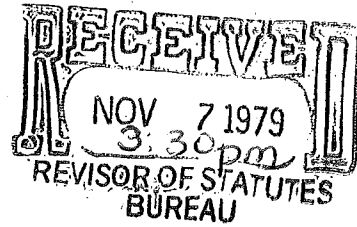


B 1 to 7



CERTIFICATE

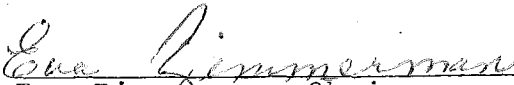
STATE OF WISCONSIN)  
  ) SS  
BARBERS EXAMINING BOARD)

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Eva Zimmerman, chairperson of the Barbers Examining Board, and custodian of the official records of said board do hereby certify that the annexed rules relating to the practice, prelicensure requirements, examination, professional standards, barber shop regulations and procedures for pleadings and hearings, were duly approved and adopted by the board on May 14, 1979.

I further certify that said copy has been compared by 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.

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 7 day of November A. D. 1979.

  
\_\_\_\_\_  
Eva Zimmerman, Chairperson  
Barbers Examining Board

STATE OF WISCONSIN  
BEFORE THE  
BARBERS EXAMINING BOARD

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IN THE MATTER OF RULEMAKING : ORDER OF THE BARBERS EXAMINING  
PROCEEDINGS BEFORE THE BARBERS : BOARD REPEALING, AMENDING AND  
EXAMINING BOARD : ADOPTING RULES  
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Relating to rules concerning definitions in the barbers' program; practice and professional conduct; barber shop regulations; barber school requirements; apprenticeship procedures and standards; examination for licensure; and, procedures for pleadings and hearings before the board

Analysis prepared by the Barbers Examining Board

ANALYSIS

The proposed rules of the Barbers Examining Board represent the revision in current board rules, Chapters H6 and H7, Wis. Adm. Code, which were promulgated by the Department of Health and Social Services. When the Barbers Examining Board was created in 1975, it was directed to enforce the provisions in those chapters until its own rules are promulgated.

Proposed Chapters B4 and B6 are basically a reorganization of Chapters H6 and H7 respectively to arrange them more logically. The proposed rules are renumbered and the language simplified. The content of the proposed rules contains a few minor policy changes that are outlined below in a description of each chapter.

Following is a brief description of each proposed chapter:

Chapter B1 Definitions

This chapter defines the terms commonly used in the barbers program.

Chapter B2 Practice and Professional Conduct

This chapter describes sanitation practices, professional conduct and manager's responsibilities.

The professional standards section was drafted at the request of the Joint Committee for Review of Administrative Rules and follows the committee's guidelines. Sections B2.03, B2.08-2.10 define professional conduct and competency.

The manager's responsibility section expands the manager's duties to the customer to include posting the cost of services, obtaining prior consent, and maintaining confidentiality.

Chapter B3 Shop Regulations

This chapter repeats the sanitation provisions in H6 and updates equipment and health and sanitation practices.

Chapter B4 Barber Schools

This chapter defines schools guidelines and procedures which are

commonly practiced. In addition, the rule permits the board to participate in the school's final examination. The board also revised the recommended school syllabus in accordance with a job task analysis survey conducted the the Board of Vocational, Technical and Adult Education.

#### Chapter B5 Apprentice Procedures and Standards

Chapter B5 defines the apprentice requirements, prior related credit, and related training classes for apprentices.

Chapter 137, Laws of 1977, created section 158.09(5m), Stats., which enables the board to grant prior related training and experience credit. Section B5.02 details the board's implementation of this new law. This section explains the board's standards, the application procedure and the guidelines for cosmetologists and out-of-state applicants transferring to the barber program.

Sections B5.04 and B5.06 also contain revisions. The board is permitted to participate in apprentice evaluations in B5.04. Section B5.06 requires an apprentice to review for the licensing examinations.

#### Chapter B6 Examinations

This chapter repeats the H7 provisions and outlines the board's examination review policy.

#### Chapter B7 Procefures for Pleadings and Hearings

This chapter states that the board's disciplinary proceedings are established in RL-2, Wis. Adm. Code.

#### ORDER

Now therefore it is ordered that pursuant to authority vested in the Barbers Examining Board by sections 15.08(5), 158.02 and 227.014, Wis. Stats., the Barbers Examining Board hereby repeals and recreates and aopts rules interpreting sections 158.01, 158.04, 158.06, 158.09, 158.11, 158.12, 158.13, 158.14 and 158.15, Wis. Stats., as follows:

1. Chapters B1, B2, B3, B5 and B7 of the Wisconsin administrative code are adopted to read:

(Chapters B1, B2, B3, B5 and B7 are attached)

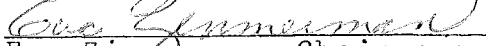
2. Chapters H6 and H7 of the Wisconsin administrative code are repealed and recreated as Chapters B4 and B6 to read:

(Chapters B4 and B6 are attached)

The rules, amendments and repeals contained in this order shall take effect on the first day of the month following publication in the Wisconsin administrative register, pursuant to s. 227.026, Wis. Stats.

Dated this 7 day of November, 1979.

STATE OF WISCONSIN  
BARBERS EXAMINING BOARD

By:   
Eva Zimmerman, Chairperson

FISCAL ESTIMATE

In promulgating Chapters B1 - B7 of the Wisconsin administrative code, there is no anticipated fiscal effect on either the state during the current biennium or on county, city, village, town, school district, vocational, technical or education district or any fiscal liability or revenues anticipated on sewerage districts.

The estimate prepared pursuant to s. 227.019, Wis. Stats., is based on the assumption that the rules will affect licensees or applicants for licensure only and will be enforced by state personnel.

Administrative Rule  
FISCAL NOTE

<b>Agency</b> Department of Regulation and Licensing Barbers Examining Board	<b>Rule No.</b> H6 and H7 (repeal of) B1 through B7 (creation of) <hr/> <b>Subsection</b>
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**Subject (Title) of Rule**  
 Definitions; Practice and Professional Conduct; Shop Regulations; Barber Schools;  
 Apprentices Procedures and Standards; Examinations; Procedure for Pleadings and Hearings

**Local Fiscal Effect**

- Local:  Increase/decrease Existing Fiscal Liability       No Local Fiscal Effect  
 Create New Fiscal Liability  
 Increase/Decrease Existing Revenues

**Types of Local Governmental Units Affected:**

- ( ) Towns      ( ) Villages      ( ) Cities      ( ) Counties      ( ) Others \_\_\_\_\_

Is Fiscal Effect: ( ) Permissive      ( ) Mandatory

**Assumptions and methodology used in arriving at local fiscal impact or rationale for concluding that there is no fiscal impact.**

The proposed repeal and creation of rules were reviewed, and it was determined there will be no local fiscal effect. The rules will affect licensees only and will be enforced by state personnel.

**Long-Range Fiscal Implications**

*Susan Mitchell*      2/14/79  
 \_\_\_\_\_  
 Agency Head/Signature      Date

I. Chapter B1 of the WISCONSIN ADMINISTRATIVE CODE is created to read:

CHAPTER B 1  
DEFINITIONS

B 1.01 For the purposes of these rules:

- (1) "Board" means the barbers examining board.
- (2) "Department" means the department of regulation and licensing.
- (3) "Licensee" means a person who holds any license, permit, certificate or registration issued by a board or who has the right to renew a license, permit, certificate or registration issued by a board.
- (4) "Training manager" means the licensed manager assigned to train an apprentice and provide supervision but is not responsible for salaries and shop management.
- (5) "Manager" means a person who is in charge of a barber shop, is full-time therein and holds a shop manager license.

B 1.02 As used in section 158.04(3) the terms "in charge, full time therein" means that a licensed shop manager spends an average of at least 40 hours per week actually working in the shop.

II. Chapter B2 of the WISCONSIN ADMINISTRATIVE CODE is created to read:

CHAPTER B 2  
PRACTICE AND PROFESSIONAL CONDUCT

B 2.01 Personal Conduct	B 2.06 License Posted
B 2.02 Treatments Prohibited	B 2.07 Demonstrations and Demonstration Permits
B 2.03 Practice Standards	B 2.08 Unauthorized Practice
B 2.04 Responsibilities of Managers	B 2.09 Advertising
B 2.05 Responsibilities of Shop Managers Holding Shop Licenses	B 2.10 Moral Character

B 2.01 Personal Conduct. (1) Barbers shall be clean in person and dress. They shall wash their hands thoroughly with soap and water immediately before serving each patron.

(2) Barbers shall not use tobacco nor consume alcoholic beverages during practice. Drugs shall not be taken during practice unless prescribed by a physician.

(3) No barber or employee with a communicable disease shall practice barbering.

B 2.02 Treatments Prohibited. (1) No barber or employee in a barber shop or school shall:

(a) Treat any disease of the skin unless under the direction of a physician.

(b) Provide any barber service to anyone suffering from an infectious or contagious scalp disease.

B 2.03 Practice Standards. (1) Barbering services shall be performed in a manner that is consistent with basic and accepted practice standards and in accordance with all state statutes, board rules and local codes and ordinances.

(2) No person shall practice barbering without a barber license or in a place other than a barber shop or barber school, except that a licensed barber may practice barbering outside of a barber shop for sick or infirm persons.

(3) Barbers must provide barbering services to the best of their ability and make reasonable efforts to comply with requests in a manner that is satisfactory to the customer. Barbers shall not make public confidential information relating to barber services provided to patrons.

(4) Barbers shall maintain competency in all services they practice and in the use of all products in those services.

(5) Barbers shall take adequate and necessary precautions to protect the customer from health and safety hazards when performing barber services. Barbers shall not provide services to patrons without first obtaining consent of the patron.

B 2.04 Responsibilities of Managers. (1) Managers must maintain safe and sanitary shop conditions.

(2) The manager must provide convenient hand washing facilities with hot and cold running water adjacent to work stations. Each station shall have a mirror, wet or dry sterilizer, hair cloth or cape, head rest, closed storage for hand tools, covered container for soiled towels and linen and other equipment necessary to provide safe and sanitary services.

(3) Managers must provide clean and sanitary toilet facilities accessible to patrons and employees of the shop which do not require the patrons or employees to enter another place of business.

(4) When supervising an apprentice, a manager shall maintain visual contact with the apprentices practical work.

B 2.05 Responsibilities of Shop Managers Holding Shop Licenses. (1) Barber shops shall have in charge, full time therein a manager present whose shop manager's license lists the address of the shop.

(2) No barber shop shall be open for the business of barbering unless the shop manager therein has a shop manager's license addressed to that location.

(3) A barber shop shall either post a list of cost of services in a conspicuous place or display a sign which states: "All shop customers have the right to be informed of the cost of services before the services are provided".

B 2.06 License posted. All barber licenses and permits shall be posted in a conspicuous place in the primary working area of each barber.

B 2.07 Demonstrations and Demonstration Permits. (1) Shows, meetings, seminars and workshops presented for the purpose of demonstrating advanced barbering techniques to those licensed to practice such services, and demonstrations on hair and skin care and personal grooming presented to groups such as high school health classes may be held outside of a licensed premises providing:

(a) the board is notified of the demonstration at least 10 days prior to the demonstration and a demonstration permit is issued to the demonstrator prior to the time any demonstrations are given,

(b) all demonstrators hold a current barber or cosmetology license from this state or another state,

(c) demonstrations do not exceed 4 consecutive days, and

(d) barber services at a demonstration are provided free of charge.

B 2.08 Unauthorized practice. Barbers shall assist enforcement of Chapter 158 and the Wisconsin Administrative Code relating to barbering.

(1) Barbers shall not aid or abet the unauthorized practice of barbering.



(2) Barbers shall report to the examining board unauthorized practices or other violations of Chapter 158 and Chapters B1 - B7, Wisconsin Administrative Code.

B 2.09 Advertising. Advertising by barbers shall be truthful and accurate and shall not mislead the public.

B 2.10 Moral character. The following may be considered by the board as evidence that a licensee or applicant for licensure is not of good moral character. (1) Conviction of a crime the circumstances of which substantially relate to the practice of barbering.

(2) Outrageous conduct in the practice of the profession exceeding all bounds usually tolerated by decent society.

III. Chapter B3 of the WISCONSIN ADMINISTRATIVE CODE is created to read:

CHAPTER B 3  
SHOP REGULATIONS

- B 3.01 Location
- B 3.02 Equipment
- B 3.03 Walls

B 3.01 Location. (1) Barber shops and schools, including floors, walls, ceilings, all furniture, equipment, tools, utensils and instruments, shall at all times be in good repair and maintained in an orderly and sanitary condition.

(2) Sanitary drinking fountains or individual disposable cups shall be provided in each shop.

(3) New locations or locations where apprentices are to be employed, in addition to section B 2.04(2), must provide and maintain equipment necessary for all services required in barber school and the apprentice training program, such equipment included but is not limited to: shampoo basin with spray hose, shampoo cape, protective gloves and other styling equipment.

(4) Hand-washing facilities shall be provided in all barber shops and barber schools in connection with every toilet room. Clean towels and soap shall be provided. When individual towels are used, a receptical for soiled towels shall be provided. A common towel is not permitted.

(5) The floor of the work area shall be of an approved non-absorbent material such as tile, inlaid linoleum or commercial type linoleum. All floor covering shall be kept clean and in good repair.

(6) New barber shop locations must be inspected and approved by a department inspector and any regular local building inspector before a shop manager's license is issued to the location.

(7) Barber shops where apprentices are trained shall provide product and equipment for all services as taught in barber school and apprentice-related training classes.

B 3.02 Equipment. (1) All combs, lifts, brushes, vacuum nozzles, rollers and any other contact equipment shall be washed in hot water with soap or detergent, immersed in a board-approved disinfectant and stored in a disinfected or sanitary storage area after each use. Used combs, lifts, brushes, vacuum nozzles, rollers and any other contact equipment shall be placed in a container, which is marked to indicate they are soiled, until they are washed and disinfected. All laundered linen and paper towels must be stored in a sanitary closed container at all times until ready for use on patrons. Used paper products and linen shall be placed in a closed container after use.

(2) All metal instruments brought into direct contact with the customer shall be cleaned and disinfected before each use.

(3) Disinfectants which may be used by barbers include:

(a) 70% alcohol

(b) 1600 PPM quaternary ammonium compound

(c) 25% formalyn

(d) 15% lysol

(e) 5% phenol

(f) Other board-approved disinfectants.

(4) Sprays that both disinfect and lubricate are recommended for use on metal instruments that are difficult to place in a dip solution (such as clipper blades).

(5) Wigs and hairpieces used for demonstrations must be sanitized between demonstrations.

(6) Any articles or products which cannot be washed, cleaned or disinfected are prohibited.

(7) Loose hair shall be swept up regularly and placed in a closed container.

(8) During business hours pets shall not be kept in a barber shop or on barber school premises.

B 3.03 Walls. (1) Every barber shop shall have a solid, sound resistant wall between the barber shop and any other commercial establishment which if not so separated would result in a health or safety hazard or a nuisance.

(2) Barber shops adjoining another commercial place of business must be capable of operating independently of any adjoining place of business. Solid doors or windows must be available to completely separate the barber shop and the adjoining place of business.

IV. Chapter H6 is repealed and recreated in the WISCONSIN ADMINISTRATIVE CODE as Chapter B4 to read:

CHAPTER B 4  
BARBER SCHOOLS

B 4.01 Requirements for schools  
B 4.02 Student requirements and procedures  
B 4.03 Ratio of instructors to students  
B 4.04 Instructor requirements  
B 4.05 Syllabus  
B 4.06 Final examination

B 4.01 School requirements. (1) Prior to operation of a barber school, an application and a registration fee must be filed and a license issued. State vocational and technical colleges must file an application but are exempt from paying the registration fee. All schools must obtain any required building approvals from local or state building inspectors.

(2) The application shall include a description of the physical facilities and equipment.

(3) The wholesale cost of products used on customers in the performance of services may be charged by the school to the customer.

(4) All barber schools shall file application to renew their license prior to September 1 of each odd-numbered year. State vocational and technical colleges shall not be required to pay the renewal fee. A late filing fee shall be charged as specified in Chapter 440.05, Wis. Stats.

(5) All students must file a permit application with the school prior to school attendance. Applications with the permit fee shall be forwarded by the school to the board within 15 days of the beginning attendance date. Each student must have a current permit posted prior to and during the performance of any practical work in the school.

(6) The school instructors shall teach, practice and require each student to practice all sanitation rules for barbers and barber shops as defined in Chapter B 3.

(7) Each school shall keep a daily record of hours attended, services performed, subjects completed and grades for all students. The record of hours for each student shall be forwarded to the board office at mid-term and upon completion of barber school.

(8) School hours shall be the same as the definition of a period determined by the board of vocational, technical and adult education.

(9) A student who is absent for more than 40 hours of school time must make up each additional hour missed on an hour-for-hour basis.

(10) Schools shall have a barber chair and work station for each student scheduled to work in a clinic area. Schools shall have classrooms for theory and demonstrations, dispensary, storage, student lounge and patron waiting area.

B 4.02 Requirements for apprentice student permit. Each applicant for a permit shall submit to the board a copy of a birth certificate, proof of education as defined in Chapter 158.09, Wis. Stats., and a permit fee with the permit application.

B 4.03 Conduct of students. (1) Students shall wear uniforms required by a school during practical clinic hours.

(2) Standards of personal hygiene, barbering practices and sanitation as defined in Chapters B2 and B3 shall be met by all students. Students shall conduct themselves in an orderly and cooperative manner and maintain a clean and neat appearance.

B 4.04 Ratio of instructors to students. (1) The ratio during clinic practical work and practical demonstrations shall not exceed 19 students per each instructor. The instructor supervising practical work shall have no other instructional or supervisory responsibilities while practical work is being done.

(2) The school enrollment shall at all times be within the 19 students per instructor ratio.

(3) In lecture classes, the number of students may exceed 19 providing there is adequate space and seating.

B 4.05 Instructor requirements. (1) Instructors who actively instruct students or apprentices may have their license suspended if they fail to maintain a knowledge of the subjects taught, the practical ability to teach and demonstrate all services or the knowledge for the safe use of products used in those services.

(2) An instructor shall comply with the statutes and rules that apply to a practicing barber. An instructor shall promote and teach professional conduct to students.

B 4.06 Syllabus. Following are the subjects to be covered in barber school and the recommended hours for each student. The school may deviate from the recommended hours only with consent of the board.

<u>Subject</u>	<u>Theory</u>	<u>Laboratory</u>
Instruments and equipment	18	0
History of barbering	9	0
Apprenticeship procedure	9	0
Sales and advertising	36	0
Public and human relations	36	0
Cosmetic chemistry and light therapy	18	0
Bacteriology	18	0
Sanitation and hygiene	18	35
Facials (20 services)	9	15
Scalp services	9	50
(Shampoos 75, massages 75, hair lotions and ointments sufficient for basic knowledge skills)		
Hair conditioning	9	40
Basic hair cutting and styling (Short, long, mens', womens', ethnic, elevations and blending)	36	450
Advanced hair cutting and styling	18	208

(Hair waving, iron curling, roller setting, mens' and womens' ethnic styles, razor cutting and fashion styles)		
Communications skills	54	0
Hair relaxing (10 services)	9	10
Hair coloring (20 services)	18	20
Shaving and beard designing (25 shaves, 25 beard designing)	9	30
Chemical waving	18	150
Anatomy and physiology pertaining to barbering	36	0
Histology of skin, hair and genetics	36	0
Scalp disorders	9	0
		<hr/>
Total		1,440

B 4.07 Final examination. (1) Prior to graduation, each student shall be given a final examination consisting of both a written and practical examination on all subjects and services.

(2) The practical part of the final examination given by the school shall be approved by the barbers examining board. A member or representative of the board may participate in the examination for the purpose of maintaining uniform minimum standards in the barber profession.

(3) The school shall determine the final grade in the written and practical examination for each student.

V. Chapter B5 of the WISCONSIN ADMINISTRATIVE CODE is created to read:

CHAPTER B 5  
APPRENTICE PROCEDURES AND STANDARDS

- |  |                                 |
|--|---------------------------------|
| B 5.01 Apprentice requirements                         | B 5.04 Apprentice evaluation    |
| B 5.02 Prior related training and<br>experience credit | B 5.05 Syllabus                 |
| B 5.03 Instructor related training classes             | B 5.06 Certification and review |

B 5.01 Requirements for apprentice permits. (1) To receive an apprentice permit, an applicant must:

(a) submit an application to the board including a copy of the applicant's birth certificate, a copy of the applicant's high school transcript or diploma; and

(b) a permit fee; and

(c) meet the requirements of Chapter 158.09, Wis. Stats., including those specified in Chapter 106 of the statutes.

(d) to transfer a permit to another location the apprentice must:

1. receive approval from the barber board
2. receive approval from the apprentice division
3. submit a fee in accordance with Chapter 440.05(7)

B 5.02 Prior related training and experience credit. (1) The request for prior related training and experience which may be granted by the board, as provided in Chapter 158.09(5m), Wis. Stats., will be determined by the standards including but not limited to the:

- (a) amount of time and type of work experience;
- (b) amount of time and type of theory training;
- (c) time lapsed since experience and training were received;
- (d) updating of experience and training; and
- (e) amount of experience and training retained.

(2) A resume of past training and experience shall be submitted to the board by the apprentice applicant. Training and experience shall be documented, signed and dated by parties directly involved with the training and experience presented.

(3) The board or the applicant may request an evaluation of the training and experience from the applicant's related training instructor. The instructor's evaluation may be requested prior to the granting of credit or for reconsideration of the credit granted.

(4) A Wisconsin cosmetologist transferring to the barber program who has completed all requirements for the operator's examination, is given 2/3 credit of hours in full-time barber school and must then complete at least 1/3 of the hours in such subjects and services as taper hair cutting, shaving, product knowledge, barber apprenticeship law and other areas as determined by the instructors.

(5) The subjects and services recommended to be covered when transferring to barbering from cosmetology and for the person who has qualified for the operator's examination are as listed below. The ability of each person with prior training and experience will differ greatly. The hours listed are recommended to be an average guideline, as competency is being stressed over hours and quotas in evaluating practical skills and corresponding subject material.

TO: BARBERING

<u>Subject</u>	<u>Hours</u>
Haircutting (mainly taper)	287
Shaving	28
Product knowledge	12
Product use	12
Apprentice law	21
Facials	35
Public and human relations	41
Barber law and history	12
Instructors option	<u>32</u>
Total	480

(6) A cosmetologist who has met all the requirements for the operators examination receives seven months of credit when transferring to the full-time barber apprenticeship program.

(7) A licensed cosmetology operator, manager or instructor is given in addition to the previous credit, 2/3 of all work experience as credit toward completion of the barber apprenticeship requirement.

(8) The maximum credit that can be transferred under current law is 2 years. A licensed cosmetology operator or manager with 27 months of work experience as an operator or manager could then receive the maximum credit allowed by law, which is 2 years.

(9) The credit granted to an out-of-state applicant is considered after his or her training and experience has been evaluated against an in-state barber or cosmetologist.

B 5.03 Instructor of related training classes. (1) The apprentice related training instructor shall comply with B 4.04 and B 4.05 codes for instructors.

(2) The instructor shall keep a record of attendance, subjects completed and grades of all apprentice students. The hours of the apprentices attending related training classes shall be submitted to the board office six weeks in advance of each scheduled journeyman examination.

(3) The instructor shall notify the board when the apprentice student has satisfactorily completed all subjects and services required and certify the apprentice for the journeyman examination.



(4) The instructor shall inform apprentice employers concerning unsatisfactory attendance, grades and classroom participation. The employer shall be responsible for taking any action deemed necessary to resolve the unsatisfactory condition.

B 5.04 Apprentice evaluation. (1) An indentured apprentice who has not graduated from barber school and who has not passed the final school examination as defined in B 4.07 or who has received prior related training and experience credit of less than 12 months shall:

(a) take an examination as defined in B 4.07. Upon satisfactory completion, the apprentice will be permitted to begin the subjects and services as defined in B 5.05.

(2) The apprentice evaluation shall be given by the instructor with the cooperation, advice and approval of the barbers examining board. The examining board shall approve and may participate in the examination for the purpose of insuring uniform minimum standards for apprentices entering the second year of apprenticeship.

(3) The instructor shall determine the final grade in the written and practical examination of each indentured apprentice, providing the evaluation examination has been approved by the board.

B 5.05 Syllabus. (1) Following are the subjects to be covered in the 2nd and 3rd year of the apprenticeship. The subjects must be satisfactorily completed. The subject hours listed are a recommended guideline. An instructor may deviate from the recommended hours with the consent of the board.

<u>Subject</u>	<u>Hours</u>
Barber law and sanitation	27
Business law and management	36
Diseases (hair and skin)	18
Review histology of hair, skin and genetics	9
Hair chemistry	36
Advanced styling	54
Special hair work	27
Sales techniques	18
Advanced lab	36
State board review	18
Total	288

(2) During the apprenticeship program all apprentices must satisfactorily complete 36 hours of recordkeeping in a board approved course.

B 5.06 Certification and review. (1) Upon completion of the syllabus requirements and after having been certified by the related training instructor, the apprentice shall:

- (a) review for the written journeyman examination;
- (b) review for the practical master examination.

(2) Indentured apprentices who have completed all apprentice requirements, and who have reviewed for the journeyman and master examinations need not attend further apprentice classes.

VI. Chapter H7 is repealed and recreated in the WISCONSIN ADMINISTRATIVE CODE as Chapter B6 to read:

CHAPTER B 6  
EXAMINATIONS

B 6.01 Conduct of examinations. (1) The barbers examining board or its designee shall conduct all examinations.

(2) A number shall be assigned to each examinee before 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) The examinee shall not receive any technical assistance during the examination from the examiners, interpreters or other individuals.

(4)(1)(a) The master barbers examination shall consist of practical or written sections or both on current subjects and services as determined by the board. All applicants shall be notified prior to the examination in writing of all services they are required to perform.

(b) The journeyman and shop manager examinations shall be multiple choice questions which are consistent with current subjects and requirements.

(c) The instructor examination shall consist of the following:

(1) multiple choice questions

(2) complete outline of a class presentation of a service determined by the board and a practical demonstration of that service.

B 6.02 Content of examination. (1) The barbers examining board shall prepare and approve examination questions and may seek recommendations from industries, instructors, and other interested parties.

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

(3) Out-of-state applicants who can provide evidence satisfactory to the board that they have met substantially the same requirements as this state will take an examination as provided in Chapter 158.10(4), Wis. Stats. The written section will emphasize state laws and rules pertaining to barbering.

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

(5) Upon receipt of the renewal fee, a journeyman barber may be scheduled for the master examination providing the examination does not exceed the expiration by more than 7 days.

B 6.03 Grading of examinations. (1) The passing grade for all written and practical examinations shall be 70%.

(2) The examining board shall designate a staff person to grade the written examinations.

(3) Any person who fails any portion of an examination may request in writing that it be reviewed. The review will be conducted by a board designee. If a grade is changed after the review, a written statement of the change shall be placed in the examinee's file stating the reason for the change. A copy of the statement will be sent to each board member.

(4) In the practical examination, the method of conducting the examinations, the services to be included and basis of grading shall be established by the board and provided to the examinee. The examinee who fails a portion of the practical examination shall repeat only the portion failed. After two consecutive re-examination failures, the examinee shall be required to take the complete examination over. Re-examinations shall be taken within one year of the date of the first examination.

(5) A majority of the examiners present, but not less than two, shall review a failure in the practical examination, give the reason for the failure and sign the grade sheet.

VII. Chapter B7 of the WISCONSIN ADMINISTRATIVE CODE is created to read:

CHAPTER B 7  
PROCEDURE FOR PLEADINGS AND HEARINGS

B 7.01 Procedures for disciplinary proceedings before the board are set forth in Wisconsin Administrative Code Chapter RL-2.

362-554