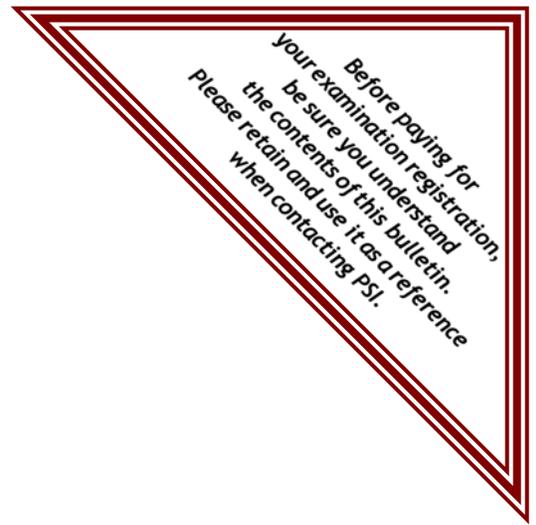




PSI Services LLC
 3210 E Tropicana
 Las Vegas, NV 89121
 www.psiexams.com



TENNESSEE BOARD OF BARBER EXAMINERS



BARBER INSTRUCTOR EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com.

EXAMINATIONS BY PSI Services LLC

This Candidate Information Bulletin provides you with information about the examination and application process for a Barber Instructor licensee in the State of Tennessee.

The Board of Barber Examiners has contracted with PSI to conduct the examination program. PSI provides examinations through a network of computer examination centers in Tennessee. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

CONTACT INFORMATION

You must be approved to take the examination by PSI. You will need to mail the license application (found on page 12) and required documentation to:

PSI Services LLC
3210 E Tropicana
Attn: TN COS
Las Vegas, NV 89121
(800) 733-9267 Fax (702) 932-2666
www.psiexams.com

Once approved you will receive an email approval postcard with instructions for paying and scheduling for the examination. APPLICATIONS THAT ARE INCOMPLETE OR DO NOT HAVE THE REQUIRED REQUESTED DOCUMENTATION WILL NOT BE PROCESSED. YOU WILL BE NOTIFIED, VIA MAIL, WHAT IS MISSING.

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee.

Note: You must pass the Barber Instructor Theory Portion of the examination before you can pay the fee and schedule the Barber Instructor Practical Portion. You have 3 years to pass both portions to qualify for a license. Once you pass both portions, you have 6 months to apply for licensure.

The Barber Instructor Theory Portions and the Barber Instructor Practical Portions may not be administered at the same locations. Please verify each address listed in this Bulletin.

Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

EXAMINATION FEES

Barber Instructor Theory Portion only	\$ 70
Barber Instructor Practical Portion only	\$ 70
Barber Instructor Reinstatement Portion only	\$ 70

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. To register over the Internet, candidates will need to have a valid MasterCard or Visa. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. To register by Internet, complete the steps below:

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the Board has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
2. You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

FAX REGISTRATION

For fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination at (800) 733-9267.

STANDARD MAIL REGISTRATION

Complete the Examination Registration Form found in this Candidate Information Bulletin. BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by VISA, MasterCard, money order, or cashier's check. Money orders or cashier's checks must be made payable to PSI. Print your social security number on your check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, AND PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow 7 business days to process your registration before scheduling your examination at (800) 733-9267.

TELEPHONE REGISTRATION

For telephone registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be



prepared with all of the information needed to register by telephone.

1. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 8:00 a.m. and 7:00 p.m., Central Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that are most convenient for you. To schedule your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 8:00 a.m. and 7:00 p.m., Central Time. If space is available in the examination site of your choice, you may schedule the theory portion 1 day prior to your choice of examination date, and the practical portion 7 days prior to your choice of examination date, up to 4:00 p.m. PT (6:00 p.m. CT) if you have passed the theory portion. Please be prepared to offer alternate examination appointment choices.

Note: You must pass the Barber Instructor Theory Portion of the examination before you can schedule the Barber Instructor Practical Portion.

CANCELLING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date for Barber Instructor Theory and 10 days before the scheduled examination date for Barber Instructor Practical*. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment. There will be a fee of \$25 to reschedule your examination.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated registration system, or call PSI and speak to a Customer Service Representative.

SCHEDULING A RE-EXAMINATION

In order to re-test, you must re-register following the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, by telephone, by fax, or by mail. Once registered, you can schedule your re-examination.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you (or your model):

- Do not cancel your appointment 2 days before the scheduled examination date for Barber Instructor Theory or cancel your appointment 10 days before the scheduled examination date for Barber Instructor Practical.
- Do not appear for your examination appointment.
- Arrive after the examination start time.
- Do not present proper identification when you arrive for the examination.
- Do not present valid eligibility document(s) when you arrive for the examination.
- Are not dressed appropriately for the practical portion.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should make a request for alternative arrangements with PSI. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and must include supporting documentation on official letterhead from a licensed professional.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or an emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state. If you elect not to disclose your social security number to PSI, please enclose a separate letter explaining this with your Examination Registration Form. However, you **must** provide it to the state.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or call 800-733-9267.



EXAMINATION REVIEW

PSI, in cooperation with the Board of Barber Examiners, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be given in written form to the examination proctor at the end of the examination or entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. **This is the only review of the Theory examination available to candidates. There is NO review process for the Practical portion of the exam.**

EXAMINATION SITE LOCATIONS FOR BARBER INSTRUCTOR THEORY AND LAW PORTIONS

The Barber Instructor Theory and Law examinations are administered at the examination centers listed below:

Chattanooga
6918 Shallowford Rd., Suite 314
Chattanooga, TN 37421

Take I-24 thru Chattanooga. Merge onto I-75 N (toward Knoxville). Take Exit #5 - Shallowford Rd. Turn Left onto Shallowford. The office is on the left.

Jackson
368 North Parkway, #3
Jackson, TN 38305

From I-40, Exit 80A onto South 45 Bypass. Third Signal light is North Parkway. Go left onto North Parkway and then go right into the first driveway on your right.

From the South, take Bypass 45 North to North Parkway and go right onto North Parkway and right into first driveway on the right.

North Parkway is also known as Business Route 412. Coming from the east on 412, turn left into last driveway on the left. Coming from the West on North Parkway, turn right into the first driveway on the right, after crossing the 45 Bypass. PSI is directly across the street (North Parkway) from the China Palace Buffet.

Johnson City
904 Sunset Drive, Suite 7A
Johnson City, TN 37604

Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

Knoxville
308 North Peters Rd., Ste 205
Knoxville, TN 37922

From East Knoxville

I-40 West (I-75 South) to exit #378A (Cedar Bluff). Take a left upon exiting (under freeway). Take a right on N Peters Rd at the second traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

*From West Knoxville (Farragut or anywhere west of Knoxville)
I-40 East (I-75 North) to exit #378A (Cedar Bluff). Take a right onto Cedar Bluff Rd. Take a right on N Peters Rd. at the first traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.*

From North Knoxville

I-275 South to I-40 West I-40 West (I-75 South) to exit #378A (Cedar Bluff). Take a left upon exiting (under freeway). Take a right on N Peters Rd at the second traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

From Kingston Pike

Head west on Kingston. Take a right at Cedar Bluff Rd. Take a left on N Peters Rd. at the first traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

Memphis
Apple Tree Center
6099 Mt. Moriah Extended, Suite 17
Memphis, TN 38115

Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).

Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.

Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.

For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).

Nashville
The Oaks
1100 Kermit, Suite 103
Nashville, TN 37217

From I-40 East, take exit onto I-24 (Exit 213-A). Take Murfreesboro Road at the first exit (Exit 52). Stay in the right lane on the ramp, as the exit appears while you are still in the curve. On Murfreesboro, stay in the left lane. Turn left onto Kermit St when there is a McDonald's on your right. PSI is in the first building on your left.



REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification, and provides time to familiarize yourself with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

EXAMINATION SITE LOCATIONS FOR BARBER INSTRUCTOR PRACTICAL PORTION

The Barber Instructor Practical Portion is administered at the examination centers listed below:

PSI Memphis
Apple Tree Center
6099 Mt. Moriah Extended, Suite 26
Memphis, TN 38115

Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).

Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.

Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.

For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).

PSI Nashville
Corporate Park, Bldg. B
444 Metroplex Dr., Suite B100
Nashville, TN 37211

From I-24 East, take the TN-255N exit. Turn left onto Harding Pl. Turn left onto Metroplex Dr.

PSI Knoxville
9050 Executive Park Dr., Suite 206B
Knoxville, TN 37923

Traveling I-40/I-75 West Bound, take exit #378 (Cedar Bluff Rd.) Then take exit #378B (Executive Park Dr.). At the red light turn right onto Executive Park Dr. Turn right into 9050 on the right (Financial Plaza).

Traveling I-40/I-75 East Bound, take exit # 378 (Cedar Bluff Rd.) At the end of the ramp, at the red light, turn left onto Cedar Bluff Rd. At the 2nd light turn right onto Executive Park Dr. Go past the 1st red light and turn into 9050 on the right (Financial Plaza).

The suite is in the back of the building.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

Additional requirements for the Barber Instructor Practical Portion ONLY:

Each model must provide identification as indicated above for candidates.

Candidates are required to wear a smock, shirt, and long pants (no jeans). (Aprons do NOT substitute for smocks.) All identifying marks on candidates' attire and supplies such as school logos must be covered before entering the testing facility. All candidates must wear closed-toe shoes.

SECURITY PROCEDURES

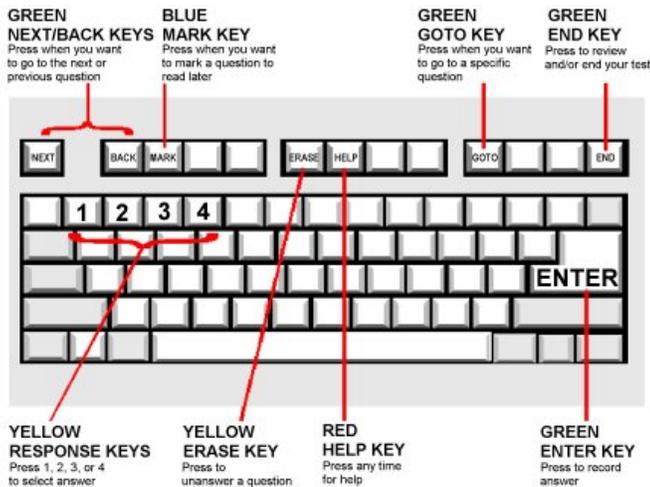
The following security procedures will apply during the examination:

- Cell phones, pagers, electronic devices, and children are not allowed at the examination site.
- NO personal items are to enter the testing center. PSI will NOT be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- You may NOT bring any written notes, task lines, or candidate information bulletins into the examination site, nor may you refer to them during the examination.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed at the examination site.
- Copying or communicating examination content is a violation of PSI security policy and Tennessee State Law. Either one may result in the disqualification of examination results and may lead to legal action.
- If you are caught cheating on the exam, you will automatically fail the exam, and you will have to pay to retake the exam.



BARBER INSTRUCTOR THEORY AND LAW PORTIONS

You will be taking the PSI Barber Instructor Theory or Law portion by computer. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semi-private testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. Or you may simply click on the box to the left of your answer with the mouse. You should then press "ENTER" to record your answer (or click on Next with the mouse) and move on to the next question. A sample question display follows:



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out or you have not ended your examination.

PRETEST ITEMS

In addition to the number of examination items specified, a small number of "pretest" questions (5-10) may be administered to candidates during each examination portion. These questions will not be scored and the time taken to answer them will not count toward examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

BARBER INSTRUCTOR THEORY PORTION

CONTENT OUTLINE

The examination content outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in barbering practice, instruction, and regulatory issues. The examination content outline identifies areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of reference material. The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics on the outline.

The examination consists of 60 questions and you will have 1 hour and 30 minutes.

- I. Educator-Student Relationship (10%; 6 questions)
 - a. Learning Styles and Types of Learners
 - b. Feedback
 - c. Learning Conditions
- II. Curriculum Development (10%; 6 questions)
 - a. Lesson Plans
 - b. Course Content
- III. Teaching Methods (25%; 15 questions)
 - a. Demonstrations and Implements/Equipment Used for Instruction

- b. Student Motivation and Maintaining Student Interest
- c. Educational Environment
- d. Teacher Characteristics and Teaching Styles

IV. Student Evaluation and Testing Methods (15%; 10 questions)

- a. Developing Tests
- b. Grading Methods

V. Classroom Management (10%; 6 questions)

- a. Safety
- b. Discipline

VI. Licensing (30%; 17 questions)

- a. Meeting Licensure Requirements/Licensed Duties
- b. Renewal
- c. Board Responsibilities and Disciplinary Actions
- d. Displaying the License
- e. Shop Manager and Barber School Manager Responsibilities
- f. Change of Address

REFERENCE LIST

This examination is CLOSED BOOK.

The reference materials listed below were used to prepare the questions for this examination.

Milady's Master Educator Student Course Book, 2009. Volume One, Chapters 2, 3, 4, 5, 6, 7, 8, and 9; Volume Two Chapters 1, 2, 7, and 9. Delmar Publishing/Thomson Learning, P.O. Box 6904, Florence, KY 41022. (800) 347-7707. www.delmarlearning.com.

Rules of the Tennessee Board of Barber Examiners, Chapter 0200: Rules of the Barber Board. 2004. Department of Commerce and Insurance, (615)741-6007, <http://www.state.tn.us/sos/rules/0200/0200-01.pdf>.

Tennessee Code Title 62 -Professions, Businesses and Trades, Chapter 3. 2005. Tennessee Code Commission, <http://198.187.128.12/tennessee/lpext.dll?f=templates&fn=fs-main.htm&2.0>.

BARBER INSTRUCTOR LAW EXAMINATION

Individuals who are under the age of 65 and would like to activate a retired license must take the law and practical portions. Individuals with licenses that have expired for 3 years or more must take the law and practical portions for reinstatement of their licenses. With Board approval, individuals who are licensed in another state and would like to obtain a Tennessee license must also take the law and practical portions.

CONTENT OUTLINE

The following content outline lists the topics that are on the examination and the number of questions for each topic. Do

not schedule your examination until you are familiar with the topics in the outline.

The examination consists of 25 questions and you will have 40 minutes.

I. Licensing and Regulations (100%; 25 questions)

- a. Meeting Licensure Requirements/Licensed Duties
- b. Renewal
- c. Board Responsibilities and Disciplinary Actions
- d. Displaying the License
- e. Shop Manager and Barber School Manager Responsibilities
- f. Change of Address

REFERENCE LIST

This examination is CLOSED BOOK.

The reference materials listed below were used to prepare the questions for this examination.

Rules of the Tennessee Board of Barber Examiners, Chapter 0200: Rules of the Barber Board. 2004. Department of Commerce and Insurance, (615)741-6007, <http://www.state.tn.us/sos/rules/0200/0200-01.pdf>.

Tennessee Code Title 62 -Professions, Businesses and Trades, Chapter 3. 2005. Tennessee Code Commission, <http://198.187.128.12/tennessee/lpext.dll?f=templates&fn=fs-main.htm&2.0>.

BARBER INSTRUCTOR THEORY AND LAW SCORE REPORTING

You must score at least 70 percent to pass the examination.

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your results will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.



BARBER INSTRUCTOR PRACTICAL EXAMINATION

For practical examination questions or concerns, please email barber@psionline.com.

Read the following instructions carefully so that you will be properly prepared for the examination.

- You will be notified of your lesson topic 2-3 weeks prior to the test date over the phone or by mail. The topic will be randomly selected from one of the following options: 1) Entry Level Virgin Haircoloring, 2) Entry Level Retouch Haircoloring, 3) Entry Level Haircutting, 4) Entry Level Permanent Waving with Standard Rolling, or 5) Mock Shaving.
- You may choose to bring a live MALE model or a mannequin. If you choose to bring a model, it is your responsibility to appear at the Practical examination with a model who is at least 16 years of age. The model CANNOT be a student, operator, instructor, owner or manager in the field of barbering. Models may not have any past or current training in barbering. This includes training in Tennessee or any other state. **Note: each model must provide the same identification as the test candidate, (see page 5 for Required Identification for admittance to the test).**
- Your model must bring a signed parental consent form with them if they are under 18 years of age.
- Your model must be present with you at the time specified on the Admission Notice.
- Models must be appropriate for examination purposes. The model must be informed and must agree to submit to all operations of the Barber Instructor practical exam. It is mandatory that the model signs a release form at the test site attesting to his understanding of the services to be performed. If your model does not sign, it may affect your testing session. Please make sure that your model reads and understands this *Bulletin* and the services to be performed. Models may not actively participate in any way during the examination. You may only speak to your model in order to provide directions.
- Models must leave the testing center once they have finished participating.
- A proctor will be monitoring the time during the examination. Candidates MUST combine lecture and demonstration. The combined lecture and demonstration must last for at least 30 minutes, not to exceed 1 hour. Candidates will fail the examination if their lecture and demonstration combined do not last at least 30 minutes.
- During the Practical examination, you must follow all appropriate rules for patron protection that will ensure the health, safety, and welfare of the public.
- Candidates are NOT allowed to use personal timers during the examination.
- Candidates MUST use mock products and mock chemicals for the following procedures:
 - Virgin haircoloring
 - Retouch haircoloring
 - Basic permanent waving with standard rolling
- The lesson plans, handout(s), and sample exam must NOT be copied directly from a textbook or other reference source. Otherwise, a failing grade may be assigned for

the scored elements associated with that section of the examination.

- Please label each assignment you submit

KITS/SUPPLIES AND EQUIPMENT

You are responsible for bringing your own supplies below. Please label each assignment you submit (e.g., "Handout," or "Sample Exam")

- 1) Lesson plan for lecture and demonstration (combined) (1 copy to examiner, 1 copy for candidate)
- 2) Handout for lecture (1 copy for examiner, 1 copy for candidate)
- 3) Sample exam of five questions with at least 2 different question types and correct answers indicated (1 copy for examiner, 1 copy for candidate)
- 4) Tools and supplies needed for demonstration
- 5) Blood spill kit (including: latex gloves, bandages, two labeled baggies for hazardous waste, antiseptic, cotton, styptic powder)

ITEMS SUPPLIED BY TESTING VENDOR

- Table with ledge for attaching mannequin stand and placing materials
- Chair for rater
- Water facility
- Covered trash can
- Wall clock
- Mannequin Stand

BARBER INSTRUCTOR PRACTICAL PORTION RATING CRITERIA

The following information will be used by examiners to grade your performance during the practical portion:

Note: The lecture/demonstration topic will be assigned randomly from one of the following: 1) Virgin Haircoloring, 2) Retouch Haircoloring 3) Haircutting, 4) Basic permanent waving with standard rolling, or 5) Shaving.

- Turn in 1 copy of lesson plan (for lecture/demonstration) (at the beginning of the examination)
- Turn in 1 copy of handout for lecture (at the beginning of the examination)
- Turn in 1 copy of sample exam with five questions (including at least 2 different question types) with correct answers indicated (at the beginning of the examination)
- Pre-Exam Set Up and Disinfection (10 minutes to set-up what is needed for lecture and demonstration)
- Lecture and Demonstration (at least 30 minutes combined, not to exceed 1 hour)
- Candidates MUST bring all supplies for their lesson plan and demonstration with them
- CANDIDATES ARE EXPECTED TO CREATE THEIR OWN LESSON PLANS**

LESSON PLAN FOR LECTURE AND DEMONSTRATION (Handed in at the beginning of the examination)

1 point each:

- 1) Includes objectives that are clear and reflect the important aspects of the lesson
- 2) Includes objectives that reflect safety, sanitation, and penalties set by state law
- 3) Allocates an appropriate amount of time for each topic
- 4) Includes instructional aids and materials
- 5) Includes all reference materials
- 6) Includes oral presentation notes
- 7) Includes demonstration presentation notes
- 8) Includes relevant key questions to ask students about verbal presentation
- 9) Includes relevant key questions to ask students about demonstration
- 10) Includes a concise summary covering lecture and demonstration
- 11) Includes written or reading assignments for students to complete
- 12) Includes practical/hands-on assignments for students to complete

HANDOUT FOR LECTURE (Handed in at the beginning of the examination)

1 point each:

- 1) Includes content that reflects the lesson objectives
- 2) Includes content that increases student attention and interest
- 3) Includes content that increases student comprehension
- 4) Includes content that presents ideas clearly

SAMPLE EXAM (Handed in at the beginning of the examination)

1 point each:

- 1) Includes content that reflects the lesson objectives
- 2) Weights content appropriately
- 3) Indicates correct answers to the questions
- 4) Contains at least two different question types
- 5) Includes at least five questions

**PRE-EXAM SET UP AND DISINFECTION
(10 minutes)**

1 point each:

- 1) Implements and supplies are clean and bags are labeled as pre-sanitized in English ONLY
- 2) Disinfects work surfaces with approved EPA-registered disinfectant
- 3) Ensures all containers remain closed when not in use
- 4) Kit must remain closed
- 5) Removes products from containers without contamination
- 6) Disposes of waste material using a trash bag

**LECTURE AND DEMONSTRATION
(At least 30 minutes combined, not to exceed 1 hour)**

2 points each:

- 1) Uses effective opening lines to introduce topics
- 2) Presents accurate description of procedures
- 3) Demonstrates procedure according to description
- 4) Demonstrates use of implements and equipment safely and effectively
- 5) Presents ideas clearly and concisely
- 6) Refers to notes but does not read directly
- 7) Explains key ideas and concepts effectively, while maintaining eye contact with all students
- 8) Makes use of handout
- 9) Selects key ideas and concepts consistent with skills and knowledge of students
- 10) Demonstrates topics and skills appropriate for students
- 11) Creates positive motivational circumstances for student learning and provides opportunities for participation
- 12) Emphasizes key concepts of sanitation and disinfection
- 13) Summarizes key ideas and concepts effectively

Time for complete practical: 30 minutes to 1 hour

SCORING PROCEDURE

The passing score for the entire practical portion is 70%.

- Based on the number of tasks for each practical component, the following are the weights:

Practical Component	Weight
Lesson Plan for Lecture/Demonstration	22%
Handout for Lecture	8%
Sample Exam	9%
Pre-exam Set Up and Disinfection	13%
Lecture/Demonstration	48%
TOTAL	100%

TENNESSEE BARBER EXPOSURE INCIDENT (BLOOD SPILL) PROCEDURES

CANDIDATE SUSTAINS EXPOSURE INCIDENT:

1. Candidate MUST immediately stop the service.
2. Stop the bleeding by applying pressure to the area with a clean absorbent material (Cotton ball or piece of gauze)
3. Bring your Exposure Incident (Blood Spill) Kit to the Exposure Incident (Blood Spill) procedure area/workstation.
4. When the bleeding has stopped, clean the injured area with an antiseptic wipe
5. Bandage the cut with an adhesive bandage to completely cover cut
6. Cover bandaged cut with finger cot / glove
7. Using disinfectant clean Exposure Incident (Blood Spill) procedure area/workstation
8. Double bag soiled materials such as wipes or cotton balls and any contaminated items in a bag labeled as BioHazard
9. Sanitize hands
10. Return to workstation

MODEL SUSTAINS EXPOSURE INCIDENT:

1. Candidate MUST immediately stop the service
2. Wearing gloves, stop the bleeding by applying pressure to the area with a clean absorbent material (Cotton ball or piece of gauze)
3. When the bleeding has stopped, clean the injured area with an antiseptic wipe
4. Bandage the cut with an adhesive bandage to completely cover cut
5. Double bag soiled materials such as gloves, wipes or cotton balls and any contaminated items in a bag labeled as BioHazard
6. Sanitize hands
7. Continue service



IMPORTANT INFORMATION WHEN SENDING THE APPLICATION TO PSI

SEND APPLICATION, AGE AND EDUCATION PROOF TO:
PSI ** ATTN: TN COS ** 3210 E TROPICANA ** LAS VEGAS, NV 89121
(800) 733-9267 ** FAX (702) 932-2666

Before sending the application to PSI, you MUST have the following documentation attached.

- Instructor applicants must provide a copy of their current license.
- Copy of signed Social Security Card.
- Copy of Driver's License or Birth Certificate.
- Copy of High School Transcripts or GED.
Proof that the applicant has completed at least two (2) years of high school, or completed and passed the General Education Development test with a score of at least thirty-eight (38);
- Original Record of Completion (only required if you are a transfer student or attended more than one school).
- Documentation of name change, if applicable (Marriage certificate, legal court documents, etc.).



APPLICATION FOR INSTRUCTOR EXAMINATION

SEND APPLICATION, AGE AND EDUCATION PROOF TO:
PSI ** ATTN: TN COS ** 3210 E TROPICANA ** LAS VEGAS, NV 89121
(800) 733-9267 ** FAX (702) 932-2666

ATTACH
PHOTO

INSTRUCTOR EXAMINATION

THEORY AND PRACTICAL THEORY ONLY PRACTICAL ONLY

AFFIDAVIT

STATE OF _____ COUNTY OF _____

Signature of Applicant

I hereby swear or affirm that the statements on this form are true and accurate to the best of my knowledge and belief.

Subscribed in my presence and sworn to before me, this _____ day of _____, 20_____.

Notary Public

My commission expires _____

Notary Public

I hereby submit my qualifications and make application for license to practice in the State of Tennessee by Examination under the Barber Law [T.C.A. 62-3-110(b)(1)-(4)].

Please send my examination notification and results to:

SOCIAL SECURITY NUMBER _____ - _____ - _____ (Attach a copy of your SS Card)

NAME _____
LAST MIDDLE FIRST

ADDRESS _____ ZIP CODE _____
STREET CITY STATE

PHONE _____ DATE OF BIRTH _____ AGE _____ (Attach proof of age)
AREA CODE

EMAIL _____ @ _____

PHOTOSTATIC COPY OF DRIVERS LICENSE, OR BIRTH CERTIFICATE, AND PHOTOSTATIC COPY OF CERTIFIED HIGH SCHOOL TRANSCRIPT, OR GED MUST BE SUBMITTED OR YOUR APPLICATION WILL BE DENIED! INSTRUCTOR APPLICANTS MUST ALSO PROVIDE A COPY OF THEIR CURRENT LICENSE.

NAME OF BARBER SCHOOL ATTENDED FOR LARGEST PERCENT OF HOURS _____

ADDRESS _____ PHONE _____
STREET CITY STATE ZIP AREA CODE

NAME OF OTHER BARBER SCHOOLS ATTENDED _____

HAVE YOU EVER TAKEN OR APPLIED FOR THIS EXAMINATION IN TENNESSEE BEFORE? YES NO If yes, when _____

HAVE YOU EVER HELD A BARBER TECHNICIAN, MASTER BARBER, OR INSTRUCTORS LICENSE IN TENNESSEE OR IN ANY OTHER STATE? YES NO If yes, which state _____ If yes, what is your FILE# _____

HAS ANY DISCIPLINARY ACTION EVER BEEN TAKEN AGAINST YOU BY ANY STATE BOARD OF BARBER YES NO
If yes, please explain _____

HAVE YOU EVER BEEN CONVICTED, FORFEITED BOND, OR ARE CURRENTLY ON PROBATION FOR ANY FELONY? YES NO
If yes, give details on a separate sheet of paper for each offense. Include: date, place, charge, and action taken.



ARE YOU A UNITED STATES CITIZEN YES NO

DO YOU HAVE A GREEN CARD/PASSPORT YES NO

CERTIFICATION FOR INSTRUCTOR TRAINEE

This portion is to be completed by an authorized representative of the school of barber from which the student graduated or last attended.

I, _____, being a duly authorized representative of
Instructor or Manager

_____ do hereby certify that
Name of School

_____ attended said school of
Name of Applicant

barber from _____ until _____ and accumulated _____ hours.
month/day/year month/day/year

CERTIFICATION FOR JUNIOR INSTRUCTOR

This portion is to be completed by an authorized representative of the school of barber from which the student graduated or last attended.

I, _____, being a duly authorized representative of
Instructor or Manager

_____ do hereby certify that
Name of School

_____ has served as a Junior

Instructor with our school from _____ until _____.
month/day/year month/day/year

ALL OFFICIAL NOTARIZED TRANSFER DOCUMENTATION IS ATTACHED. An Original Record of Completion/Withdrawal Form is required from each transferred school attended. These must be filled out completely, with from-until, including month/day/year completed. Instructor applicants must provide a copy of their current license.

AFFIDAVIT

STATE OF _____ COUNTY OF _____

I do hereby swear or affirm that this student has completed the full curriculum as prescribed by the Tennessee State Board of Barber Examiners and is qualified for examination.

Signature of Instructor/Manager

Subscribed in my presence and sworn to me this _____ day of _____, 20_____.

Notary Public

My commission expires _____

Notary Public



If you are using a live model, you MUST bring this form to your Practical examination. If your model is under the age of 18, this form MUST be completed and signed by the model's parent or legal guardian and presented on the day of your Practical examination. If you do not have a completed form at the time of the examination, you will not be allowed to take the examination and you will forfeit your fees.

Release of Liability & Indemnity Agreement

This release of liability and indemnity agreement is being entered into so that Psychological Services, Inc. ("PSI") will permit me to participate as a live model in connection with the Tennessee Barber practical skills examinations conducted at _____ (the "Event").

I HEREBY ACKNOWLEDGE THE INHERENT RISKS OF PARTICIPATING AS A LIVE MODEL FOR A PERSON DEMONSTRATING BARBER SKILLS. Participation in any such activity necessarily involves risks of injury. I realize the risks include, but are not limited to: allergic reactions; infection; negligence by others including, without limitation, barber personnel; inattention of others; misuse of supplies or equipment; equipment that may be or become damaged; and accidents that may or may not be foreseeable. I acknowledge that the above list is not inclusive of all possible risks associated with such activities and I agree that this list in no way limits the extent or reach of this release. **I VOLUNTARILY ASSUME ALL RISKS, WHETHER FORESEEABLE OR NOT, WITH FULL KNOWLEDGE AND APPRECIATION OF THE DANGER AND RISK INVOLVED.**

I acknowledge that no representations or warranties of any kind whatsoever have been made to me regarding my qualifications or ability to participate in the Event, or regarding any of the services to be performed in connection with the Event. I acknowledge that PSI does not supervise barber test activities, including without limitation, at the Event.

RELEASE AND INDEMNITY: I voluntarily agree to assume all risk of personal injury, including paralysis and death, and damages that may occur arising out of or relating to the Event. I, ON BEHALF OF MYSELF AND MY SPOUSE, FAMILY, ASSIGNS, HEIRS, REPRESENTATIVES, EXECUTORS, AND ADMINISTRATORS, HEREBY KNOWINGLY AND INTENTIONALLY WAIVE AND RELEASE, HOLD HARMLESS, AND AGREE TO DEFEND AND INDEMNIFY PSI, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES, AFFILIATED ORGANIZATIONS AND AGENTS, AND EACH OF THEM, FROM ALL LIABILITIES, CLAIMS, DEMANDS, LOSSES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES, ARISING BY REASON OF ANY SUCH PERSONAL INJURY, DAMAGE, PARALYSIS, OR DEATH THAT MAY RESULT. **THIS RELEASE SHALL BE EFFECTIVE EVEN IF THE LOSS, DAMAGE OR INJURY WAS NOT FORESEEABLE OR RESULTS OR HAS RESULTED FROM THE ACTIVE OR PASSIVE NEGLIGENCE, WRONGFUL ACTS, OMISSIONS, BREACH OF WARRANTY OR STRICT TORT LIABILITY OF PSI OR THE OTHER PARTIES RELEASED.**

I UNDERSTAND THAT I AM NOT TO ASSIST OR AID THE BARBER EXAMINEE IN ANY WAY IN CONNECTION WITH THE EXAMINATION AND THAT DOING SO WILL INVALIDATE A CANDIDATE'S EXAMINATION RESULTS.

I understand that this release is a contract. I expressly state that I have read, understand and am familiar with all its provisions and that I sign it of my own free will. I further expressly agree that this release, waiver and indemnification agreement is intended to be as broad and as inclusive as is permissible under the laws of the State of California and that if any portion of this agreement is held to be invalid, the balance shall, notwithstanding, continue in full force and effect.

Live Model

Parent or Legal Guardian (if under the age of 18)

Name: _____

Name: _____

(Please Print)

(Please Print)

Signature: _____

Signature: _____

Date: ____/____/____

Date: ____/____/____

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121