

Chapter C 4

COSMETOLOGY EXAMINATIONS

C 4.01 Administration	C 4.04 Failure and review
C 4.02 Competencies tested	C 4.05 Re-examination
C 4.03 Passing scores	

Note: Chapter C 4 as it existed on April 30, 1988 was repealed and a new chapter C 4 was created effective May 1, 1988.

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.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

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.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

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 examina-

Register, April, 1988, No. 388

tion in another state if the scores were equal to or greater than the passing scores defined in this section.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

C 1.01 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 2 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.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.

C 1.05 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.

History: Cr. Register, April, 1988, No. 388, eff. 5-1-88.