

**Board of Barber Examiners of New Brunswick**  
**Bureau des examinateurs des barbiers du Nouveau-Brunswick**



**New Brunswick Registered  
Barbers' Association**  
**BARBER LICENSING  
EXAMINATION  
INSTRUCTION MANUAL**  
**Issued 2015**

**Board of Barber Examiners of New Brunswick**  
**Bureau des examinateurs des barbiers du Nouveau-Brunswick**

INSTRUCTIONS FOR BARBER EXAMINTION

All examinations for barber registrations are given by appointment only. After your application for examination has been received and approved and the Board has determined you are required to take an examination either in Theory or Practical or Both, you will receive notice of the time, place and date of the examination.

All examinations are held on a Monday. There are no exceptions.

**Model Standards:**

You may bring the male model of your choice. Models that will be deemed ineligible are barber students, barber instructors, barbers or hairstylists. Model must have reached his 17<sup>th</sup> birthday by the date of your examination.

Model must have a minimum hair length of:- Top/Crown 3 ½ inches, Outline/nape ½ inch

You are required to bring with you:

- |                       |  |
|-----------------------|--|
| Hairspray (optional)  | Cutting cape                             |
| Neck duster & Powder  | One set of standards barber tools        |
| Hairdryer (hand held) | 1 straight razor (detachable blade type) |
| Clippers              | Scissors and 6 towels                    |

The Board will provide:

The Board will provide all other equipment and materials that you will require to perform your examination.

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MODEL CERTIFICATE

I ....., do hereby state under the penalty and pains of perjury that I am not employed in or have ever been employed or engaged in the trade of a barber or hairstylist or cosmetologist in this Province or any Province of Canada or any state of the United States of America.

.....20.....  
Signature of Model Dated

CANADA  
PROVINCE OF NEW BRUNSWICK  
COUNTY OF

The above model appeared before me at the examination of ..... and made this declaration contained herein and showed proof of identity and age.

Appearing that the model has met the requirements and has duly executed this certificate I hereby certify that the model named herein is acceptable under the Act and Regulation as established.

.....20.....  
Signature of Registrar Dated

Applicant File No:.....



**PRACTICAL EXAMINATION:**

Segment One: Time allowed: 1 hour and 10 minutes. All examinees begin and end at the same time.

**EXAMINATION REQUIRES THE FOLLOWING IN THIS ORDER:**

1. **Face Shave ;**
2. **Scientific facial;**
3. **Shampoo / condition (incline or recline);**
4. **Basic tapered haircut; \***
5. **Neck / around ear shave;**
6. **Color techniques / model or mannequin (demonstration).** (only non-restricted)

*\* The haircut must include all basic phases of haircutting, including neck and side tapering leaving a zero level of hair at the base of the nape and gradual taper to the middle of the ears. **FADE HAIRCUTS ARE NOT ACCEPTABLE***

Examiner will alert you that 10 minutes remain. Segment one ends precisely after 1 hour and 10 minutes. Once time has expired you must stop. You will be allowed to dampen and comb hair of model, before the model and your work is reviewed by the examiner.

Segment Two: Time allowed: 20 minutes. All examinees begin and end at the same time.

1. Create a hairstyle enhancing the appearance of your model;
2. Demonstration of the use of a hairdryer.

**CAUTION: Model must have sufficient hair remaining after the haircut, to create a hairstyle, that will enhance his appearance. Remaining hair on top and front must be between 2 and 4 inches.**

**WRITTEN EXAMINATION:**

The written examination is divided into segments, the first segment is for those who are writing the Act and By-Law examination, the second segment is for those writing the Registered level examination and the third segment is for those writing the Master examination.

All examinations contain a point value of 100 and cover, Barber science, and theory of barbering as contained in the Milady Professional Barber textbook 2010 edition.

All examinees are required to complete the Act and By-Law examination each time they perform the written examination regardless of level of examination being taken.

**ADVISORY:**

**Haircut:** Remaining hair on front, top and crown must be between 2 and 4 inches, at least 1 inch must be cut from the front, top and crown.

**Neck taper:** No shear marks, no clipper marks and no thick or thin areas. The taper must not begin more than ½ inch above or below the bottom of the ears, and end on more than ½ inch from the middle of the ears and at the origin have zero length. (No line or square back) Side-burns must be no longer than ¼ of the ear in length.

**NOTICE TO THE EXAMINEE:**

Allow for traffic delays. If you are late for an examination, you will not be admitted. Failure to show for an examination will result in your application and fees being forfeited, and you given a fail mark. You will be required to reapply and pay new fees, before being granted another examination date.

These instructions are issued under authority of the Board of Barber Examiners of New Brunswick. The content is approved and issued by the Chief Examiner, of the Board of Barber Examiners of New Brunswick and the New Brunswick Registered Barbers' Association by virtue of the *Registered Barbers Act*, c82 Statutes of New Brunswick 2008, sections 17-19.



**Board of Barber Examiners of New Brunswick**  
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Under the *Registered Barbers Act 2007* / Sous *Loi sur les barbiers immatriculés 2007*  
Statutes of New Brunswick 2007, c.82, section 19 – Loi du Nouveau Brunswick 2007, chapitre 82, paragraphe 19

## **INSTRUCTIONS AND COMMANDS FOR ALL CANDIDATES**

### **SET UP AND CLIENT PROTECTION (10 minutes)**

Verbal Instructions:

***“You will now set up the general supplies that you will use throughout your examination.”***

***“You will also set up the shaving supplies.”***

***“You will be observed for client protection, safety and infection control procedures.”***

***“You will have 10 minutes to complete this section.”***

***“You will be informed when you have 5 minutes remaining.”***

***(1) “The instructions will be repeated.”***

***(2) “You may begin set up.”***

Candidates will be evaluated on the following tasks:

- Disinfects work area
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Uses neck strip or towel and drape
- Re-sanitizes hands

### **SHAVING WITH A STRAIGHT RAZOR (20 minutes)**

Verbal Instructions:

***“You will now perform the shaving with a straight razor section of this examination.”***

***“You will be observed for client protection, safety and infection control procedures.”***

***“You will have 20 minutes to complete this section.”***

***“You will be informed when you have 10 minutes remaining.”***

***(1) “The instructions will be repeated.”***

***(2) “You may begin.”***

Candidates will be evaluated on the following tasks:

#### **Preparation**

- Sets up implements that are visibly clean and sanitary
- Sanitizes hands to include wrist
- Applies drape across front of model covering shoulders but not touching neck skin
- Applies towel securely by tucking into neckband
- Places residue towel across chest/shoulder area

#### **Demonstration of Shaving with a Straight Razor**

- Lathers beard and mustache area using a circular motion with cushions of fingers evenly and safely
- Wrings wet steam towel thoroughly
- Tests temperature of wet steam towel on inside of wrist

- Applies steam towel around face folding ends over forehead and leaving nostrils exposed
- Removes steam towel and lather together in a continuous fluid motion
- Re-lathers beard and mustache area using a circular motion with cushions of fingers safely
- Keeps stretching hand dry and lather-free to prevent slipping
- Strokes straight razor at an angle with grain of beard
- Holds straight razor in correct freehand position with palm facing toward model safely
- Uses freehand stroke in appropriate areas
- Holds straight razor in correct backhand position with palm facing away from model safely
- Uses backhand stroke in appropriate areas
- Holds straight razor in correct reverse freehand position with palm facing toward model safely
- Uses reverse freehand stroke in area 14 safely
- Performs shaving stroke(s) with leading point of straight razor safely
- Applies steam towel to remove all residue safely
- Applies toner or astringent safely

### **Safety and Infection Control**

- Maintains towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### **BASIC FACIAL (10 minutes)**

Verbal Instructions for Set Up:

***“You have 2 minutes to remove the supplies from your kit for the basic facial section of this examination”. “Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”***

***Verbal Instructions:***

***“You will now perform the basic facial section of this examination.”***

***“You will be observed for client protection, safety and infection control procedures.”***

***“You will have 10 minutes to complete this section.”***

***“You will be informed when you have 5 minutes remaining.”***

***(1) “The instructions will be repeated.”***

***(2) “You may begin.” Candidates will be evaluated on the following tasks:***

### **Preparation**

- Sets up work area with supplies labeled in English
- Sanitizes hands
- Applies hair drape to secure hair away from face
- Re-sanitizes hands to include wrist

### **Demonstration of Facial**

- Cleanses entire face safely
- Wrings wet steam towel thoroughly
- Tests temperature of wet steam towel on inside of wrist
- Removes all cleanser using steam towel safely
- Distributes massage product over entire face safely
- Demonstrates massage maintaining continuous contact
- Removes all residual massage product using steam towel safely
- Applies toner or astringent safely

### **Safety and Infection Control**

- Removes all product from container using infection control procedures
- Maintains towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures

- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

### **SHAMPOO AND CONDITION (10 minutes)**

Verbal Instructions for Set Up:

***“You have 2 minutes to remove the supplies from your kit for the shampoo section of this examination.”***

***“Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”***

**Verbal Instructions:**

***“You will now perform the shampoo and conditioning section of this examination.”***

***(1) “The instructions will be repeated.”***

***(2) “You may begin.”***

- Seat model at wet station ready for service
- Place a protective cape on model
- Place towel around models neck
- Perform a shampoo/condition without getting model wet, using a water temperature that is comfortable and tepid
- Use a circular motion to massage the scalp
- Place a dry clean towel on head to pat dry
- Return model to an up-right position and return model to your station and await instructions from the examiner

### **HAIRCUTTING (30 minutes)**

Verbal Instructions for Set Up:

***“You have 2 minutes to remove the supplies from your kit for the haircutting section of this examination.” “Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”***

**Verbal Instructions:**

***“You will now perform the haircutting section of this examination.”***

***“You will complete a tapered haircut using clippers and shears.”***

***“You will use your clippers to cut the back and sides of the head.”***

***“You will be expected to demonstrate clipper over comb.”***

***“Clipper guards or attachments may not be used.”***

***“You will complete the haircut using shears.”***

***“Please do not sweep the hair from the floor until you are instructed.”***

***“You will be observed for client protection, safety and infection control procedures.”***

***“You will have 30 minutes to complete this section.”***

***“You will be informed when you have 15 minutes remaining.”***

***(1) “The instructions will be repeated.”***

***(2) “You may begin.”***

Candidates will be evaluated on the following tasks:

#### **Preparation**

- Sets up implements that are visibly clean and sanitary
- Uses a neck strip or towel and drape Demonstration of Haircutting
- Uses clippers to establish graduated haircut with no blocked line (taper/fade)
- Handles clippers safely at all times
- Demonstrates use of shears on top of head
- Handles shears safely at all times
- Blends haircut evenly with clippers or shears without leaving weight line
- Cut sides in front of ear uniform in length with clippers

- Establishes outline around ears and sides of neck that follows natural hairline
- Cuts at least ½ inch of hair throughout haircut

### **Safety and Infection Control**

- Removes hair clippings from skin, drape, and work area
- Sweeps hair from floor
- Maintains neck strip or towel and drape for protection throughout service
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**Examiners will read the following to each candidate after candidate has stepped back to indicate that they have completed their haircut or the timing has elapsed:**

***“May I please use your comb to check your haircut?”***

**Examiners will read the following to each candidate after checking their haircut:**

***“You may clean up only your hair at this time.”***

### **HAIRCOLOURING DEMONSTRATION (10 minutes)**

Verbal Instructions for Set Up:

***“You have 2 minutes to remove the supplies from your kit for the hair lightening and hair coloring section of this examination.”***

***“ Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”***

Verbal Instructions:

***“You will now perform the hair lightening and hair coloring section of this examination.”***

***“You will divide the head into four sections.”***

***“You will apply a virgin lightener to the right front section of the head.”***

***“You will apply a 2 inch hair coloring retouch to the right back section of the head.”***

***“You will be observed for client protection, safety and infection control procedures.”***

***“You will have 10 minutes to complete this section.”***

***“You will be informed when you have 5 minutes remaining.”***

***(1) “The instructions will be repeated.”***

***(2) “You may begin.”***

Candidates will be evaluated on the following tasks:

### **Preparation**

- Sets up implements that are visibly clean and sanitary
- Sets up work area with supplies labeled in English
- Divides head into four equal sections
- Applies protective cream around hairline
- Wears gloves during application of simulated lightener and hair color products

### **Demonstration of Virgin or Retouch Hair Coloring Application**

- Outlines hair color retouch quadrant with simulated product
- Subsections hair 1/2 inch wide or less
- Applies simulated product from scalp up to 2 inches
- Completely covers subsections with simulated product Safety and Infection Control
- Keeps skin free of product
- Maintains neck strip or towel and drape for protection throughout service
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service



## Sample of Acceptable Tapered Haircuts

