED BOOK.

Use the following outline as a guide for a pre-examination review of the reference material. The outline lists the topics that are on the examination and the percentage of questions for each topic. Familiarize yourself with the topics before scheduling your examination.

LAW AND RULE WRITTEN COMPONENT OUTLINE	
General Information (6%)	MN Statute or Rule
Board Member Requirements	154.001
Scope of Practice for Barbering	154.02
Definitions	2100
Practice Requirements (8%)	
Infection Control Requirements	2100.8000, 2100.8100, 2100.8200
Licensing (38%)	
Services Offered in a Barber Shop	154.01
Requirements for Obtaining Registration	154.05, 154.065, 2100.6000
Examination Rules/Requirements	154.05, 2100.2500, 2100.2900, 2100.3000, 2100.3100, 2100.4100
Maintaining Registrations	154.15
Barber Schools (34%)	
Barber School Operational Requirements	154.07, 2100.5100, 2100.5700 Subp.3, 2100.6100, 2100.6200, 2100.7600
Barber School Licensing Requirements	154.07, 2100.5500, 2100.5700 Subp.1 & 2, 2100.6600
Enforcement (14%)	
Enforcement, Violations and Penalties	154.07 Subd 6, 154.162, 154.19(a) & (b), 2100.8700, 2100.8800
Inspections	2100.9000

This examination outline has been prepared and is periodically reviewed by subject matter experts in practice, instruction and regulatory issues. The outline identifies areas of importance for licensees to perform their duties to the public in a competent and legally responsible manner.

REFERENCE LIST FOR LAW AND RULE WRITTEN COMPONENT

The reference materials listed below were used to prepare the questions for the Minnesota law and rule written component of the examination.

- Minnesota Statutes Chapter 154: <https://www.revisor.mn.gov/statutes/cite/154/pdf>
- Minnesota Rules Chapter 2100: <https://www.revisor.mn.gov/rules/2100/>

STATUTES - CHAPTER 154



RULES - CHAPTER 2100



BARBER INSTRUCTOR PRACTICAL COMPONENT

The barber instructor practical component is designed to assess your lesson development, teaching and lecture skills. To prepare for the practical component of the barber instructor examination, you must:

- Choose a topic;
- Develop an original lesson plan;
- Develop original student handouts; and
- Prepare a 10-minute lecture that includes a demonstration.

CHOOSING A TOPIC

You must choose a topic for your lecture and demonstration. Choose a topic that is narrow enough to be completed in a 10-minute lecture and demonstration. For example, it may not be possible to complete a lecture and demonstration in 10 minutes on “shaving”, but there are many individual procedures within “shaving the neck and face” that you can break down and complete in a 10-minute time period.

The chosen topic must be related to one of the following categories:

- Shaving the face or neck;
- Trimming the beard;
- Cleaning, conditioning, cutting, coloring, shaping or straightening the hair;
- Giving a facial and scalp massage;
- Shampooing the hair or applying hair tonics;
- Applying cosmetic preparations, antiseptics, powders, oils, clays or lotions to the hair, scalp face, or neck.
- A sanitation procedure.
- The blood spill procedure.

DEVELOP AN ORIGINAL LESSON PLAN AND STUDENT HANDOUT

Using the chosen topic, develop an original lesson plan and corresponding student handout.

- The lesson plan and student handout must be typed and not handwritten.
- Any document that is not your original work may be considered plagiarism.
- You must bring six (6) copies of each document to your examination.
- Your lesson plan and student handout will be assessed as part of the examination.

DEVELOP A LECTURE THAT INCLUDES A DEMONSTRATION

Develop a 10-minute lecture that includes a demonstration. Read the following instructions carefully so that you will be properly prepared for the examination.

- You will furnish each examiner with one (1) copy of your lesson plan and one (1) copy of your student handout. You may retain a copy of each for your lecture.
- You will need to furnish all equipment and supplies needed for your lecture, including a mannequin if one is needed. You may not use a live model.
- Any equipment and supplies that are used during the lecture must be clean and sanitary.
- During your lecture, you must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public.
- Only mock chemicals may be used in the lecture. Mock chemicals must be properly labeled as if they were the actual chemical. Manufacturer labels are acceptable.
- Your lecture will be assessed upon the criteria listed in the lecture and demonstration rating criteria of this bulletin.

SUPPLIES AND EQUIPMENT PROVIDED BY APPLICANT

You will be responsible for bringing the following supplies. Required supplies include:

- (6) Lesson plans for lecture. (5 copies for examiners, 1 copy for examinee)
- (6) Student handouts. (5 copies for examiners, 1 copy for examinee)
- Visual aids for use during the lecture. They must be clean and sanitized.
- Dry-erase markers if a whiteboard/tripod will be used.
- Applicants wishing to use technology during their demonstration must contact the board at least two weeks prior to the examination to confirm that the technology they intend to use is available and compatible with the testing facility.

SUPPLIES AND EQUIPMENT PROVIDED BY EXAMINERS

The following supplies and equipment will be supplied by the examiners:

- Table/workstation for setup.
- A standalone tripod/whiteboard (28 inch by 42 inch).

LESSON PLAN RATING CRITERIA

The lesson plan must include the following: (16 total points)

- A list of appropriate instructional materials, equipment and supplies needed for the lesson. (2)
- What prior knowledge the student will need prior to the lesson. (2)
- A description of what the objective of the lesson is, and what the student will be able to do as a result of the lesson. (2)

- A description of the motivation for learning this topic. (2)
- A list of major topics to be presented and the key points of each topic. (2)
- A plan for summarizing and reviewing the lesson with the students. (2)
- A plan for assessment and follow up with students, to determine if they have achieved the lesson plan objectives. (2)
- A list of references was provided from which the lesson plan was developed. (2)

STUDENT HANDOUT RATING CRITERIA

The student handout must include the following: (4 total points)

- The handout added value and reinforced the lesson lecture. (2)
- The handout assisted the student in recognizing the lecture's key points. (2)

LECTURE AND DEMONSTRATION RATING CRITERIA

The lecture and demonstration rating criteria are as follows: (80 total points)

- The greeting includes the subject, topic and learning objectives. (2)
- The motivation creates interest in the subject/topic. (3)
- The presenter is well groomed and professionally attired. (3)
- The presenter speaks clearly with varying tones using professional terminology and can be heard. (6)
- The presenter describes the procedures as they are being demonstrated. (6)
- The ideas and concepts are clearly and concisely presented. (6)
- The ideas and concepts are explained effectively. (6)
- The presenter made use of the student handout that was provided. (6)
- The presenter referred to the lesson plan but did not read it directly. (6)
- The presenter made eye contact with all students. (6)
- The presenter demonstrated the use of visual aids/implements/equipment so that all students could see. (6)
- The presenter provided opportunities for student engagement. (6)
- The presenter summarized the key ideas and concepts of the lesson. (3)
- The presenter gave a follow-up assignment to reinforce the information learned. (3)
- The presenter followed proper sanitation procedures for the topic demonstrated. (6)
- The presenter showed proper technique for the topic demonstrated. (6)

BARBER INSTRUCTOR PRACTICAL COMPONENT REFERENCE LIST

This list provides the references used to develop and support the content covered in the practical component of the barber instructor examination.

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NATIONAL INSTRUCTOR THEORY EXAMINATION (NIC)

The candidate Information bulletin (CIB) for the national instructor theory examination component is developed and maintained by the National-Interstate Council of State Boards of Cosmetology (NIC). You may obtain a copy of the CIB by following the directions below.

- Visit their website at: https://apps.provexam.online/sample-apps/cib_selection_app/



- Search for the CIB by using the following terms:
 - INSTRUCTOR (NOT barber)
 - THEORY
 - ENGLISH (or relevant language)
- The title of the CIB should be: NATIONAL INSTRUCTOR THEORY EXAMINATION CIB
- Call the board office at 651-201-2820 if you need help locating this document.