

Cosmetologists and Barbers Needed to Develop Hairstylist Licensing Exam

The Board of Barbering and Cosmetology and the Office of Professional Examination Services (OPES) are recruiting licensed Cosmetologists and Barbers to assist with the continued development of the California Hairstylist licensing examination. We are seeking Cosmetologists and Barbers to serve as subject matter experts (SMEs) in examination development workshops. We need SMEs with various levels of experience and from diverse practice settings. **Licensees with less than 5 years of experience are especially needed to ensure that the licensure examination maintains an entry-level perspective.**

Examination Development Workshops

The Board is seeking participants for the following workshops:

Workshop	Dates	Description
Item Writing #1 (In Sacramento)	August 29-30, 2023	SMEs write new items for the Hairstylist licensing examination. They receive training and spend a significant amount of time writing independently at a computer.
Item Writing #2 (In Sacramento)	October 3-4, 2023	SMEs write new items for the Hairstylist licensing examination. They receive training and spend a significant amount of time writing independently at a computer.
Item Review (Remote/Virtual)	October 24-25, 2023	SMEs work as a group to review examination questions.
Passing Score (In Sacramento)	March 13-14, 2024	SMEs determine the passing score for versions of the Hairstylist licensing examination.

Workshops are expected to take the full workday (8:30am – 5pm). Depending on the SMEs location, they may be required to travel to Sacramento the day prior to the workshop.

Participant Requirements

The Board is currently seeking licensees which:

- Hold a current California cosmetologist or barber license
- **Currently** provide hair services in a California-licensed establishment
- Have not received a violation from the Board within the past 5 years
- Are not currently school instructors or owners
- 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 and Benefits

- The Board provides \$100 per workshop day for participation in workshops.
- SMEs attending in-person workshops receive reimbursement for meals and other approved travel expenses. These reimbursements are made at the state rate and could take up to 6-8 weeks to receive. SMEs will not receive meal/travel reimbursement if the workshop is remote/virtual.

If you are interested in participating and meet **ALL** requirements listed on page 1, please email your **completed** application to Allison.Lee@dca.ca.gov (subject line: Hairstylist Project). The application is below (pages 3 and 4 of this PDF). Please be sure to answer **ALL** questions on the application.

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

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.



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
 DEPARTMENT OF CONSUMER AFFAIRS • BOARD OF BARBERING AND COSMETOLOGY
 P.O. Box 944226, Sacramento, CA 94244-2260
 Phone: (800) 952-5210 Email: barbercosmo@dca.ca.gov
 Website: www.barbercosmo.ca.gov



HAIRSTYLIST SUBJECT MATTER EXPERT APPLICATION

SECTION A: APPLICANT INFORMATION

Last Name		First Name		Middle Name
Business Address (if applicable)		City	State CA	Zip Code
Home Address		City	State CA	Zip Code
Phone Number		Alternate Phone Number		Email Address
Cosmetologist or Barber License No:		Issuance Date:	Expiration Date:	
Other License No:		Issuance Date:	Expiration Date:	

SECTION B: AREA OF EXPERTISE (check all that apply)

<input type="checkbox"/> Styling all textures of hair	<input type="checkbox"/> Curling/waving	<input type="checkbox"/> Shampooing/cleansing
<input type="checkbox"/> Haircutting	<input type="checkbox"/> Nonchemically straightening	<input type="checkbox"/> Massaging the scalp
<input type="checkbox"/> Blow drying	<input type="checkbox"/> Hair extensions	<input type="checkbox"/> Other:

SECTION C: QUALIFICATIONS (attach additional pages if necessary)

Why are you qualified to be a Subject Matter Expert? What can you contribute to the workshop(s)? Please explain specifically why you are qualified to participate as an Item Writer or Item Reviewer.

Are you familiar with all of the Board's laws and regulations? No Yes

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 _____

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

Are you currently a school instructor? No Yes

If yes, please provide the school name and school code (if known) _____

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

Item Writing (In Sacramento)	<ul style="list-style-type: none"> • August 29-30, 2023 • October 3-4, 2023 	SMEs write new items for the Hairstylist licensing examination. They receive training and spend a significant amount of time writing independently at a computer.
Item Review (Virtual)	<ul style="list-style-type: none"> • October 24-25, 2023 	SMEs work as a group to review examination questions.
Passing Score (In Sacramento)	<ul style="list-style-type: none"> • March 13-14, 2024 	SMEs determine the passing score for versions of the Hairstylist licensing examination.

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
------------------------	------

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 and email your **completed** application to Allison.Lee@dca.ca.gov (subject line: Hairstylist Project).