

CR 87-57

CERTIFICATE

STATE OF WISCONSIN )  
 ) SS  
DEPARTMENT OF REGULATION AND LICENSING )

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

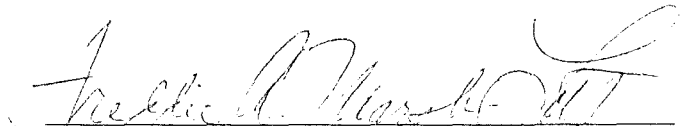
I, Freddie A. Marsh-Lott, Director of the Bureau of Business and Design Professions, and custodian of the official records of the Bureau, do hereby certify that the annexed rules, relating to Cosmetology Examinations, were duly approved and adopted by the Cosmetology Examining Board on January 25, 1988.

I further certify that said copy has been compared to me with the original on file in this board and that the same is a true copy thereof, and of the whole of such original.

RECEIVED

MAR 3 1988  
4:10 pm  
Revisor of Statutes  
Bureau

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the board at 1400 East Washington Avenue, Madison, Wisconsin, this 29 day of February, A.D. 1988.



Freddie A. Marsh-Lott  
Director, Bureau of Business and Design Professions  
Department of Regulation & Licensing

JOH:gad  
RULES-18

5-1-88

STATE OF WISCONSIN  
COSMETOLOGY EXAMINING BOARD

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IN THE MATTER OF RULEMAKING	:	ORDER OF THE
PROCEDURES BEFORE THE COSMETOLOGY	:	COSMETOLOGY EXAMINING BOARD
EXAMINING BOARD	:	ADOPTING RULES

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ORDER

AN ORDER to repeal and recreate ch. C4, relating to cosmetology examinations.

Analysis prepared by the Department of Regulation and Licensing.

ANALYSIS

Statutory authority: ss. 15.08(5)(b), 227.11(2)(a), 458.03(1),  
458.06(3), Stats.

Statute interpreted: s. 458.06, Stats.

In this order the cosmetology examining board repeals and recreates ch. C 4 so as to break down the section into a more readable form. Under C 4.01, the board specifies its policies on administration of examinations to its four different licensee groups.

In C 4.02 the board describes the competencies tested, and a procedure for noticing applicants and schools of these competencies.

The board, under C 4.03, has revised the passing score for the written exam for operators to 78 or above because of its recent change to using the national operators' examination rather than its own constructed exam. The setting of the passing score of 78 follows the recommendation of the national examination service, educational testing service ("E.T.S.").

TEXT OF RULE

SECTION 1. Chapter C 4 is repealed and recreated to read:

CHAPTER C 4  
COSMETOLOGY EXAMINATIONS

C 4.01 ADMINISTRATION. (1) The board or its designee may administer written or practical examinations, or combined written and practical examinations.

(2) The board or its designee shall administer examinations at least four times yearly for each of the following types of licenses: operator, manager, instructor, manicurist and electrologist.

(3) At least 10 days prior to the examination, the board shall mail an admission card to the applicant, who shall present the card at the door of the examination room with identification as specified on the admission card.

(4) The board or its designee shall provide rules of conduct at the beginning of the examination. Definite time limits may be placed on each portion of the examination.

(5) The board may deny licensure for any applicant found by the board to have violated rules of the examination.

C 4.02 COMPETENCIES TESTED. (1) The examination of applicants for operator's, manager's, instructor's, manicurist's and electrologist's licenses shall include tests requiring applicants to demonstrate minimum competency in services and subjects substantially related to public health and safety.

(2) Notice of the general content of the examination shall be sent to applicants prior to the examination and shall be furnished to schools upon a change in general content and upon request.

C 4.03 PASSING SCORES. (1) PRACTICAL EXAMINATIONS. To pass a practical examination for any license under ch. 458, Stats., the applicant shall attain a score of 70 or above on each part of the examination.

(2) WRITTEN EXAMINATIONS. (a) Operator's license. To pass a written examination, an applicant for an operator's license shall attain a score of 78 or above.

(b) Manager's, manicurist's, instructor's or electrologist's license. To pass a written examination, an applicant for a manager's, manicurist's, instructor's or electrologist's license shall attain a score of 70 or above.

(c) Examination score from another state. The board shall accept the written examination scores of applicants who wrote the same examination in another state if the scores were equal to or greater than the passing scores defined in this section.

C 4.04 FAILURE AND REVIEW. (1) If it appears after any part of a practical examination is completed that an applicant will receive a failing grade, at least two examiners shall confer regarding the applicant's performance and each sign the grade sheet and the reason for failure sheet.

(2) Upon a written request from an applicant within 30 days of the mailing date of the examination results, the board may review the applicant's written or practical examination score. If procedural irregularities in the

examination are found, the board may recommend a retake without a fee charge. The board may upgrade a score to passing if two-thirds of the board agree that the applicant is qualified for the license and signify agreement by signing the applicant's examination score sheet.

(3) The board shall provide an annual report to schools containing summary data on candidate performance on the examinations administered.

C 4.05 RE-EXAMINATION. (1) The board shall permit an applicant who fails a written or practical examination to retake the examination. Applicants who fail one or more parts of a practical examination shall retake the examination only in those subjects failed. Applicants who fail the written examination shall retake it in its entirety.

(2) The grade attained on a retake examination shall be substituted for the original grade.

(3) An applicant shall retake any failed portion of an examination within one year from the date of the original examination.

The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin administrative register, pursuant to s. 227.22(2)(intro.), Stats.

Dated Feb. 23, 1988

Agency Claudia Berry Miran  
Chairperson  
Cosmetology Examining Board

JOH:gad  
RULES-20  
2/15/88