



State of Iowa Barbering Board Candidate Information Bulletin

FREQUENTLY ASKED QUESTIONS

- 1. HOW DO I REGISTER TO TEST?** To register and schedule for testing, go to:
<https://www.provexam.com/register>.

You may also call Prov at (877) 228-3926. More information about registering can be found on page 2 of this bulletin.
- 2. WHERE CAN I TEST?** All exams will be taken remotely from home. More information about remote testing can be found on page 2.
- 3. HOW MUCH DOES IT COST?** The written examinations cost **\$83** each and the practical examinations cost **\$108** each.
- 4. WHEN DO I GET MY TEST RESULTS?** Unofficial exam results are available at the testing center once you complete your exam. Official test results will be sent to the Board within one (1) week after your test date.
- 5. WHAT IS ON THE TEST?** Exam information can be found on page 3 of this bulletin.

MORE QUESTIONS

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

For Licensing Questions-
Iowa Board of Barbering
321 E. 12th Street,
Fifth Floor
Ph (515) 281-0254
<https://idph.iowa.gov/licensure>
Hours: 8:00am to 4:30pm

For Testing Questions-
Prov
150 W Civic Center Blvd,
Suite 601
Sandy, Utah 84070
Toll Free: 866-720-7768
Call or Text: 801-733-4455
(Messaging rates may apply)
www.provexam.com
support@provexam.com
Hours: 7:00am to 11:00pm
CST Monday-Friday

GENERAL TESTING INFORMATION

The Iowa Board of Barbering (Board) has contracted with Prov, Inc. to administer the following NIC Barber examinations:

- Barber Styling Practical
- Barber Written
- Instructor Written
- Barber Instructor Practical

The purpose of this bulletin is to provide you with information about taking your licensing examination(s) with the State of Iowa.

Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. If candidates have questions regarding which exam(s) to take, please check with your school, or contact the Board at **(515) 281-0254**.

EXAMINATION CATEGORIES & COST

Candidates seeking to be licensed in the State of Iowa must successfully complete the written examination and a practical examination.

Each written exam costs **\$83** and each practical exam costs **\$108**. The exam fee is the same whether you are testing for the first time or if you are retaking the examination.

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WHERE TO TAKE YOUR EXAM IN IOWA

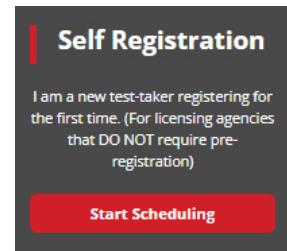
The state has contracted with Prov to offer these exams remotely. This means examinations can be at home (or any other quiet site with adequate internet speed and free from distractions) using the [Examroom.ai](https://examroom.ai) remote proctoring tool.

Availability ranges Monday through Saturday from 7:00am to 7:00pm CST.

More information about remote proctoring can be found on page 4 of this bulletin.

HOW TO REGISTER ONLINE

1. To register for your exam, go to: <https://provexam.com/> or call the Prov Call Center to complete the registration process if preferred.
2. Click “Schedule a Test”
3. Click “Start Scheduling” under “Self Registration”



4. Use the Dropdown menu under “Select Certifying Body”, and select:

IA – Board of Barbering

Then press

NEXT

5. Under “Select a License/certificate”, choose the license (and language) you are seeking (**choose one of the following**):

- Barber Written
- Barber Stylist Practical
- Instructor Written
- Barber Instructor Practical

Then press

NEXT

6. Experience Requirement: Select “Yes” if you are qualified for this test.
7. Select the school you attended. Once selected, scroll to the bottom of the page & click “Submit”.

8. Enter your information **exactly** as it appears on your government issued ID.

- Name (**First**, **Middle** and **Last**)
- Street address
- City, State, Postal Code

Additionally, please provide the following:

- Social Security number
- Email Address
- Telephone Number
- Birthdate

Then select the button labeled:

SAVE CHANGES

HOW TO SCHEDULE YOUR EXAM ONLINE

1. Select a Date & Time for your exam by selecting the link labeled.

 [Find suitable time and venue](#)

2. Select a convenient test site by scrolling down to see all available test sites.

3. Select a test **date** and **time** from the calendar. Confirm your selected date and time and select: **Add to Cart.**

4. If you want to schedule a **second exam** (e.g. practical or written), select the **Schedule Another Test** button; otherwise move to step 7.

SCHEDULE ANOTHER TEST

5. Proceed to payment. Please enter your form of electronic payment (e.g. MasterCard, Visa, AMEX) or coupon code if provided by your school.

The invoice for your exam payment will be automatically emailed to you. This invoice will include information regarding your scheduled date/time.

If you have any problems with online scheduling, you may call Prov at (866) 720-7768.

SCHEDULING BY PHONE

To schedule an examination by phone, candidates should contact Prov toll free at (866) 720-7768. Prov scheduling staff is available 7:00 a.m. through 11:00 p.m. CT Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, social security number and their address. Once registered in the database, Prov staff will search for the next available testing date and time. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

CANCEL/RESCHEDULING POLICY

If you need to change or cancel your testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline.

If you fail to appear for their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

EMERGENCY SITUATION POLICY

If you are unable to attend your scheduled examination due to an emergency situation, you must provide written documentation to Prov for review.

You may contact Prov toll free at (866) 720-7768, call or text (801) 733-4455 or send an email to support@provexam.com.

If approved, you will be notified and provided with authorization to reschedule your examination.

PREPARING FOR YOUR EXAMS

The Barber exams utilized in Iowa are designed to test what you should know (and be able to do) as you begin your career in the Barbering industry. Your examinations have been developed by the National Interstate Council of State Boards of Cosmetology (NIC). The following section is designed to provide links and descriptions to the various licensing examinations.

A live model is required for the haircut and shave. The model must be 18 years of age or older and must present a government issued photo ID at the time of check-in.

No cell phones or watches will be allowed in the testing area by the candidate or model other than those in use for administration of your examination.

No aerosols or disinfectant sprays are allowed and this includes Barbasol shaving cream unless it is specifically marked as non-aerosol. Shaving cream must be in **gel** form. If any aerosol products are detected in the testing area, your score may be voided.

EXAM INFORMATION

Information for examinations is provided by the NIC and may also be found at nictesting.org. To learn more about your specific exam, please select the [hyperlink](#) next to the test and you will be taken to the NIC website for a complete description of the examination.

Barber Styling (Practical)

Practical Exam: [NIC Practical CIB](#) (English)

Barber (Written)

Written Exam: [NIC Written CIB](#) (English)

IMPORTANT: For important information on how to prepare and set up your workspace **BEFORE** testing, [see here](#).

Instructor

Written Test: [Instructor Written](#)

Practical Test: [Instructor Practical](#)

Core Items - Practical

- Lesson Plan
- Setup
- Theory Lecture
- Demonstration

Note: You will select the type of instruction (i.e. Barber, Esthetician, etc) at the time of registration.

To receive your Instructor lesson assignment topic, please contact tamiv@provexam.com or amyf@provexam.com.

IMPORTANT: If you are scheduling a remote practical Instructor exam you **MUST** email your lesson plan to CosmoSupport@ProvExam.com **no later than 1 day PRIOR** to your testing day. If your lesson plan is not provided in advance it will affect your score.

IMPORTANT: For important information on how to prepare and set up your workspace **BEFORE** testing, [see here](#). Information is also included with this CIB.

Foreign Languages

If you wish to access an NIC CIB in one of the available foreign languages, please click this link and select from the drop-down box:

<https://nictesting.org/candidate-information-bulletins/>

NIC References

For information about exam references, please see here: https://nictesting.org/wp-content/uploads/2022/05/NIC_References_update_d_5_19_22.pdf

TEST DAY RULES AND PROCEDURES**What is Examroom?**

Examroom is a remote test monitoring service that allows you to take your test on your own computer at your home. On test day, you log into the Examroom website and request to start your exam. A test proctor will greet you over your computer, will verify your identity, take your picture, and observe you throughout the testing process.

Not every computer system is capable of taking a test on Examroom. The following are the **MINIMUM** requirements that your computer system would need to meet in order to qualify to take your test using the Examroom service:

- The operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook
- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- Need a good consistent Internet connection capable of uploading files in excess of 3 Mbps

Please use the following links to do a system check before you schedule your exam to make sure your computer system will allow you to take a test using this system. <https://examroom.ai/systemtest/>

When prompted “Permission to access camera and microphone”, you must click “Allow.”

If you do not have access to equipment that meets the minimum requirements, Prov has laptops available for use during your exam. To request access to a Prov laptop you may call (866) 720-7768 and ask a call center representative for assistance. You will be responsible for the cost of shipping and handling. Please call for more information.

Exam Day Procedures

On the day of your exam:

1. Head to <https://provexam.com>
2. Click “Start My Test” from the home page menu

3. Review the instructions on the page and click “Start My Test” to be directed <https://examroom.ai/login/>
4. Enter the email address you used to register for your test
5. Enter your candidate ID as your password
6. You will be greeted by an onboarding agent to help you check-in and start your test

For technical support, or if you have difficulty logging into your exam, please use the chat box on the bottom right corner of <https://examroom.ai>.

The following link will take you to a short video that demonstrates Prov’s testing system: <https://youtu.be/h3T9svnldLY>.

Proof of Identity

You will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver’s license, passport, or military ID. You will also be required to sign a test center log and will be photographed by the test center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing as instructed or refuse to be photographed, you will be dismissed from the test center and forfeit all testing fees for that testing session.

Prohibited Items

No cameras, recorders, cell phones, computers, (other than those in use for administration of your examination), pagers, tablet computers, music players, smart watches, radios, electronic games, or any other electronic devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Additionally, other personal items such as purses, notebooks, references or study materials, briefcases, backpacks, wallets, pens, pencils, other writing devices, food or any other items are not permitted in the testing room.

For exam security you may also be **asked to remove** articles of clothing that may pose a security risk such as the following:

- Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- Hats or headgear not associated with religious reasons.
- Any other clothing or device that may be interpreted as having the potential to compromise the testing process.

If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the Board will be notified of your dismissal from the exam.

Visitor Policy

No one other than the candidate will be allowed in the testing room.

Unethical Conduct Policy

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Iowa Barbering Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

Candidate Civility Expectations

We understand that taking a test can be stressful. Sometimes this stress may cause someone to visibly show their frustration during or after the testing event. While we understand the sources of stress, we find any action that threatens our proctors or examiners to be unacceptable. If a candidate verbally or physically threatens or assaults any of our proctors or examiners, that candidate may be banned from testing for a time. The candidate's actions will be reported to the licensing board or agency. If any physical harm occurs, civil action may also be taken against the candidate.

SCORE INFORMATION

Candidates must achieve an overall passing scaled score of 70.00 on the practical and written exams.

All exams will be scored and graded against a cut-score established by NIC for these examinations. The score on these examinations is reported as a "scaled score". This score is not the same as a raw score (which is the number of correct responses on a test). This means that the score does NOT represent the percentage of questions correctly answered on the test. Each part of the examination has its own cut-score and is weighted according to its importance in the demonstration of entry-level competence.

RESULTS REPORTING

Upon completion of an examination, your test will be scored, and you will be provided with an unofficial score result via email within one (1) day after you complete the exam. Official test results will be sent to the Board within one (1) week after your test date.

All exams will be scored and graded against a cut-score established by NIC for these examinations. The score on these examinations is reported as a "scaled score". This score is not the same as a raw score (which is the number of correct responses on a test). This means that the score does NOT represent the percentage of questions correctly answered on the test. Each part of the examination has its own cut-score and is weighted according to its importance in the demonstration of entry-level competence.

RETESTING POLICY

Failed examinations can be retaken as often as is necessary. There's is no waiting period and candidates can schedule a new testing session for the first available testing date. Candidates cannot retake an exam once they have passed that exam unless required by the State of Iowa.

PROV'S NON-DISCRIMINATION STATEMENT

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to:

Prov, Inc., 150 W Civic Center Drive, Suite 601, Sandy, UT 84092.

SPECIAL ACCOMMODATIONS

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for special accommodations during testing, they should contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to provide the accommodation they will need in order to complete their examination.

ADA forms can be found [here](#).

Note: Accommodations will not be provided based solely on a candidate's inability to read and comprehend English. This is due to the possible impact on the security and integrity of the NIC examinations, any accommodation provided shall be made in accordance with the NIC guidelines and applicable law.

FREQUENTLY ASKED QUESTIONS

The information found in this document is to help you be most successful during your practical examination. Please read the information carefully and prepare for your exam in advance of your exam date to avoid unnecessary delays or cancellations in your exam process. Note: if the examiner cannot see your work, you may fail the exam.

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WHAT DO YOU NEED TO BRING

Please make sure you bring all the necessary items for your test to avoid any delays.

- A valid, government-issued photo ID (such as a driver’s license, passport, or military ID). All candidates are required to show their ID during check-in. Please note that paper, temporary, copies, or electronic versions of ID are NOT considered acceptable forms of ID. Those who do not provide a valid form of ID will not be able to test and will forfeit their exam fees.
 - Please check your state specific Candidate Information Bulletin for all information pertaining to ID requirements.
- Materials listed in the NIC suggested supply list.
- Fully charged phone and laptop. It is recommended that these devices be plugged into a power source throughout the duration of your examination.
- A well-lit workspace, please avoid having any bright lights or windows behind you.

HOW TO SET UP YOUR WORKSPACE?

Properly setting up your workspace before your exam will help to avoid any unnecessary delays to your testing experience. Please follow the instructions outlined below to the best of your ability.

First, ensure you have a large enough space to accommodate all your supplies. Supplies must be visible to examiners, including, but not limited to, trash receptacles. We recommend using a large table and workspace clear of any other non-exam-related items.

Two views of your workspace are required to test: a front view, and a side view.

Front View

- The front view should allow the examiner to see your workspace, supplies, and mannequin head.
- Avoid any bright lights or windows in the background.
- Set your laptop at an 80-degree angle toward you, not straight up and down and 35 inches away from the workspace.
- Viewing the working area is more important than seeing your face.



Side View

- The side view will require a smart phone to stream video footage during the length of the exam. Phones should be plugged into power to avoid depleting the battery during the examination.
- Place your cell phone about 45 inches behind and to the left or right of the work area. Enough space away that you can see the bags labeled Items to be Disinfected, Trash, and Soiled Linens. Keep all 3 bags on the same side facing your cell phone.



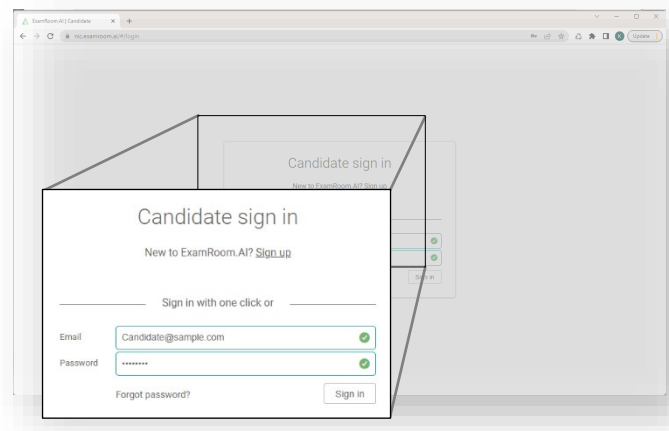
- The phone should look toward the ground and be directed to the bags under your work area.
- The Bags should be labeled on all four sides.
- Please position yourself so that there are no windows situated behind you during testing. Any other windows in the testing area should be covered.
- Make sure there is good lighting so the Examiners can see what you are working on.
- Once your equipment and workstation has been set up appropriately, you are ready to begin your exam.

WHAT TO EXPECT ON TEST DAY

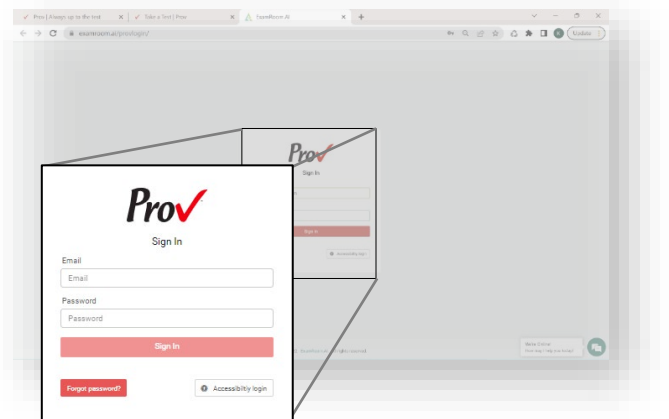
Your practical exam will be proctored remotely via computer using our trusted partner: [Examroom.ai](https://examroom.ai).

On the day of your exam:

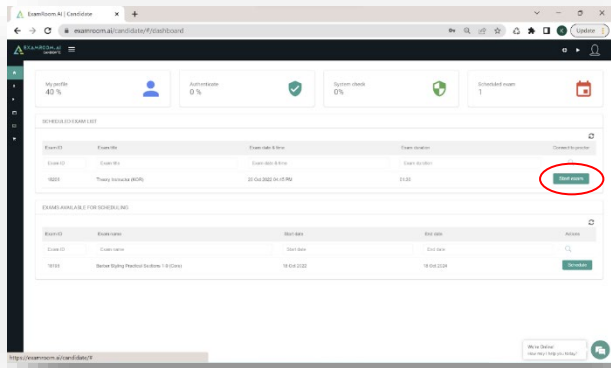
- Head to: <https://nic.examroom.ai/>



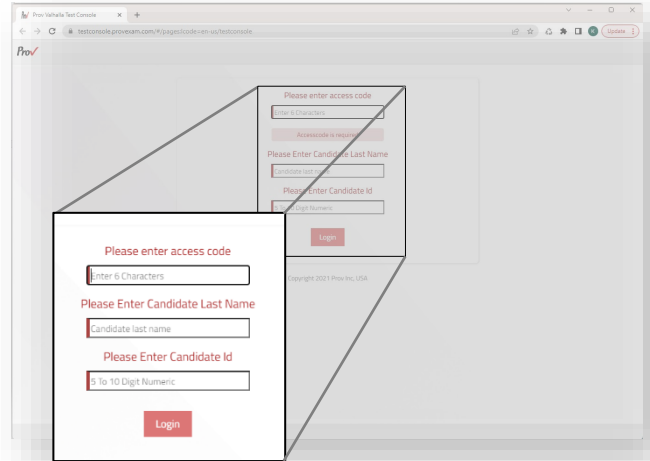
- Enter the email address you used to register for your test. Enter your candidate ID as your password (your candidate ID can be found in your confirmation email received at the time of scheduling).



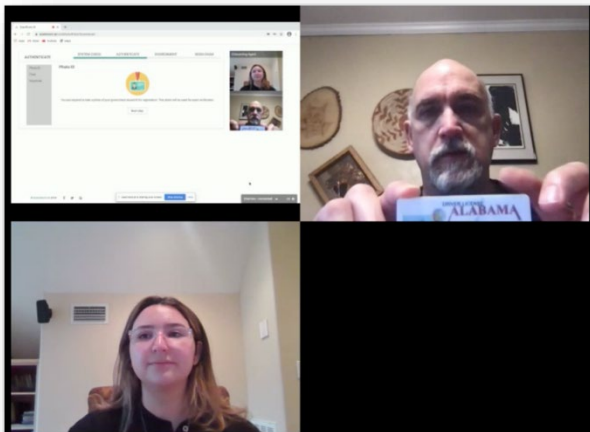
- Once logged in, you will arrive at the Examroom.ai Dashboard. Click on "Start my Exam."



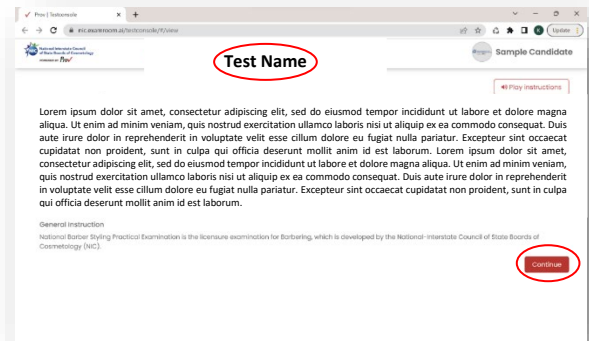
- You will be greeted by an onboarding agent to help you check-in and start your test. This check-in process includes ID verification and a room scan.



- On screen, you should see the name of your exam in the top center of the page and your name in the top right corner.

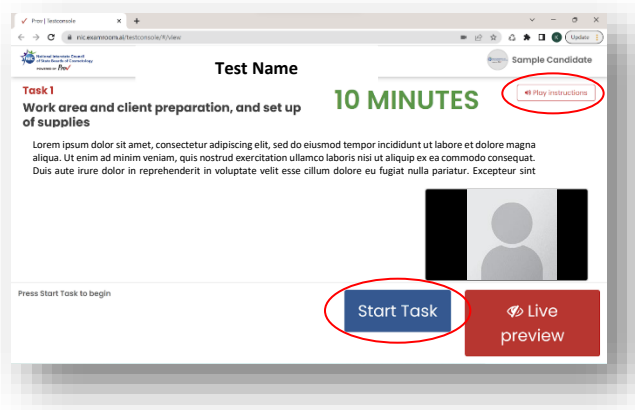


- After completing the onboarding process, you will be sent to a proctor who will provide you with an access code and admit you into the examination.

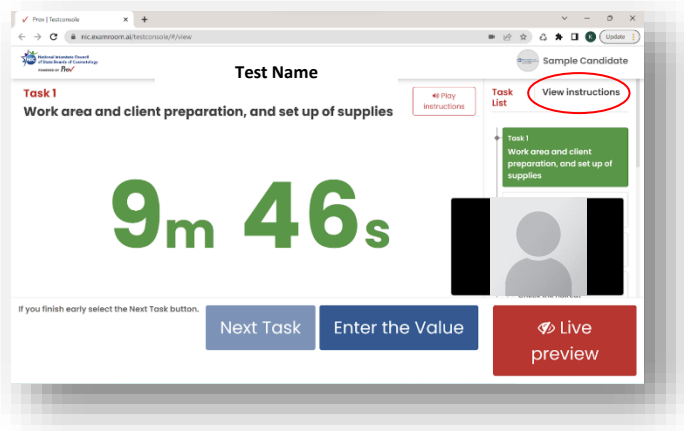


- Read the instructions carefully and navigate forward by clicking "Continue" in the bottom right corner of the page. It will ask you to Agree and Confirm the instructions to proceed.
- The examination will be administered in sections. Before each section begins, you will be provided with instructions, as well as the allotted time for each section. If needed, the instructions can be read aloud using the "Play Instructions" button in the top right corner.
- Use the "Live Preview" button to see a preview of what the camera is seeing before you begin. Make sure the camera is focused on the area you are working on.

- When you're ready to begin, click "Start Task."



- Once you click 'Start Task' the timer will begin. If you need to view the instructions again you may click 'View Instructions' in the top right.
- Make sure the camera can see the tasks at all times.
- Make sure you show the camera all products and supplies as they come out of your kit.
- Once you complete the current section, click "Next Task" to continue.



Upon completion of your examination, the Examiner will help you submit the exam and log out. Please refer to your state candidate bulletin for any other questions.

Best of luck and thanks for testing with us!