

Wisconsin Department of Safety and Professional Services

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OFFICE OF EDUCATION AND EXAMINATIONS

BARBERING AND COSMETOLOGY APPLICATION INSTRUCTION PACKET FOR THE CONTINUING EDUCATION TEST-OUT

Licensees who have not completed the continuing education requirements for the 2011 renewal, may take and pass the continuing education test-out exam in order to renew their barbering and cosmetology, manicuring, aesthetician, electrologist, or manager's license.

If a licensee holds more than one of the above named licenses, the licensee is only required to pass the CE test-out exam once and it will satisfy requirements for all licenses held by the individual.

FILING AN APPLICATION

Applicants who wish to complete the continuing education test-out examination shall submit the following information:

- Application for Barbering and Cosmetology Continuing Education Test-Out Examination (Form #2946).
- Examination fee of \$75 (check or money order made payable to the Department of Safety and Professional Services).

Retake applicants must complete and return the Application for Barbering and Cosmetology Continuing Education Test-Out Examination (form #2946) and the retake examination fee of \$75.

Completed applications must be mailed to the address listed above.

Applications hand delivered or mailed by special courier must be addressed to the department's street address: 1400 East Washington Avenue, Madison, WI 53703.

EXAMINATION FORMAT

The exam is available online and can be taken from a home, work or public computer. The computer must use Internet Explorer as its web browser and it must be completed on a PC; exam is not available through a Macintosh computer.

Directions for accessing the exam will be sent to you via email upon receipt and processing of the application.

#2947 (Rev. 2/13)
Ch. _____, Stats.

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TEST SPECIFICATION

The exam consists of 45 questions in multiple choice and true/false format, and is on the following topics:

- 11%: Chapter 454, Overview of Barbering and Cosmetology.
- 4%: Chapter BC 1, Definitions
- 16%: Chapter BC 2, Practice and Professional Conduct
- 21%: Chapter BC 3, Establishments, Inspections, and Safety and Sanitation
- 38%: Chapter BC 4, Sanitation and Safety
- 6%: Chapter BC 6, Apprenticeship Procedures and Standards
- 2%: Chapter BC 9, Renewal and Reinstatement of licensure
- 2%: Chapter BC 10, Forfeitures Issued by the Division of Enforcement

The reference source for these topics is the “Wisconsin Statutes and Rules Relating to the Practice of Barbering and Cosmetology”. The code book can be found online at <http://dsps.wi.gov>. Choose your profession and then select “Administrative Code” on the next page. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://dsps.wi.gov/includes/catalog.htm> or by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.

EXAMINATION RESULTS

Applicants must print and keep the test feedback report after taking the exam. The test feedback report is the receipt of having taken the exam and fulfilling the continuing education requirement.