

Fully Qualified Hairdressing Exam Instructions

203-8047 199 St. Langley, BC V4E 0E2
Phone: 604-871-0222/Fax: 604-871-0299
www.beautycouncil.ca

TABLE OF CONTENTS

Contents

TABLE OF CONTENTS.....	2
ELIGIBILITY REQUIREMENTS.....	3
WRITTEN EXAM INFORMATION.....	4
EXAM LANGUAGES.....	4
HOW TO APPLY TO TAKE THE EXAM.....	4
EXAM FEES.....	5
EXAMINATION FEE POLICY.....	5
ADMISSION TO THE EXAMINATION.....	6
IDENTIFICATION INFORMATION.....	6
PROFESSIONAL ATTIRE & CONDUCT.....	7
TESTING SITE VISITOR POLICY.....	7
SUPPLY INFORMATION.....	8
MODEL/MANNEQUIN INFORMATION.....	8
EXAMINATIONS REQUIRED.....	9
EXAMINATION SURVEY INFORMATION.....	9
SCORING INFORMATION.....	9
RESULTS INFORMATION.....	9
PRACTICAL EXAM.....	10
IMPORTANT INSTRUCTIONS.....	10
HAIRDRESSING EXAMINATION CONTENT.....	11
PRACTICAL EXAMINATION SUPPLIES.....	14
REFERENCE TEXT & EXAM REVIEW BOOKS.....	14
THEORY EXAMINATION.....	15
THEORY EXAM CONTENT.....	15

ELIGIBILITY REQUIREMENTS

All Candidates **MUST** provide proof of **1500 school hours or 3000 apprenticeship hours** (or a combination of both) to BeautyCouncil prior to applying for the exam.

Acceptable forms of proof are:

IF YOU ATTENDED A DESIGNATED (PTIB*) COSMETOLOGY SCHOOL IN BC:

- Diploma (no need to show hours).
- Letter stating when you will be finishing your course of study.
- Exam application with school section filled out by school administrator.

IF YOU DID NOT ATTEND A DESIGNATED (PTIB*) COSMETOLOGY SCHOOL IN BC OR IF YOU WERE TRAINED OUTSIDE OF BC:

- School diploma (in English) with number of **hours** completed.
 - Sorry we cannot accept diplomas with months, weeks, etc.
 - Sorry we cannot accept diplomas that are not in English unless translated by a licensed translator or notary.
- Letter from school (in English) on school letterhead, with the signature of the administrator or trainer detailing the number of hours completed.
 - Sorry we cannot accept letters that are not in English unless translated by a licensed translator or notary.

IF YOU WISH TO SHOW APPRENTICESHIP HOURS:

- T4 slips to show how long the candidate was employed by a salon totalling the number of hours needed.
- A letter from the candidate's employer detailing the number of hours per week the candidate works as well as the length of employment.
 - Letter must be on company letterhead with the signature of the employer

If any candidate cannot show acceptable proof of training, he/she will not be eligible to take the exam.

NO EXCEPTIONS.

*PTIB – formerly know as PCTIA

WRITTEN EXAM INFORMATION

Every candidate is required to complete a written theory examination available online prior to taking the practical exam.

EXAM LANGUAGES

All communication in the practical exam is in English. The written (theory) exam can be completed in other languages, with the help of an interpreter (based on availability of an interpreter). Please contact our office (604-871-0222) or email exams@beautycouncil.ca at least two (2) weeks prior to taking the theory exam to arrange for an interpreter. All costs associated with the interpreter are to be paid by the candidate prior to taking the exam.

HOW TO APPLY TO TAKE THE EXAM

1. Go to our event calendar at www.beautycouncil.ca to find the exam date.
2. Download, print, and fill out Exam Application from our website, www.beautycouncil.ca.
 - Please fill out Exam Application clearly with your legal name.
 - Please include email address on Exam Application as this is how you will receive instructions for the exam.
3. Attach proof of training and fax (604-871-0299), email (exams@beautycouncil.ca), or mail (#203-8047 199 St. Langley, BC V2Y 0E2) application to BeautyCouncil.

OR

1. Go to our event calendar at www.beautycouncil.ca to find the exam date.
2. Submit proof of training to BeautyCouncil by fax (604-871-0299), or email (exams@beautycouncil.ca).
3. Apply online (after proof of training has been approved) at www.beautycouncil.ca.

Please note: payment must be received with the Exam Application as it will not be processed until payment is received.

EXAM FEES

FULLY QUALIFIED HAIRDRESSING:

- **MEMBER PRICE:** \$150.00 + GST = \$157.50
- **NON-MEMBER PRICE:** \$250.00 + GST = \$262.50

MEMBERSHIPS:

- **STUDENT MEMBERSHIP:** \$30.00 + GST = \$31.50
*** MUST PROVIDE PROOF OF CURRENT ENROLLMENT IN SCHOOL ***
- **INDIVIDUAL MEMBERSHIP:** \$65.00 + GST = \$68.25

EXAMINATION FEE POLICY

- Examination fees are **not refundable** or **transferable** and will be applied to the scheduled examination.
- If you do not attend your scheduled examination, cannot be admitted, or arrive late, your examination fee will be forfeited. To reschedule, please contact BeautyCouncil at 604-871-0222 or exams@beautycouncil.ca.
 - No refunds or extensions of temporary permits will be provided for those failing to attend their scheduled examination. Exclusions apply for emergency situations, see below.
- If you are unable to attend your scheduled examination due to an emergency situation, you must provide written documentation. The following situations may be considered for rescheduling:
 - You are in a car accident within the week prior to your examination
 - Documentation from a law enforcement officer may be required
 - You or an immediate family member has a medical emergency
 - Documentation from a medical professional is required
 - A death in your family

*Documentation must be faxed (604-871-0299) or emailed (exams@beautycouncil.ca) within 24 hours of missed examination. If approved, you will be notified and permitted to reschedule your examination. Examinations may be rescheduled **one (1) time only** due to a documented and approved emergency situation.*

ADMISSION TO THE EXAMINATION

- Report to the practical examination site on the date and time indicated on your confirmation email.
- Registration begins thirty (30) minutes prior to the scheduled examination time.
- Exams begin promptly at the scheduled time (Please allow for unexpected delays on route to the testing location, it is your responsibility to report to the examination location on time).
- Late candidates will be required to re-apply and pay the reschedule fee.
- **YOU MUST PRESENT A CLEAR PHOTOCOPY OF YOUR IDENTIFICATION AS WELL AS YOUR MODEL'S IDENTIFICATION AT REGISTRATION.**
 - No photocopying will be done at registration, so please make sure it is done prior to arriving at the examination location.
- Model waiver form must be completed prior to and presented at registration.

IDENTIFICATION INFORMATION

The following are accepted as identification:

- Canada or Foreign Driver's License – valid
- Canada or Foreign Passport – valid
- Provincial ID Card – valid, shows your signature and photo
- Provincial Health Care Card – valid
- Any other valid Government issued photo ID

The following are **NOT** accepted as identification:

- Credit Card
- Costco Card
- School ID
- Bus Pass
- Bank Card

Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the application will be indicated on the registration form and must match your identification. Please verify that your name, address, email, and phone number are correct at registration. Please make any necessary corrections on the registration form. *Any Certificates printed with incorrect information will be subject to a \$20 reprint fee if corrections are not made at the time of registration.*

PROFESSIONAL ATTIRE & CONDUCT

ATTIRE:

- Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name).
 - Black or white shirt
 - Black pants or skirt
 - Closed toed shoes (no athletic shoes)
- Good grooming, with proper attention to personal hygiene particularly regarding the face and hands is mandatory.
 - Shoulder length or longer hair must be fixed off the face.
 - Jewellery which might interfere with any aspect of the examination must be removed.

CONDUCT:

- Candidates will be required to refrain from:
 - Talking to other examinees during the examination unless specifically directed or permitted to do so by examiner.
 - Attempting to communicate or record any information by any means.
 - Holding in their possession any unauthorized materials during any portion of the examination.
 - Removing test materials and/or notes from the testing room.
 - Disruptive behaviour as determined by the examiner.

Applicants who participate in any of these activities will be required to leave the examination site. Their opportunity to sit for the examination will be forfeited. Their answer sheet will be voided and not scored.

Any applicant who was removed from the testing site for any of the reasons listed above will be denied re-testing for three (3) months.

TESTING SITE VISITOR POLICY

NO VISITORS WILL BE ALLOWED AT THE TESTING SITE.

- Candidates are not allowed visitors or to receive messages during the exam.
- People that are not scheduled for an examination, either as the candidate or the model, are not permitted inside of the premises where the exams are administered.
- If another person (parent, spouse, teacher, friend, etc.) is bringing you to your exam, you must be dropped off and they can return to pick you up.
- The approximate amount of time for each exam is indicated in the instructions in the section titled “Examination Sections”.
- Your driver should wait in their vehicle until you are done and have exited the building.

SUPPLY INFORMATION

Candidates are responsible for bringing all needed supplies for their examination and cannot borrow or use anything that they did not bring with them. A supply list is included in the instructions.

ONLY PROFESSIONAL PRODUCTS MAY BE USED DURING THE COURSE OF THE EXAMINATION OR THE CANDIDATE WILL FACE DISQUALIFICATION. (NO DRUG STORE SUPPLIES ARE PERMITTED).

PROHIBITED ITEMS:

Due to security reasons, the following items are **NOT** permitted in the examination rooms:

- Textbooks
- Study materials
- Cell phones and other electronics must be turned off

If it is discovered that you have these items and/or your cell phone or other electronic device has been turned on (for any reason other than approved by examiner) candidate will be immediately dismissed from the exam and actions will be reported to the exam department of BeautyCouncil.

MODEL/MANNEQUIN INFORMATION

- **Models must NOT be or ever have been a service provider or student in the cosmetology industry (hair, esthetics, or nails) in any country.**
 - *If it is discovered (even after the exam is completed) that the model has been in the cosmetology industry, the candidate will be disqualified from the exam and receive a failing mark on the practical exam.*
- The models must:
 - Be free from infections, inflammations or other medical conditions.
 - Appear at the examination with freshly shampooed hair
 - Be 19 years of age or older.
 - If model is between the ages of 16 and 18 the model must have the written consent of a parent or guardian.
 - Models younger than 16 are not accepted.
- The mannequins must not be pre-marked or pre-sectioned prior to the exam.
- **Please ensure that your model(s)/mannequins have the correct length and/or type of hair to complete the section for which they are required in the time allotted.**

EXAMINATIONS REQUIRED

The Fully Qualified Hairdressing Examination consists of two (2) examinations:

1. **Theory Examination** – Time allotted 60 mins
 - 120 Questions in Multiple Choice Format
 - Please bring a pen/pencil to complete the examination
 - Theory examination is to take place immediately following the practical examination
2. **Practical Examination** – Time allotted 5 hours
 - Please ensure you have everything on the equipment checklist required to complete the examination.

EXAMINATION SURVEY INFORMATION

Examination surveys are available for candidates to complete after the exam has concluded. We encourage all candidates to complete a survey regarding their testing experience.

SCORING INFORMATION

Candidates must achieve a passing grade of 70% on each examination (practical and theory) in order to be assigned a PASS status on the examination.

Candidates must also achieve a passing grade of 70% in the Infection, Prevention and Control section in order to pass the practical examination. If this is not achieved, the candidate must re-take the entire practical exam.

RESULTS INFORMATION

All results will be sent in the mail to the address provided within 2-4 weeks from the date of the practical exam. **Please do not contact the office for exam results within this time frame.** No results will be given over the phone.

Examiners present at the exam are not permitted to answer any questions regarding the results of the exam.

Please make sure you verify your information at your practical exam registration, as there will be a reprint fee for any Certificates of Qualifications with incorrect information.

If you have failed your examination, you will receive a results letter with your transcript. You will be eligible to retake the exam up to 3 times. The retake fee is \$100 + GST = \$105.00. All retakes must be done within two (2) years of the original exam or the entire exam (practical & theory) must be retaken.

PRACTICAL EXAM

- Be certain to download and/or print and review all documents that are needed to complete the examination.
- **PLEASE REVIEW ALL INFORMATION CAREFULLY**

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission.
- Candidates are required to bring all of their own supplies.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that the implements are in good working order.
 - All supplies must be **professional** supplies (no drug store supplies) and properly labelled.
 - There will be absolutely **NO** borrowing of supplies.
 - **All supplies must be labelled in English.** Original manufacturer's labels must have English and may also include other languages.
- Candidates must register with their live model(s) and completed model waiver form prior to commencement of the examination.
 - **MODELS MUST NOT BE OR EVER HAVE BEEN A SERVICE PROVIDER OR STUDENT IN THE COSMETOLOGY INDUSTRY (HAIR, ESTHETICS, OR NAILS). IF IT IS DETERMINED (EVEN AFTER THE EXAM IS COMPLETED) THAT THEY ARE, THE CANDIDATE WILL BE DISQUALIFIED AND RECEIVE A FAILING GRADE ON THE PRACTICAL EXAM.**
- Upon commencement of the examination, candidates must not communicate with their models (except to give direction) or other candidates.
- Upon completion of each demonstrated skill, it must be evaluated before moving on to the next competency.
- Candidates must be prepared to answer oral questions in each section.
- During all sections of the examination, candidates must follow appropriate sanitation and infection control procedures and maintain a safe work area. **Failure to do so will result in a failing score on the examination.**
- All electronics must be turned off for the duration of the exam.
- The following provides examples of materials that are **prohibited** during the administration of the examination:
 - Cell phones
 - Computers
 - Textbooks
 - Tablets
 - Cameras
 - Study notes

*This is not an exhaustive list. Failure to comply with this list or exhibiting **ANY** behaviour that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate's actions reported to BeautyCouncil.*

- Candidates are to perform all tasks, utilizing products and supplies, and as they were taught.
- Smoking is prohibited on the premises where the examination is conducted.
- Absolutely **NO** gum chewing throughout the entire exam.

Any interpretation of these rules and regulations is at the sole discretion of the examiner and/or BeautyCouncil staff. The examiner may, at their discretion require additional demonstration by the candidate in order to prove competence.

HAIRDRESSING EXAMINATION CONTENT

1. INFECTION PREVENTION AND CONTROL – evaluated concurrently

- Displays all required equipment and tools
- Demonstrates hygiene practices
- Demonstrates sanitation practices
- Displays personal image as an industry professional
- Displays and demonstrates clean work area

****If candidate receives less than 70% in this category it will result in an automatic fail for the entire practical exam****

2. MEN'S TECHNICAL HAIRCUT – 40 minutes

Model/Mannequin

- Demonstrates 1" or more removed
- Demonstrates blended interior
- Demonstrates tapered perimeter
- Demonstrates clean perimeter
- Demonstrates clean arch line
- Demonstrates scissor over comb techniques
- Demonstrates clipper over comb techniques
- End result is complementary to model

CLIPPER GUARDS/GUIDES ARE NOT PERMITTED

3. WOMEN'S HAIRCUTTING

The following techniques must be demonstrated on either the Long Women's Cut or the Short Women's Cut:

- Fringe or side fringe
- Point cutting
- Slide cutting (slithering)
- Back cutting

A. LONG WOMEN'S CUT/STYLE – 55 minutes

Model/Mannequin

- Demonstrates 1" or more removed
- Finished length below shoulder length
- Must have:
 - layers
 - face framing layers
- Demonstrates balance to model
- Demonstrates ability to control form
- Demonstrates even perimeter
- Blow dry using appropriate brushes
- End result is complimentary to model

B. SHORT WOMEN'S CUT/STYLE – 55 minutes

Model/Mannequin

- Demonstrates 1" or more removed
- Finished length above shoulder length
- Must not be one length
- Blow dry using appropriate brushes
- Demonstrates balance to model
- Demonstrates ability to control form
- Demonstrates even perimeter
- End result is complimentary to model

4. **CURLING IRON** – 20 minutes

Model/Mannequin

- Demonstrates control of iron with no indentations
 - Demonstrates on base root lift
 - Demonstrates ½ off base root lift
 - Demonstrates off base curls
 - Demonstrates controlled form
 - End result is complimentary to model
-

5. **CREATIVE UP DO** – 40 minutes

Model/Mannequin

- Demonstrates smooth finish
- Displays balance
- Demonstrates back combing is even & consistent
- Demonstrates pins are securely anchored & hidden
- Demonstrates proper use of accessories to accent finished style (if needed)

Model/Mannequin may be pre-set if style requires it

6. **PARTIAL PERM** – winding time 45 minutes

Mannequin

- 10 wound strands each technique:
 - Spiral
 - Piggy Back
 - Overlap
- Hair is wrapped smooth with correct rod size
- Displays no fish hooks
- End result matches curl size to rod size
- Demonstrates minimum 4 revolutions

Perm is complete when all rods are placed. There will be no processing of the perm.

7. COLOUR APPLICATION

Mannequin

- Head divided into four (4) sections
- Bleach or Colour (please see individual sections) will be used to demonstrate
- Candidate is to write down and present the formula for each section to the examiner

A. FOILS (5 weaves) - using Bleach – 10 minutes

- Demonstrates clean ¼" sections
 - Foils are even & consistently spaced
 - Displays no space between foil & scalp
-

B. FOILS (5 slices) - using Bleach – 10 minutes

- Demonstrates clean 1/8" sections
 - Foils are evenly & consistently spaced
 - Displays no space between foil & scalp
-

C. RETOUCH APPLICATION - using Colour – 10 minutes

- Demonstrates clean ¼" sections
 - Product has been applied from scalp to demarcation line
 - Demonstrates hair is thoroughly saturated
 - Correctly answers oral questions given
-

D. VIRGIN APPLICATION - using Bleach – 10 minutes

- Demonstrates clean ¼" sections
- Displays product applied ½" away from scalp
- Demonstrates hair is thoroughly saturated
- Correctly answers oral questions given

Candidate is to move on to the next section while colour is processing

PRACTICAL EXAMINATION SUPPLIES

- Borrowing is strictly prohibited and will result in an automatic fail.
- BeautyCouncil will not provide any equipment or supplies.
- Points will be deducted from candidates who fail to provide themselves with the following equipment and supplies.
- You are obliged to bring other **professional** products and supplies to complete all services of the exam.
- **PROFESSIONAL PRODUCTS (NO DRUG STORE PRODUCTS) MUST BE USED OR CANDIDATE WILL FACE DISQUALIFICATION FROM THE PRACTICAL EXAM**

PRODUCT/SUPPLIES CHECKLIST

- | | |
|--|--|
| <input type="checkbox"/> CLEAR PHOTOCOPY OF CANDIDATE'S AND MODEL'S ID | |
| <input type="checkbox"/> COMPLETED MODEL WAIVER FORM | |
| <input type="checkbox"/> 10 towels (16"x24") | <input type="checkbox"/> Thinning shears (optional) |
| <input type="checkbox"/> 6' electrical cord | <input type="checkbox"/> Shampoo & conditioner |
| <input type="checkbox"/> Sectioning clips | <input type="checkbox"/> Razor |
| <input type="checkbox"/> Water spray bottle | <input type="checkbox"/> Clipper |
| <input type="checkbox"/> Cutting shears | <input type="checkbox"/> Trimmer |
| <input type="checkbox"/> Neck duster | <input type="checkbox"/> Setting gel |
| <input type="checkbox"/> Professional hair dryer | <input type="checkbox"/> Hair spray |
| <input type="checkbox"/> Cotton batting | <input type="checkbox"/> Setting lotion |
| <input type="checkbox"/> End papers | <input type="checkbox"/> Styling aids |
| <input type="checkbox"/> Bleach | <input type="checkbox"/> Accessories (if needed) |
| <input type="checkbox"/> Colour | <input type="checkbox"/> Barbicide/Barbicide jar |
| <input type="checkbox"/> Developer | <input type="checkbox"/> Mannequin stand |
| <input type="checkbox"/> Colour bowls & brushes | <input type="checkbox"/> 2 Long hair mannequins |
| <input type="checkbox"/> Foils | <input type="checkbox"/> 1 Male mannequin |
| <input type="checkbox"/> Capes (cutting & chemical) | <input type="checkbox"/> 1 Virgin hair mannequin |
| <input type="checkbox"/> Box of bobby pins | <input type="checkbox"/> 40 perm rods |
| <input type="checkbox"/> Garbage bag | <input type="checkbox"/> Professional curling irons, wands |
| <input type="checkbox"/> Variety of professional combs (styling comb, tail comb, lift comb, etc.) | |
| <input type="checkbox"/> Variety of professional brushes (Denman, paddle, round, etc.) | |
| <input type="checkbox"/> Any other equipment or supplies necessary to complete the exam requirements | |

REFERENCE TEXT & EXAM REVIEW BOOKS

1. **Standard Text of Cosmetology & Exam Review** – published by: Milady
 - Can be purchased at: www.npgroup.ca
2. **Salon Fundamentals & Exam Review** – published by: Pivot Point
 - Can be purchased at: <http://store.pivotpointcanada.ca/>

THEORY EXAMINATION

BeautyCouncil’s theory examination is designed to evaluate and ensure candidates have the broad spectrum of knowledge required to serve the public.

Theory exam information:

- 120 multiple choice questions.
- To be completed in one (1) hour.
- To be completed immediately following the practical examination.
- Please bring a pen/pencil to complete the theory exam.
- Results will be included with practical examination results.
 - Please do not call BeautyCouncil for results, as results will not be released over the phone.
- Passing grade is 70%.
 - If passing grade is not achieved, a candidate may apply to retake the examination up to three (3) times.
 - Retake fee is \$100 + GST = \$105.00
 - Retakes must be completed within a two (2) year period.

THEORY EXAM CONTENT

Hair Cutting	20%
Hair Colouring	20%
Hair Styling	10%
Chemical Waving & Relaxing	10%
Hair & Scalp Care	7%
Specialized Services (Wigs & Extensions)	5%
Business Management.....	7%
Client Service	3%
Hygiene, Sanitation, & Disinfection Practices.....	15%
Use & Maintenance of Tools & Equipment	3%
Total Percentage	100%