

Hairstylists, Cosmetologists, and Barbers Needed to Develop Hairstylist Licensing Exam

The Board of Barbering and Cosmetology and the Office of Professional Examination Services (OPES) are seeking licensed Hairstylists, Cosmetologists, and Barbers with various levels of experience and from diverse practice settings to serve as subject matter experts (SMEs) in Hairstylist examination development workshops. The SMEs in each workshop will be different to ensure objectivity of the exam development process and to ensure all aspects of the profession are represented.

The Board is seeking 8-10 SMEs for each of the following workshops:

Workshop	Dates	Description
Item Writing (In Sacramento)	October 2-3, 2024	SMEs write new items for the Hairstylist licensing exam. They receive training and spend a significant amount of time writing independently at a computer.
Item Review (In Sacramento)	October 16-17, 2024	SMEs work as a group to review exam questions.
Passing Score (In Sacramento)	February 25-26, 2025	SMEs determine the passing score for a new version of the Hairstylist licensing examination.

Workshops are expected to be conducted 8:30am – 5pm. Depending on the SME’s location, they may be required to travel to Sacramento the day prior to the workshop.

Requirements

- Hold a current California Board-issued Hairstylist, Cosmetologist, or Barber license.
- Currently provide hairstyling services in a California-licensed establishment.
- Have not received a violation from the Board within the last 5 years.
- Are not currently a school owner or instructor.
- Agree to comply with all applicable health and safety laws and regulations and the state agency’s specific health and safety requirements and policies.

Compensation

- SMEs will receive \$100 per workshop day for participation in workshops.
- SMEs receive reimbursement for meals and other pre-approved travel expenses. These reimbursements are made at the State rate and could take up to 6-8 weeks to receive.

If you are interested in participating and meet all requirements above, please email your completed application to Allison.Lee@dca.ca.gov (subject line: Hairstylist SME).

Final selection of SMEs for workshops will be based on many factors. It is important to ensure representation of the profession in terms of experience, practice setting, geographical location, and years licensed.

We greatly appreciate your interest in being a participant in the examination development process and look forward to working with you in the future.

1. Are you familiar with current terminology in the hairstyling industry? No Yes

2. Do you have consistent face-to-face client contact in a licensed establishment? No Yes
If yes, please provide the license number of the establishment in which you work: A _____

3. Have you received a citation/violation from the Board within the past 5 years? No Yes

4. Are you currently a school owner or instructor/teacher? No Yes
If yes, please provide the school's name and school code (if known) _____

5. What language did you receive your hairstyling, cosmetology, or barbering instruction in?
 English Korean Spanish Simplified Chinese Vietnamese

6. What language did you take your Board licensing exam in?
 English Korean Spanish Simplified Chinese Vietnamese

7. Are you fluent in any of these languages? Korean Spanish Simplified Chinese Vietnamese

Please check which workshop(s) you are interested in.

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SECTION D: CERTIFICATION

Have you ever been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country? No Yes

If yes, please attach an explanation.

Have you ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country? No Yes

If yes, please attach an explanation that includes the license type, the action taken, by what state and agency, and the date. Also include a copy of any administrative action, and if applicable, copies of arrest records, court documents, verification of restitution received by the court, and verification of successful completion any terms ordered by the court and completion of probation.

I hereby certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate. Further, I certify that I have read and understand the disclaimer listed below.

Signature of Applicant	Date
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Disclaimer: Licensees are prohibited from making any claim or any advertisement in which they represent themselves as being affiliated in any way with the Board of Barbering and Cosmetology. Licensees shall not represent themselves as being an expert, or Board "expert", hold themselves out as holding any credential, or use any designation based on their participation in the Expert Consultant Program. By signing this application, you indicate that you understand the prohibitions concerning Board affiliation and advertising.

Please verify you answered all questions above and email your **completed** application to Allison.Lee@dca.ca.gov (subject line: Hairstylist SME).

Note: you can access your license issuance/expiration dates and an establishment's license number at: <https://search.dca.ca.gov/>.