

## Chapter H 7

## BARBER EXAMINATIONS AND SUBJECTS TO BE TAUGHT IN SCHOOLS TEACHING BARBERING

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**History:** Ch. H 7 as it existed on October 31, 1974 was repealed and a new ch. H 7 was created, effective November 1, 1974.

**H 7.01 Conduct of the examination.** (1) The state health officer shall designate a staff member to act as liaison officer to the committee of examiners.

(2) A number shall be assigned to each examinee before an examination. The number shall be used in lieu of the examinee's name on all examination papers and in all portions of the examination.

(3) Examinees shall not receive any technical assistance during the examination from the examiners, language interpreters or other individuals.

(4) Applicants who have passed the master barber examination may immediately take a shop manager examination only if they demonstrate in writing to the department prior to the examination date that a bona fide emergency exists. Other applicants for the shop manager examination may not take the examination until the next one is held.

**History:** Cr. Register, October, 1974, No. 226, eff. 11-1-74.

**H 7.02 Examination questions.** (1) The division of health shall prepare the examination questions and may seek recommendations from the committee of examiners, persons teaching barbering and other professional personnel. The state health officer shall approve the examination questions.

(2) Examination questions shall be in the English language, excepting that a foreign language translation shall be made available by the board by prior arrangement provided that the actual cost of such translation shall be paid in advance by the applicant.

(3) All barber examinations shall be restricted to questions pertaining to the subjects listed under subsection H 7.04 and H 7.05. Out-of-state journeyman barbers who can provide evidence satisfactory to the board that they have met substantially the same requirements as this state as provided in section 158.10 (4), Wis. Stats., will take an examination with emphasis on state laws and the administrative code pertaining to barbering.

(4) Each examination shall be designed to recognize the various levels of skills and knowledge requisite to a specific license.

**History:** Cr. Register, October, 1974, No. 226, eff. 11-1-74.

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**H 7.03 Grading.** (1) The passing grade for all written and practical examinations shall be 70%.

(2) All written examinations shall be graded by the staff of the division of health.

(3) Any person who fails in the written portion of an examination may request in writing that it be reviewed. The review will be conducted by the liaison officer. If any grade is changed after a review, a written statement of the change shall be placed in the examinee's file stating the reasons for the change and a copy of the statement shall be submitted to the state health officer and the committee of examiners.

(4) In the practical examination the methods of conducting the examination, the subjects to be included and basis of grading shall be established by the committee of examiners with the approval of the liaison officer.

(5) At least 2 examiners shall review a failure in the practical examination giving the reason for the failure and sign the grade sheet.

**History:** Cr. Register, October, 1974, No. 226, eff. 11-1-74.

**H 7.04 Full time school subjects taught and practiced—(syllabus).**

- (1) Instruments and tools (primary and secondary)
  - (a) Clippers, blades, outliners and attachments
  - (b) Razors
  - (c) Shears
  - (d) Hone and strop
  - (e) Combs, brushes, picks, rollers and clips
  - (f) Hairvac
  - (g) Dryers, curling irons, hot irons
  - (h) Lather machine—brushes and mugs
  - (i) Tweezer—needle—comedo extractor
  - (j) Cloth holder (clips)
  - (k) Vibrators
  - (l) Hand mirrors
  - (m) Other
- (2) Barber shop equipment
  - (a) Primary and supplemental
  - (b) Sanitation
- (3) Basic haircutting and styling (minimum requirement 500)
  - (a) Short and long hair—(men and women)
  - (b) Tapering—long and short
  - (c) Close, medium, and full short
  - (d) Ethnic (black, etc.)
  - (e) Past, present, and future styles
  - (f) Basic to advanced for techniques and procedures
    1. Razor cutting
  - (g) Thinning
  - (h) Outline
  - (i) Posture
  - (j) Wet and dry haircutting
  - (k) Blow waving
- (4) Shaves (minimum requirement 200)
  - (a) Preparation
  - (b) Procedure and movement

- (c) Finishing
- (d) Depilatory
- (e) Lines and outlines
- (5) Scalp services
  - (a) Shampooing (minimum requirement 75)
    - 1. Types of shampoo and soap
    - 2. Selection of product (beneficial and harmful)
    - 3. Application
    - 4. Movement (beneficial and harmful)
    - 5. Rinse off
    - 6. Results
  - (b) Rinses (minimum requirement 50)
    - 1. Selection of rinse (beneficial and harmful)
    - 2. Application
    - 3. Movements
    - 4. Rinses off
  - (c) Scalp massage (minimum requirement 75)
    - 1. Types
    - 2. Movements (beneficial and harmful)
    - 3. Purpose
    - 4. Results (beneficial and harmful)
    - 5. Muscle and nerves involved
      - a. Blood vessels
  - (d) Lotion treatments (minimum requirement 50)
    - 1. Selection (type and product)
    - 2. Application
    - 3. Movement (beneficial)
    - 4. Results (beneficial)
    - 5. Scalp steam
  - (e) Scalp treatments (minimum requirement 50)
    - 1. Introduction
- (6) Facial treatments (minimum requirement 75)
  - (a) Types
  - (b) Movements (beneficial and harmful)
  - (c) Purpose
  - (d) Results (beneficial and harmful)
  - (e) Muscles and nerves involved
  - (f) Products used
- (7) Hair and scalp care
- (8) Sanitation and hygiene
  - (a) Definitions
  - (b) Product and procedure
  - (c) Sterilizing, disinfection, antiseptic, and astringent
  - (d) Barber shop and equipment sanitation
  - (e) Tool and instrument sanitation
  - (f) Personal hygiene
  - (g) Personal grooming
  - (h) Community hygiene
- (9) Bacteriology
  - (a) History and importance of bacteriology
  - (b) General morphology
  - (c) Reproduction and growth
  - (d) Bacteria invasion

- (e) Beneficial bacteria
- (f) Destruction (physical and chemical)
- (10) Special hairwork (minimum requirement each)
  - (a) Conditioning (50)
  - (b) Coloring (10)
  - (c) Chemical waving (25)
  - (d) Sectioning (50)
  - (e) Terminology
- (11) History of barbering
  - (a) Barbering
  - (b) Barber section
  - (c) Apprentice division
  - (d) Organizations
  - (e) Schools
  - (f) Barber pole
- (12) Apprenticeship procedure
  - (a) Introduction to apprenticeship
  - (b) Advisory apprenticeship committee
  - (c) Indentureship and contract
  - (d) Apprentice law
  - (e) Training program
    - 1. Purpose
    - 2. Student or apprentice responsibilities
- (13) Salesmanship and advertising
  - (a) What is selling
  - (b) What is salesmanship
  - (c) Buying motives
  - (d) Selling technique
  - (e) Advertising technique
  - (f) Product displays
  - (g) Suggestive selling of service
  - (h) Public speaking
- (14) Public and human relations
  - (a) Customer attitudes
  - (b) Employee and employer relations
  - (c) Barber ethics
  - (d) Customer service
  - (e) Outside activities
  - (f) Positive and negative attitudes
  - (g) Evaluation and feed back from customers

**History:** Cr. Register, October, 1974, No. 226, eff. 11-1-74.

**H 7.05 Full time apprentice subjects—(syllabus)**

- (1) Advanced hairstyling and cutting
  - (a) Razor cutting
  - (b) Sectioning and cutting
  - (c) Styling to overcome physical distractions
  - (d) Latest techniques
  - (e) Ethnic styles
- (2) Advanced special hairwork
  - (a) Hair weaving—practical
  - (b) Hair transplants (familiarization)
  - (c) Chemical waving—practical

- (d) Hair relaxing and straightening—practical
- (e) Hair pieces and wigs—practical
- (3) Barber law and rules
  - (a) Ch. 158, H 6, H 7, Ch. 106
  - (b) How law is made
- (4) Business management and law
  - (a) Why enter business
  - (b) Setting up a business
    - 1. Individual
    - 2. Partnership
    - 3. Corporation
  - (c) Selecting a location
  - (d) Bookkeeping—record system
  - (e) Appointment system
  - (f) Social security requirements
  - (g) Workmen's compensation and unemployment compensation requirements
  - (h) Tax deductions—state and federal
  - (i) Insurance
  - (j) Advertising
  - (k) Selling services and products
  - (l) Ethics
- (5) Anatomy
  - (a) Cells
    - 1. Description
    - 2. Characteristics
    - 3. Function
    - 4. Reproduction
  - (b) Tissues and organs of the body as related to hair and skin
  - (c) The skeletal system pertaining to barbering
  - (d) The muscular system pertaining to barbering
  - (e) The nervous system pertaining to barbering
- (6) Physiology pertaining to barbering
  - (a) Digestive system
  - (b) Vascular system
  - (c) Excretory system (glands)
  - (d) Respiratory system
- (7) Histology of hair and skin
  - (a) Skin
  - (b) Hair
  - (c) Genetics of hair
    - 1. Traits
    - 2. Baldness
    - 3. Growth
    - 4. Forms
    - 5. Color
- (8) Hair and skin diseases
  - (a) Pathological changes
  - (b) General causes of diseases of the hair and scalp
  - (c) Scalp analysis
  - (d) Alopecia types
  - (e) Diseases and anomalies of the hair
  - (f) Disease of the scalp, face, and body
    - 1. Contagious

- 2. Non-contagious
- 3. Infectious
- 4. Non-infectious
- (g) Animal parasites
- (h) Venereal diseases
- (i) Diseases that prohibit barbering services
- (j) How and when to suggest professional medical attention
- (9) Scalp treatments
  - (a) Scalp examination
  - (b) Care of hair and scalp
  - (c) Shampooing
  - (d) Scalp massage
  - (e) Antiseptic and oil application
  - (f) Cause of falling hair
  - (g) Hi-frequency treatment
  - (h) Light-therapy treatment
- (10) Cosmetic chemistry
  - (a) Mixtures and chemical compounds
  - (b) Acids, bases, and salts
  - (c) Solutions and emulsions
  - (d) Cosmetics used by barbers
    - 1. Creams
    - 2. Facial masks and packs
    - 3. Face lotions
    - 4. Scalp lotions and ointments
    - 5. Soap and shampoos
    - 6. Rinses
    - 7. Hair conditioners
    - 8. Hair dressing
    - 9. Deodorants
    - 10. Hair straightening preparation
    - 11. Hair curling and waving preparation
    - 12. Bleaches and dyes
  - (e) Ingredients used in cosmetic preparation
    - 1. Function
    - 2. Purposes
    - 3. Harmful effects

**History:** Cr. Register, October, 1974, No. 226, eff. 11-1-74.

**H 7.06 Apprentices.** All apprentices shall satisfactorily complete all subjects as defined under H 7.04 and H 7.05 prior to being qualified for the journeyman examination.

**History:** Cr. Register, October, 1974, No. 226, eff. 11-1-74.

**H 7.07 Instructors.** All instructors teaching full time in a barber school or the apprentice program shall establish to the department's satisfaction that they are qualified to teach all services taught and have adequate knowledge of products used in the performance of these services being taught.

**History:** Cr. Register, October, 1974, No. 226, eff. 11-1-74.

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