



**Career
Essentials:
Assessments**

Career Essentials: Assessments

Teacher Preparation Guide For Use with the Career Essentials: Assessments

*Discover, Develop and Validate Students'
Knowledge and Skill*

COSMETOLOGY ASSESSMENT

Introduction to the Career Essentials: Assessments

The Career Essentials: Assessments can help both students and teachers discover students' occupational strengths. By implementing the Career Essentials: Assessments, students and teachers can collaboratively develop a life-long learning plan to validate and enhance students' skills and knowledge. Assessment data results are beneficial for students, teachers and administrators in validating student learning, and improving programs and their accountability.

This teacher preparation guide is a tool developed for instructors to help students capitalize on their unique strengths, which can improve individual student performance and provide a clear way forward for student success.

The Career Essentials: Assessments Teacher Preparation Guide provides an easy-to-follow road map to implement the Career Essentials: Assessments. The guide is not meant to be curriculum nor should it replace that which already exists. It provides specific information regarding the Career Essentials: Assessments so teachers can identify existing curriculum areas that may need additional emphasis.

The guide ultimately helps teachers provide students with learning opportunities. Its goal is for students to become comfortable and successful with the Career Essentials: Assessments.

Inside the guide, teachers will find:

- Major content areas of the assessment
- A blueprint of the assessment competency areas
- A checklist of the various competency areas within the assessment
- Access to a trade- or technical-specific online 10-question demo assessment
- Resources used for the assessment development
- Access to an employability skills based, online 10-question practice assessment to help students navigate the assessment system

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What are Career Essentials: Assessments?

Career Essentials: Assessments are online assessments that evaluate technical and employability skills and knowledge. They are the way ahead for the next generation of our American workforce, and they help candidates validate their technical skills and knowledge to potential employers. They also help local instructors demonstrate the value of their programs, while supporting local industries with a pool of potential employees that has been tested by a system they can trust.

Each assessment was developed by a panel of industry, high school and college/postsecondary subject matter experts (SMEs) using national technical standards. Career Essentials: Assessments were created by industry to ensure relevance to entry-level skills, meet Perkins IV accountability requirements and provide certificates to students who achieve industry-defined scores. They ensure your students are workforce ready.

Career Essentials: Assessments incorporate photographs, videos, animations and illustrations to ensure clarity for each technical question. Drag-and-drop and multiple-choice questions appeal to visual and kinesthetic learners and test content knowledge rather than test-taking abilities. Even simple multiple-choice questions are brought to life through pictures and animations.

Assessments are available in more than 40 trade, industrial and technical areas. A rigorous and educationally sound process captures critical competencies, standards and criteria as defined by industry.

Academic core and critical skill areas also exist in each assessment. State-level academic curriculum specialists identified connections to national academic standards.

Each one-hour assessment includes 50 questions. Under the supervision of a proctor, the integrity of each test is ensured by offering multiple unique versions of the assessment, which

For complete information regarding the Career Essentials: Assessments and to see all assessment areas, please visit the website at:

www.careeressentialss.org

measure the same core and critical competencies. Even within the same version, questions and answers are displayed in varying orders to prevent test takers from copying others. The Career Essentials: Assessments are designed to be user-friendly and intuitive for students.

Using the Career Essentials: Assessments

Every classroom is unique. You can use the Career Essentials: Assessments in a way that best suits your program and students. The following directions are SkillsUSA's suggested and preferred method to implement the assessments so that your students gain the most from the results.

The most important step in the Career Essentials: Assessments process is to select the correct assessment for your students. You are key to the selection process. Without your involvement, the wrong assessment may be selected. Assessment titles do not provide enough information for proper selection. Review the various assessment categories that best correspond to your program.

Next, look at each of the assessment titles within the category and the corresponding blueprint. The blueprint will tell you which competencies and subjects are addressed in the assessment.

Cross-walk the various blueprints with your classroom curriculum. The assessment blueprint will show what's emphasized and how competencies are weighed. Please remember the Career Essentials: Assessments are based on national industry standards, so the assessment may not perfectly align with the existing curriculum. Content may need to be added or emphasized to better prepare students for the Career Essentials: Assessments.

Once you have selected the assessment that best fits your program, administer that Career Essentials: Assessments at the beginning of your students' final program year. This could be considered a pre-test.

Assessment results are available as soon as your student completes the assessment. The report provides you with a gap analysis to identify your students' learning needs according to each competency area within the assessment. Dynamic reports compare your students' performance to the current state and national averages. Reports also enable you to track a student's progress on an individual basis. The assessment pre-testing results provide you with a benchmark for your students and identify student learning gaps. This data may help you adjust your own curriculum and identify areas that may need more or less emphasis. The data can be shared with students so everyone can focus on learning areas that need improvement during the school year.

Then, at the end of the school year or program semester, administer your specific Career Essentials: Assessments a second time as a post-test.

Use post-test data to improve or adjust curriculum once again for your next program year. This way, curriculum adjustments are made using the student testing data rather than arbitrarily making adjustments.

This pre- and post-test process is a "win-win" situation for the teacher and especially the student! To ensure a quality process, SkillsUSA is ready to help at any time.

Preparing Students for the Career Essentials: Assessments

Provide each student with a copy of their trade- or technical-specific Career Essentials: Assessments Blueprint. Do this at the beginning of your course. Review and discuss the blueprint with your class, providing insight on the assessment weighting and what is emphasized.

Have students discuss how they can assist each other to prepare for the assessment.

Place the Career Essentials: Assessments Blueprint on the classroom wall. The blueprint will help students focus on the appropriate course content areas that align with the assessment. It will also help everyone to be aware of the program's goals and expectations.

The Career Essentials: Assessments at a Glance

- **Select the correct assessment title. *Do not* have someone select the assessment for you, as there may be several titles that may relate to your program**
- **Review the assessment blueprint that best aligns with your existing curriculum**
- **Identify gaps in your curriculum, and use additional resources to enhance or align the curriculum**
- **Share the assessment blueprint with the students so everyone is aware of the expectation**
- **Have your students take the assessment at the beginning of their final program year as a pre-test**
- **Use pre-test data to identify learning gaps or strengths of individual students or the class**
- **Remediate the students using the data analysis from pre-test to enhance, emphasize and adjust learning objectives**
- **Have your students take the assessment a second time (as a post-test) at the end of the program year to determine learning gains/gaps**
- **Use post-test data to improve or adjust curriculum for your next program year**

Administer the Career Essentials: Assessments as a pre-test to identify student gaps. If possible, pre-test your students at the beginning of their final program year to identify learning gaps both individually and as a class. The data will provide an excellent “road map” to prepare students to take the assessment again (post-test) at the end of the program. Using the data, tailor the instruction to better prepare your students.

Use the Career Essentials: Assessments competency areas checksheets included in this guide to encourage class discussion and help students identify strengths and weaknesses.

Use the pre-test data to ascertain problematic learning areas. Have students identify discussion topics based on the various competency areas and their pre-test data results. Exercises, demonstrations and even questions can be developed by the students using their textbooks or other resources listed in this guide.

Assign homework that aligns to the assessment blueprint. Focus on a competency area within the assessment. Using the checksheets in this guide, have students develop questions and potential answers using the resources identified when developing the assessment. Use the questions for class discussion or “quiz bowl” activities.

Have students take the Career Essentials: Assessments trade- or technical-specific online 10-question demo assessment. This could be a homework assignment or done in class 30 days prior to taking the assessment the second time (as a post-test). This not only will provide students with specific sample questions and potential answers, but it will also allow students to experience the online system again and become more familiar with the types of questions they may encounter when taking the actual assessment.

Following the demo assessment, discuss the experience students had. What question(s) did

they not understand? Did they have difficulty navigating the online system? This experience will help students be more comfortable and confident when taking the final assessment.

Discuss as a class or individually with students which question(s) were difficult. Facilitate a discussion to glean more information regarding why certain answers were wrong. Offer techniques students can use to better determine correct answers.

Workplace-Ready Skills

Through the Career Essentials: Assessments, you have the option for your students take an Employability Assessment. This assessments tests a student’s workplace-ready skills such as communication, teamwork, time management and more. It can be used for any student in any occupational area as a practice test or a separate assessment.

If you use the Employability Assessment as a practice test have students take it in class. Not only can the Employability Assessment help students become familiar with the navigational tools of the assessment system, but it can also measure and make your students aware of another important skill set. It may also help them become comfortable in the testing environment.

See the Career Essentials: Assessments website for more information: www.careeressentials.org

The Employability Assessment is *not* intended to familiarize students with the cosmetology assessment content.

Please note: For all Career Essentials: Assessments to be valid, instructors cannot be present in the room where their students will be taking the test. A proctor is required. Proctors can be other instructors, a school administrator or school counselor.

Assessment Competency Areas

Career Essentials: Assessments Cosmetology Assessment covers six major technical competency areas (unit areas). In the online assessment, these six competencies are tested with 50 interactive, multiple-choice items. Each competency area has a different number of items. The chart lists the major technical competency areas and the percentage of the assessment in each one.

Technical Competency Areas for Cosmetology

Competency	Percentage of Area Assessment
Blunt Haircut (0 Degree): Create a blunt haircut (0 degree) haircut and design within a 45 minute time period, styling the hair with blow dryer, flat iron, curling iron and round brush as applicable	16%
Uniform Layered (90 Degree) Haircut Procedure: Create a uniform layer (90 degree) haircut and design within a 45 minute time period, styling the hair with blow dryer and fingers only	16%
Haircolor: Demonstrate a single-process color for virgin hair	24%
Chemical Texture Services: Demonstrate the procedure for a curvature perm	14%
Demonstrate customer service skills	14%
Demonstrate client consultation skills	16%

Academic Core and Critical Skill Areas

Academic core and critical skill areas also exist in each assessment. The SkillsUSA national technical committee identified that the following academic skills are embedded in the cosmetology training program and assessment:

Math Skills

- Use fractions to solve practical problems
- Use proportions and ratios to solve practical problems

- Solve practical problems involving percents
- Measure angles
- Find volume and surface area of three-dimensional objects
- Apply transformations (rotate or turn, reflect or flip, translate or slide, and dilate or scale) to geometric figures
- Construct three-dimensional models
- Make predictions using knowledge of probability
- Solve problems using proportions, formulas and functions
- Use basic math skills for purpose of marketing and bookkeeping; addition, subtraction, multiplication, division and percentages

Science Skills

- Describe and recognize elements, compounds, mixtures, acids, bases and salts
- Describe and recognize solids, liquids and gases
- Describe characteristics of types of matter based on physical and chemical properties
- Use knowledge of physical properties (shape, density, solubility, odor, melting point, boiling point, color)
- Use knowledge of chemical properties (acidity, basicity, combustibility, reactivity)
- Describe and demonstrate simple compounds (formulas and the nature of bonding)
- Predict chemical changes to matter (types of reactions, reactants and products; and balanced equations)
- Use knowledge of potential and kinetic energy
- Use knowledge of mechanical, chemical and electrical energy
- Use knowledge of heat, light and sound energy
- Use knowledge of temperature scales, heat and heat transfer
- Use knowledge of the nature and technological applications of light
- Use knowledge of principles of electricity and magnetism
- Use knowledge of static electricity, current electricity and circuits

Language Arts Skills

- Demonstrate use of verbal communication skills, such as word choice, pitch, feeling, tone and voice
- Demonstrate use of nonverbal communication skills, such as eye contact, posture, and gestures using interviewing techniques to gain information
- Demonstrate comprehension of a variety of informational texts
- Use text structures to aid comprehension
- Understand source, viewpoint and purpose of texts
- Demonstrate knowledge of appropriate reference materials
- Use print, electronic databases and online resources to access information in books and articles

Connections to National Standards

State-level academic curriculum specialists identified the following connections to national academic standards.

Math Standards

- Geometry
- Measurement
- Problem solving
- Communication
- Connections
- Representation

Source: NCTM Principles and Standards for School Mathematics. To view high school standards, visit: www.nctm.org/standards/content.aspx?id=16909.

Science Standards

- Understands the principles of heredity and related concepts
- Understands relationships among organisms and their physical environment
- Understands the nature of scientific inquiry

Source: McREL compendium of national science standards. To view and search the compendium, visit: www2.mcrel.org/compendium/ .

Language Arts Standards

- Students apply a wide range of strategies to comprehend, interpret, evaluate and appreciate texts. They draw on their prior experience, their interactions with other readers and writers, their knowledge of word meaning and of other texts, their word identification strategies, and their understanding of textual features (e.g., sound-letter correspondence, sentence structure, context, graphics)
- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information)

Source: IRA/NCTE Standards for the English Language Arts. To view the standards, visit: www.readwritethink.org/standards/index.html.

Student Tools:

Access Directions for the Trade- or Technical-Specific Online 10-Item Demo Assessment

Have your students copy and paste this link <http://www.careeressentials.org/assessments/demo-our-assessments/> into their browser. The sample programmatic questions will give you and your students an idea of the types of questions on the assessment and how the questions are generally written.

Test-Taking Reminders

Encourage your students to have good study habits. Below are basic reminders to better prepare students for life-long learning and workplace success. You may want to have this discussion at the beginning of the year to encourage students to incorporate these strategies.

- Develop a regular study schedule
- Identify a specific location to study
- Always take notes while studying in class or on your own

- Take short breaks during your study session
- Perform “mini-testing” to make sure you understand and comprehend the program concepts
- Join small study groups to help focus on the program content
- If you need special assistance in testing, tell your teacher or counselor so they can make accommodations.

Student Testing Tips

The most important tip for your students is to be prepared mentally and physically for the testing session. Make sure to tell them to get plenty of rest and eat healthy. Suggest they wear comfortable and appropriate clothing to the testing session. If they are able to bring items to the testing session, such as a non-programmable calculator, make sure they have the items ready the night before. Have students check our website at <http://www.careeressentials.org/wp-content/uploads/2017/07/Permitted-Testing-Tools-Aids.pdf> for permitted tools or job aids that can be used during testing. The more organized they are before the testing period, the more relaxed they will be during the actual testing session.

Encourage your students to be relaxed and positive. If they begin to panic during the testing, suggest they take some deep breaths to relax and think positive thoughts.

Do not rush through the questions. Instruct your students to read the question and potential answers thoroughly. Tell them to make sure they know exactly what the question is asking before answering. Let them know that if they are unsure, they can mark the question and return to it. Other questions may have clues to the correct answer.

Use process of elimination. If your students are not sure of the correct answer, tell them to study the potential answers and eliminate the ones that they know are not correct.

If all else fails, tell students to *guess*. After they have exhausted all options, tell them to take their best guess at the correct answer. If they have studied the content area, they may intuitively know the correct answer. The Career Essentials: Assessments system does not penalize students for guessing and they may guess correctly!

Student Tools:

Cosmetology Blueprint and Competency Area Knowledge Checksheets

The next section provides the assessment blueprint and detailed topics within each competency area covered within the cosmetology assessment. Photocopy and share the following blueprints and checksheets with your students so they can better prepare for each of the competency areas within the cosmetology assessment.

Summary and Quick Glance Testing Reminders

The Career Essentials: Assessments process is designed for program and curriculum improvement. This is a continuous improvement process to better meet the educational needs of your students by strategically using data results.

Advanced planning and preparation is a key component in implementing this process. Below we have attempted to summarize the steps in the suggested Career Essentials: Assessments implementation pre- and post-test process.

- Identify the correct assessment for your program
- Share the selected assessment blueprint with your students, parents, advisory board members and others. Place the blueprint on the classroom wall
- Pre-test your students at the beginning of their final programmatic year
- Use the data results to identify “learning gaps”

- Share the pre-test data with the student(s)
- Tailor learning experiences to meet student needs and supplement current curriculum
- Develop homework assignments around the competency knowledge checksheets located in this guide
- Have students take the demo 10-question practice test 30 days prior to the post-test
- For students that need more time in the actual testing environment, use the Employability Assessment to review navigational tools and to make students more comfortable in the testing lab
- Finally, review the blueprint and knowledge checksheets in totality before taking the post-test to ensure students are aware of the expectation

Using the above steps, you and your students should see improvement in the post-test assessment score report and a percentage of knowledge gained.

Cosmetology Blueprint

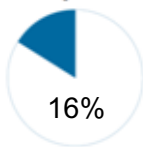
This Blueprint contains the subject matter content of this Career Essentials Assessment.

Note: To fully prepare for **Cosmetology** SkillsUSA Championships contest, refer to the current year's SkillsUSA Championships Technical Standard, now included with your SkillsUSA Professional Membership. If you need help in accessing this benefit, contact the SkillsUSA Membership Office at 1-800-355-8422.

Standards and Competencies

Competencies are weighted throughout the assessment. The percent shown is the weight of the competency. There are 50 questions per assessment.

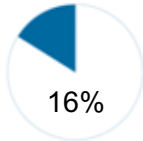
Blunt Haircut (0 Degree): Create a blunt haircut (0 degree) haircut and design within a 45-minute time period, styling the hair with blow dryer, flat iron, curling iron and round brush as applicable



- ∞ Assemble tools (shears, comb, blow dryer, flat iron, curling iron, round brush) and prepare station
- ∞ Create a four-section parting
 - Detangle the hair
 - Position the head upright
 - Create a center parting from the front hair line to the nape, dividing the head into two halves
 - Create a parting that runs from the apex (crown) to the back of the ear on both sides and clip
- ∞ Establish back guide
 - Beginning at the nape on one side, take a horizontal parting 1/4" to 1/2" from the hair line (depending on the density of the hair), parallel to the floor
 - Position fingers and/or shears horizontal and parallel to the floor, and cut from the center of the nape to behind the ear to create a stationary guide
 - Beginning at the nape on the opposite side, take a horizontal parting 1/4" to 1/2" from the hair line (depending on the density of the hair), parallel to the floor
 - Position fingers and/or shears horizontal and parallel to the floor, and cut from the center of the nape to behind the ear to complete the stationary guide
- ∞ Complete cutting back panels, alternating sides
 - Returning to initial side, create another 0.25-0.5-inch subsection. Comb hair down in a natural fall
 - Position fingers and shears horizontal and parallel to the floor. Cut length to match guide. Repeat on the opposite side
 - Continue working up the back of the head, alternating sections, making horizontal cuts to match guide
- ∞ Establish the initial front, side guide
 - On the initial side, take a horizontal parting including a portion of the back section to match stationary guide
 - Comb section from scalp to ends, release subsection and allow hair to hang in a natural fall, allowing for protrusion of the ear
 - Position fingers or comb horizontally at the cutting line, cut straight across, connecting side section to the back guide
- ∞ Establish the opposite front, side guide
 - On the opposite side, take a horizontal parting including a portion of the back section to match stationary guide
 - Comb section from scalp to ends, release subsection and allow hair to hang in a natural fall, allowing for protrusion of the ear
 - Position fingers or comb horizontally at the cutting line, cut straight across, connecting side section to the back guide
- ∞ Check both sides for evenness and make needed adjustments
- ∞ Continue working on initial side with horizontal partings until all hair has been cut to match the guide. Repeat on opposite side
- ∞ Cross-check using vertical sections. Visually check balance and proportion of haircut

- ∞ Select appropriate product for style and properly apply to hair
- ∞ Blow-dry the hair. If applicable, use appropriate tools to complete design
- ∞ Check for balance and proportion of finished style and make appropriate adjustments
- ∞ Disinfect implements, clean and organize station

Uniform Layered (90 Degree) Haircut Procedure: Create a uniform layer (90 degree) haircut and design within a 45-minute time period, styling the hair with blow dryer and fingers only



- ∞ Assemble tools (shears, comb and blow dryer) and prepare station
- ∞ Create a four-section parting
 - Detangle the hair
 - Position the head upright
 - Create a center parting from the front hair line to the nape, dividing the head into two halves
 - Create a parting that runs from the apex (crown) to the back of the ear on both sides and clip
- ∞ Establish the design length around the perimeter
- ∞ Establish the interior guide at the top of head (apex, crown)
 - Beginning at the apex (crown), comb a small section straight out from the head, keeping your fingers parallel to the head
 - Cut to the desired length
- ∞ Continue cutting guideline from the established interior guide at apex to front hairline
- ∞ Continue cutting guideline from the established interior guide at the apex to the nape
- ∞ Use vertical partings following the curvature of the head to cut the interior
- ∞ Maintain a constant 90-degree elevation throughout the procedure, keeping your fingers parallel to the head to establish a traveling guideline
- ∞ Follow a traveling guide to maintain uniformly layered lengths
- ∞ Perform a cross check of procedure for accuracy
- ∞ Check perimeter guideline and finish as necessary
- ∞ Uniformly blend the finished cut
- ∞ Select appropriate product for style and properly apply to hair
- ∞ Blow-dry the hair to frame the face. If applicable, use appropriate tools to complete design
- ∞ Disinfect implements, clean and organize station

Haircolor: Demonstrate a single-process color for virgin hair



- ∞ Preparing for a single-process color for virgin hair
 - Gather and arrange materials, implements, and supplies
 - Perform preliminary patch test 24 to 48 hours prior to service
 - Conduct client consultation. Analyze hair and scalp. Record results on client's record card
 - Ask client to remove jewelry and store in safe place
 - Drape client for haircolor service
 - Apply protective cream around hairline and over ears
 - Perform strand test; record results on client record card
- ∞ Perform a single-process color for virgin hair
 - Part dry hair into four sections
 - Detangle the hair
 - Position the head upright
 - Create a center parting from the front hair line to the nape, dividing the head into two halves
 - Create a parting that runs from the apex (crown) to the back of the ear on both sides and clip
 - Prepare tint formula for either bottle or brush application, following manufacturer's directions
 - Begin in the section where the color change would be greatest or where hair is most resistant, and part off 1/4" subsection with the applicator

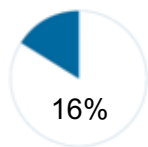
- Lift subsection and apply color to the mid-shaft area at least 1/2" from the scalp and not through the porous ends
- Process according to strand test results. Check color development by following the same steps used in strand testing
- Apply color to the hair at the scalp
 - Pull the color through onto the hair ends
 - Lightly rinse with lukewarm water. Massage color into a lather and rinse thoroughly
 - Using a towel, gently remove any stains around hairline with shampoo or stain remover
 - Shampoo hair; condition as needed
 - Towel-dry and style hair
- ∞ Clean-up and sanitize following a single-process color for virgin hair
 - Discard disposable supplies and materials
 - Close containers, wipe clean, store in proper place
 - Sanitize implements, cape and workstation
 - Wash hands with soap and warm water
 - Record results on client record card and file it

Chemical Texture Services: Demonstrate the procedure for a curvature perm



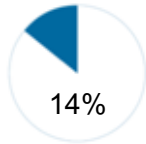
- ∞ Prepare to perform a basic perm
 - Gather and arrange required implements, materials and supplies
 - Wash hands
 - Conduct client consultation and evaluation. Complete client perm record card. Note changes in client's history
 - Drape client for shampoo
 - Gently shampoo and towel-dry hair
 - ∞ Perform a preliminary test curl
 - ∞ Perform a basic perm wrap (straight set wrap)
 - Divide hair into nine panels, and select length of rod
 - Using double flat wrap method, hold hair at 90-degree angle to head and begin wrapping at front hairline panel
 - Wrap remaining eight panels, using same technique
 - ∞ Process the basic perm
 - Apply protective barrier cream to hairline and ears
 - Apply perm solution with a bottle to hair on each rod
 - Process according to manufacturer's directions
 - Determine when curl development is complete
 - Rinse thoroughly and towel blot
 - Apply neutralizer, and process according to manufacturer's directions
 - After processing, remove rods and gently work remaining neutralizer through hair
 - Rinse thoroughly
 - ∞ Perform clean up and sanitation following a basic perm
 - Discard disposable supplies in appropriate receptacles
 - Sanitize implements and store according to sanitation requirements
 - Clean, sanitize and prepare workstation for next service
 - Wash hands thoroughly with soap and warm water
- Complete the client record

Demonstrate customer service skills



- ∞ Use a pleasant voice
- ∞ Introduce yourself to client
- ∞ Use client's name
- ∞ Verify client information
- ∞ Offer salon services
- ∞ Ask client if they have any questions
- ∞ Re-book client
- ∞ Be friendly, helpful and sincere

Demonstrate client consultation skills



- ∞ Assess the client's current look
- ∞ Ask what client likes/dislikes about current look
- ∞ Perform a hair and scalp analysis, including analysis of length, texture, type, porosity and condition
- ∞ Analyze client attributes, including head shape, face shape, profile and special considerations
- ∞ Ask client about career and personal lifestyle
- ∞ Use photo collection to learn preferred looks
- ∞ Make suggestions based on lifestyle and preferred looks
- ∞ Suggest additional services and/or products to make the client's new look complete
- ∞ Counseling the client on required home maintenance
- ∞ Restate and confirm everything agreed upon between stylist and client
- ∞ Document information acquired during client consultation on client service record

Demonstrate professional development skills in a simulated customer-service or employment situation. Examples may include:

- ∞ Job interview
- ∞ Customer service scenario
- ∞ Communications
- ∞ Decision making, problem solving and/or critical thinking

Committee Identified Academic Skills

The SkillsUSA national technical committee has identified that the following academic skills are embedded in the cosmetology training program and assessment:

Math Skills

- Use fractions to solve practical problems
- Use proportions and ratios to solve practical problems
- Solve practical problems involving percents
- Measure angles
- Find volume and surface area of three- dimensional objects
- Apply transformations (rotate or turn, reflect or flip, translate or slide, and dilate or scale) to geometric figures
- Construct three-dimensional models
- Make predictions using knowledge of probability
- Solve problems using proportions, formulas and functions
- Use basic math skills for purpose of marketing and bookkeeping; addition, subtraction, multiplication, division and percentages

Science Skills

- Describe and recognize elements, compounds, mixtures, acids, bases and salts
- Describe and recognize solids, liquids and gases
- Describe characteristics of types of matter based on physical and chemical properties
- Use knowledge of physical properties (shape, density, solubility, odor, melting point, boiling point, color)
- Use knowledge of chemical properties (acidity, basicity, combustibility, reactivity)
- Describe and demonstrate simple compounds (formulas and the nature of bonding)
- Predict chemical changes to matter (types of reactions, reactants and products; and balanced equations)
- Use knowledge of potential and kinetic energy
- Use knowledge of mechanical, chemical and electrical energy
- Use knowledge of heat, light and sound energy

- Use knowledge of temperature scales, heat and heat transfer
- Use knowledge of the nature and technological applications of light
- Use knowledge of principles of electricity and magnetism
- Use knowledge of static electricity, current electricity and circuits

Language Arts Skills

- Demonstrate use of verbal communication skills, such as word choice, pitch, feeling, tone and voice
- Demonstrate use of nonverbal communication skills, such as eye contact, posture, and gestures using interviewing techniques to gain information
- Demonstrate comprehension of a variety of informational texts
- Use text structures to aid comprehension
- Understand source, viewpoint and purpose of texts
- Demonstrate knowledge of appropriate reference materials
- Use print, electronic databases and online resources to access information in books and articles

Connections to National Standards

State-level academic curriculum specialists identified the following connections to national academic standards.

Math Standards

- | | |
|-------------------|------------------|
| • Geometry | • Communication |
| • Measurement | • Connections |
| • Problem solving | • Representation |

Source: NCTM Principles and Standards for School Mathematics. To view high school standards, visit: <http://www.nctm.org/standards/content.aspx?id=16909>.

Science Standards

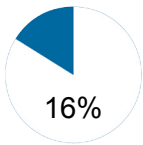
- Understands the principles of heredity and related concepts
- Understands relationships among organisms and their physical environment
- Understands the nature of scientific inquiry

Source: McREL compendium of national science standards. To view and search the compendium, visit: www.mcrel.org/standards-benchmarks/.

Language Arts Standards

- Students apply a wide range of strategies to comprehend, interpret, evaluate and appreciate texts. They draw on their prior experience, their interactions with other readers and writers, their knowledge of word meaning and of other texts, their word identification strategies, and their understanding of textual features (e.g., sound-letter correspondence, sentence structure, context, graphics)
- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information)

Source: IRA/NCTE Standards for the English Language Arts. To view the standards, visit: www.readwritethink.org/standards/index.html.



Competency Area 1: Blunt Haircut (0 Degree)

Create a Blunt Haircut (0 Degree) Haircut and Design within a 45-Minute Time Period, Styling the Hair with Blow Dryer, Flat Iron, Curling Iron and Round Brush as Applicable

Knowledge Check

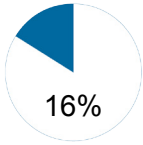
How well do you know how to:	Very Well	Somewhat Well	Not Well
1. Assemble tools (shears, comb, blow dryer, flat iron, curling iron, round brush) and prepare station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Create a four-section parting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Detangle the hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Position the head upright?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Create a center parting from the front hair line to the nape, dividing the head into two halves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Create a parting that runs from the apex (crown) to the back of the ear on both sides and clip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Establish back guide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Beginning at the nape on one side, take a horizontal parting ¼” to ½” from the hair line (depending on the density of the hair), parallel to the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Position fingers and/or shears horizontal and parallel to the floor, and cut from the center of the nape to behind the ear to create a stationary guide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Beginning at the nape on the opposite side, take a horizontal parting ¼” to ½” from the hair line (depending on the density of the hair), parallel to the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Position fingers and/or shears horizontal and parallel to the floor, and cut from the center of the nape to behind the ear to complete the stationary guide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Complete cutting back panels, alternating sides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Returning to initial side, create another 0.25-0.5 inch subsection. Comb hair down in a natural fall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Position fingers and shears horizontal and parallel to the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Continue working up the back of the head, alternating sections, making horizontal cuts to match guide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency Area 1: Blunt Haircut (0 Degree)

Create a Blunt Haircut (0 Degree) Haircut and Design within a 45-Minute Time Period, Styling the Hair with Blow Dryer, Flat Iron, Curling Iron and Round Brush as Applicable

	Very Well	Somewhat Well	Not Well
5. Establish the initial front, side guide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• On the initial side, take a horizontal parting including a portion of the back section to match stationary guide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Comb section from scalp to ends, release subsection and allow hair to hang in a natural fall, allowing for protrusion of the ear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Position fingers or comb horizontally at the cutting line, cut straight across, connecting side section to the back guide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Establish the opposite front, side guide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• On the opposite side, take a horizontal parting including a portion of the back section to match stationary guide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Comb section from scalp to ends, release subsection and allow hair to hang in a natural fall allowing for protrusion of the ear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Position fingers or comb horizontally at the cutting line, cut straight across, connecting side section to the back guide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Check both sides for evenness and make needed adjustments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Continue working on initial side with horizontal partings until all hair has been cut to match the guide? Repeat on the opposite side?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Cross-check using vertical sections? Visually check balance and proportion of haircut?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Select appropriate product for style and properly apply to hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Blow-dry the hair? If applicable, use appropriate tools to complete design?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Check for balance and proportion of finished style and make appropriate adjustments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Disinfect implements, clean and organize station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Areas I Need To Review:



Review Dates:

**Competency Area 2: Uniform Layered (90 Degree) Haircut Procedure:
Create a Uniform Layer (90 Degree) Haircut and Design within a 45-Minute
Time Period, Styling the Hair with Blow Dryer and Fingers Only**

Knowledge Check

How well do you know how to:	Very Well	Somewhat Well	Not Well
1. Assemble tools (shears, comb and blow dryer) and prepare station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Create a four-section parting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Detangle the hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Position the head upright?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Create a center parting from the front hair line to the nape, dividing the head into two halves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Create a parting that runs from the apex (crown) to the back of the ear on both sides and clip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Establish the design length around the perimeter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Establish the interior guide at the top of head (apex, crown)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Beginning at the apex (crown), comb a small section straight out from the head, keeping your fingers parallel to the head?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cut to the desired length?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Continue cutting guideline from the established interior guide at apex to front hairline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Continue cutting guideline from the established interior guide at the apex to the nape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Use vertical partings following the curvature of the head to cut the interior?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintain a constant 90-degree elevation throughout the procedure, keeping your fingers parallel to the head to establish a traveling guidance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Follow a traveling guide to maintain uniformly layered lengths?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

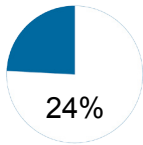
Review Dates:

**Competency Area 2: Uniform Layered (90 Degree) Haircut Procedure:
Create a Uniform Layer (90 Degree) Haircut and Design within a 45-Minute
Time Period, Styling the Hair with Blow Dryer and Fingers Only**

Knowledge Check

	Very Well	Somewhat Well	Not Well
10. Perform a cross check of procedure for accuracy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Check perimeter guideline and finish as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Uniformly blend the finished cut?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Select appropriate product for style and properly apply to hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Blow-dry the hair to frame the face? If applicable, use appropriate tools to complete design?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Disinfect implements, clean and organize station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Areas I Need To Review:



Competency Area 3: Haircolor: Demonstrate a Single-Process Color for Virgin Hair

Knowledge Check

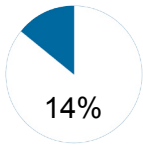
How well do you know how to:	Very Well	Somewhat Well	Not Well
1. Prepare for a single-process color for virgin hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gather and arrange materials, implements and supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Perform preliminary patch test 24 to 48 hours prior to service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Conduct client consultation? Analyze hair and scalp? Record results on client's record card?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ask client to remove jewelry and store in safe place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Drape client for hair color service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Apply protective cream around hairline and over ears?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Perform strand test; record results on client record card?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Perform a single-process color for virgin hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Part dry hair into four sections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
—Detangle the hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
—Position the head upright?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
—Create a center parting from the front hair line to the nape, dividing the head into two halves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
—Create a parting that runs from the apex (crown) to the back of the ear on both sides and clip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Prepare tint formula for either bottle or brush application, following manufacturer's directions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Begin in the section where the color change would be greatest or where hair is most resistant and part off ¼" subsection with the applicator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Lift subsection and apply color to the mid-shaft area at least ½" from the scalp and not through the porous ends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Process according to strand test results? Check color development by following the same steps used in strand testing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Apply color to the hair at the scalp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pull the color through onto the hair ends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Lightly rinse with lukewarm water? Massage color into a lather and rinse thoroughly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Using a towel, gently remove any stains around hairline with shampoo or stain remover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shampoo hair; condition as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Towel-dry and style hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency Area 3: Haircolor: Demonstrate a Single-Process Color for Virgin Hair

Knowledge Check

	Very Well	Somewhat Well	Not Well
3. Clean-up and sanitize following a single-process color for virgin hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Discard disposable supplies and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Close containers, wipe clean, store in proper place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sanitize implements, cape and workstation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Wash hands with soap and warm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Record results on client record card and file it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Areas I Need To Review:



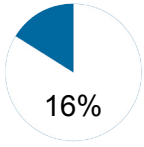
Review Dates:

**Competency Area 4: Chemical Texture Services
Demonstrate the Procedure for a Curvature Perm**

Knowledge Check

How well do you know how to:	Very Well	Somewhat Well	Not Well
1. Prepare to perform a basic perm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gather and arrange required implements, materials and supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Wash hands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Conduct client consultation and valuation? Complete client perm record card? Note changes in client's history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Drape client for shampoo?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gently shampoo and towel-dry hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Perform a preliminary test curl?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Perform a basic perm wrap (straight set wrap)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Divide hair into nine panels, and select length of rod?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Using double flat wrap method, hold hair at 90-degree angle to head and begin wrapping at front hairline panel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Wrap remaining eight panels, using same technique?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Process the basic perm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Apply protective barrier cream to hairline and ears?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Apply perm solution with a bottle to hair on each rod?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Process according to manufacturer's directions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Determine when curl development is complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rinse thoroughly and towel blot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Apply neutralizer and process according to manufacturer's directions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• After processing, remove rods and gently work remaining neutralizer through hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rinse thoroughly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Perform clean up and sanitation following a basic perm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Discard disposable supplies in appropriate receptacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sanitize implements and store according to sanitation requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Clean, sanitize and prepare workstation for next service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Wash hands thoroughly with soap and warm water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Complete client record?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Areas I Need To Review:



Review Dates:

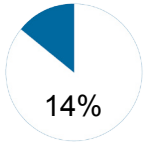
Competency Area 5: Demonstrate Customer Service Skills

Knowledge Check

How well do you know how to:

	Very Well	Somewhat Well	Not Well
1. Use a pleasant voice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Introduce yourself to a client?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Use client's name?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Verify client information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Offer salon services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ask clients if they have any questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Rebook a client?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Be friendly, helpful and sincere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Areas I Need To Review:



Review Dates:

Competency Area 6: Demonstrate Client Consultation Skills

Knowledge Check

How well do you know how to:	Very Well	Somewhat Well	Not Well
1. Assess the client's current look?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ask what client likes/dislikes about current look?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Perform a hair and scalp analysis, including analysis of length, texture, type, porosity and condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Analyze client attributes, including head shape, face shape, profile and special considerations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ask client about career and personal lifestyle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use photo collection to learn preferred looks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Make suggestions based on lifestyle and preferred looks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Suggest additional services and/or products to make the client's new look complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Counseling the client on required home maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Restate and confirm everything agreed upon between stylist and client?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Document information acquired during client consultation on client service record?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Areas I Need To Review:

Helpful Tips and Reminders for Students

Access Directions to the Trade- or Technical-Specific Online 10-question Demo Assessment

Access the Web link <http://www.careeressentials.org/assessments/demo-our-assessments/> with your browser. The sample programmatic questions will help give you an idea of the types of questions on the assessment and how they are generally written.

Test-Taking Reminders

Implementing good study habits is essential for any test or class. Below are basic reminders to better prepare you for life-long learning and workplace success. Incorporate these strategies into your everyday habits.

- Develop a regular study schedule
- Identify a specific location to study
- Always take notes while studying in class or on your own
- Take short breaks during your study session
- Perform “mini-testing” to make sure you understand and comprehend the program concepts
- Join small study groups to help focus on the program content
- If you need special assistance in testing, tell your teacher or counselor so he or she can make accommodations

Student Testing Tips

The most important tip for you is to be prepared mentally and physically for the testing session. Make sure to get plenty of rest and eat healthy. Wear comfortable and appropriate clothing to the testing session. Find out if you can bring items to the testing session, such as a non-programmable calculator, and make sure you have the items ready the night before. Check the website at <http://www.careeressentials.org/wp-content/uploads/2017/07/Permitted-Testing-Tools-Aids.pdf> for permitted tools or job aids that can be used during testing. The more organized you are before the testing period, the more relaxed you will be during the actual testing session.

Be relaxed and positive. If you begin to panic during the testing, take some deep breaths to relax, and think positive thoughts.

Do not rush through the questions. Read the question and potential answers thoroughly. Make sure you know exactly what the question is asking before answering. If you are unsure, note the question and return to it. Other questions may have clues to the correct answer. Use process of elimination. If you are not sure of the correct answer, study the potential answers and eliminate the ones that you know are not correct.

If all else fails – *guess*. After you have exhausted all options, take your best guess at the correct answer. If you have studied the content area, you may intuitively know the correct answer. The Career Essentials: Assessments does not penalize you for guessing, and you may guess correctly!

Sample Assessment Questions

Cosmetology Sample Questions

The following questions are examples of the types of questions you may see within the assessment. The questions could be in the form of a video clip, drop and drag, sequential or typical multiple choice. At the bottom of each question there is a comment about the section or portion of the Blueprint that it came from.

Question 1

Which of the following implements or materials could be used to cleanse the hair?

Choose one answer.

- Cholesterol
- Conditioner
- Finishing gel
- Shampoo*

Mapped skill standards

Cosmetology - Career Essentials: Assessments Blueprint Haircolor: Demonstrate a single-process color for virgin hair. 3.1: Preparing for a single-process color for virgin hair. 3.1.1: Gather and arrange materials, implements, and supplies. 3.1.2: Perform preliminary patch test 24 to 48 hours prior to service. 3.1.3: Conduct client consultation. Analyze hair and scalp. Record results on client's record card. 3.1.4: Ask client to remove jewelry and store in safe place. 3.1.5: Drape client for hair-color service. 3.1.6: Apply protective cream around hairline and over ears. 3.1.7: Perform strand test; record results on client record card.

Question 2

Which of the following must be included on a client intake form?

Choose one answer.

- Approximate date of the client's last salon visit*
- Client's birthdate
- Client's food allergies
- Client's race

Mapped skill standards

Cosmetology - Career Essentials: Assessments Blueprint 5.0: Demonstrate customer service skills. > 5.1: Use a pleasant voice. > 5.2: Introduce yourself to client. 5.3: Use client's name. 5.4: Verify client information. 5.5: Offer salon services. 5.6: Ask client if they have any questions. > 5.7: Rebook client. > 5.8: Be friendly, helpful and sincere.

Question 3

Which type of line is depicted in the image shown?

Choose one answer.



- A diagonal line*
- A vertical line
- A curved line
- A horizontal line

Mapped skill standards

Cosmetology - Career Essentials: Assessments Blueprint 6.0: Demonstrate client consultation skills. Analyze client attributes, including head shape, face shape, profile and special considerations.

Question 4

Place the following steps in the correct sequence for a client consultation.

1. Review the client intake form filled out by the client. Assess the client's current hairstyle, asking about likes and dislikes. Analyze the condition of the client's hair, noting thickness, texture, manageability, and condition. Ask about the client's current personal and professional lifestyle.
2. Encourage the client to look through stylebooks and point out styles the client likes and why. Make suggestions to the client based on lifestyle, hair type, face and body type.
3. Unless the client does not want to talk about color, make recommendations about hair color. Provide advice about upkeep and home maintenance for the selected style.
4. Repeat everything you have discussed to make sure that you and the client are in agreement.

Mapped skill standards

Cosmetology - Career Essentials: Assessments Blueprint 6.0: Demonstrate client consultation skills. 6.1: Assess the client's current look. 6.2: Ask what client likes/dislikes about current look. 6.3: Perform a hair and scalp analysis, including analysis of length, texture, type, porosity and condition. 6.4: Analyze client attributes, including head shape, face shape, profile and special considerations. 6.5: Ask client about career and personal lifestyle. 6.6: Use photo collection to learn preferred looks. 6.7: Make suggestions based on lifestyle and preferred looks. 6.8: Suggest additional services and/or products to make the client's new look complete. 6.9: Counseling the client on required home maintenance. 6.10: Restate and confirm everything agreed upon between stylist and client. 6.11: Document information acquired during client consultation on client service record.

Question 5

Which of the following products counters frizzy hair by coating the hair shaft and weighing it down?

Choose one answer.

- Liquid gel



- Mousse/foam



- Silicone



- Straightening gel*



Mapped skill standards

Cosmetology - Career Essentials: Assessments Blueprint 1.0: Blunt Haircut (0 Degree): Create a blunt haircut (0 degree) haircut and design within a 45 minute time period, styling the hair with blow dryer, flat iron, curling iron and round brush as applicable. 1.10: Select appropriate product for style and properly apply to hair.

Cosmetology - Career Essentials: Assessments Blueprint 2.0: Uniform Layered (90 Degree) Haircut Procedure: Create a uniform layer (90 degree) haircut and design within a 45 minute time period, styling the hair with blow dryer and fingers only. 2.13: Select appropriate product for style and properly apply to hair.

Resources

Additional Resources

Below are resources that will be helpful in preparing for the Assessments which were created based on industry standards nationwide. Use the Career Essentials: Assessments Blueprint as a guideline for competencies tested. Use the resources below to find curriculum or additional study guides for industry standards.

Cosmetology Resources:

<http://online.onetcenter.org/link/details/39-5012.00>

<http://www.pivot-point.com/>