

**Meeting Minutes**  
**SOUTH DAKOTA BOARD OF BARBER EXAMINERS**  
Tuesday, April 1, 2025, 10:00 a.m. CDT

Jim McGuire called the meeting to order at 10:05 a.m. CDT and called the roll. A quorum was present.

Members Present:     James McGuire  
                               Len Ivey  
                               Kristi Wright  
                               Jeff Runyan

Others Present:        Tyler Evins, Program Director  
                               Gerald McCabe, Division Director  
                               Jodi Aumer, Director of Professional Licensing  
                               Jennifer Doubleddee, DLR Attorney

McGuire motioned to approve Meeting Minutes from December 18, 2024. Runyan seconded the motion. **MOTION PASSED.**

No comments made during Public Comment.

Administrative Rules Package was presented. Additional details can be found in the meeting packet.

No public comment or written comment was made.

The Board discussed the rules package. McGuire made a motion to accept the proposed package and move forward with the process to adopt the rules. Wright seconded the motion. A majority vote was held. **MOTION PASSED.**

McGuire made a motion to adjourn the meeting. Wright seconded the motion. **MOTION PASSED.**

The meeting adjourned at 10:17 a.m. CDT.

AVAILABLE FUNDS  
 AS OF: 05/09/2025  
 FY YEAR REMAINING: 14.5%  
 PAY DAYS REMAINING: 3

WEEKLY

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BUDGET UNIT 1032

DATE 05/10/2025

## CENTER NAME BOARD OF BARBER EXAMINERS - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	33,146.00	83.00	0.00	7,170.80	30,652.56	4,594.36-	14,690.11
BUDGETED TOT	33,146.00	83.00	0.00	7,170.80	30,652.56	4,594.36-	
ALL COMP TOT	33,146.00	83.00	0.00	7,170.80	30,652.56	4,594.36-	

## TOTAL BUDGETED:

	OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES MONTHLY	EXPENDITURES YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101	EMPLOYEE SALARIES	18,348.00	0.00	0.00	365.32	15,173.93	3,174.07	17.3
5102	EMPLOYEE BENEFITS	4,211.00	0.00	0.00	120.21	4,611.88	400.88-	0.0
5203	TRAVEL	3,212.00	0.00	0.00	110.03	1,879.16	1,332.84	41.5
5204	CONTRACTUAL SVCS	7,038.00	0.00	7,170.80	0.00	8,446.71	8,579.51-	0.0
5205	SUPPLIES & MATRLS	420.00	0.00	0.00	0.00	540.88	120.88-	0.0
	TOTALS	33,229.00	0.00	7,170.80	595.56	30,652.56	4,594.36-	0.0

## BREAKOUT BY COMPANY:

## COMPANY 6503-I PROFESSIONAL &amp; LICENSING BOARDS

5101000	EMPLOYEE SALARIES	18,348.00	0.00	0.00	365.32	15,173.93	3,174.07	17.3
5102000	EMPLOYEE BENEFITS	4,211.00	0.00	0.00	120.21	4,611.88	400.88-	0.0
5203000	TRAVEL	3,212.00	0.00	0.00	110.03	1,879.16	1,332.84	41.5
5204000	CONTRACTUAL SVCS	7,038.00	0.00	7,170.80	0.00	8,446.71	8,579.51-	0.0
5205000	SUPPLIES & MATRLS	420.00	0.00	0.00	0.00	540.88	120.88-	0.0
	PS SUBTOTALS	22,559.00	0.00	0.00	485.53	19,785.81	2,773.19	12.3
	OE SUBTOTALS	10,670.00	0.00	7,170.80	110.03	10,866.75	7,367.55-	0.0
	COMPANY 6503-I TOT	33,229.00	0.00	7,170.80	595.56	30,652.56	4,594.36-	0.0

# **SOUTH DAKOTA BOARD OF BARBER EXAMINERS**

## **HANDS-ON PRACTICAL EXAMINATION**

### **INSTRUCTIONS**

***Do not** begin any section of the exam until instructed to do so. If you drop an implement or comb anytime during the examination, follow the correct sanitation procedure before moving on. Once the testing has started, you will not be able to ask the examiner any questions.*

*When you are finished after each section, turn on the green light at your station to signal to the examiner that you are completed.*

*Each section has an allotted amount of time. If you finish the section early, please remain quiet for those that are still working.*

### **SECTION 1 - Preparation of Work Area and Inspection of Tools and Implements**

You will set up your station with the universal supplies that you will use throughout the entire examination and supplies for the simulated blood exposure, the haircut, and shaving portions. You will have **20 minutes** to complete this section.

### **SECTION 2 - Haircut, Neck, and Face Shave with Straight Razor**

You will need to demonstrate a haircut, and a neck and face shave with straight razor. You will have **95 minutes** to complete this section. When you have completed this section and the examiner has completed their review, please leave your client draped for the next portion of the exam.

You will demonstrate the following:

- *Proper draping of your model.*
- *A blended tapered haircut using clippers on the back and sides.*
- *Clipper over comb to blend the sides and remove weight line.*
- *Using shear over comb.*
- *Using shears or clipper over comb to cut the hair on the top of the head.*
- *Proper use of an outliner to remove hair around the ear.*
- *You must remove a minimum of a ½ inch of hair over the entire head.*
- *You will demonstrate shaving both sides of the neck using a straight razor with an inserted blade.*
- *You will demonstrate the face shave using a straight razor.*
- *You will demonstrate use of a steamed towel, proper free-hand strokes, back-hand strokes, and reverse free-hand strokes.*

### **SECTION 3 – Simulated Blood Exposure**

You will need to demonstrate the blood exposure process. You will have **20 minutes** to complete this section.

This completes the hands-on practical examination. Please clean up your workstation and take all supplies with you. Your examination score will be emailed to you 7-10 business days. Information regarding the theory examination will be emailed to you when available.

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# **SOUTH DAKOTA BOARD OF BARBER EXAMINERS**

## **HANDS-ON PRACTICAL EXAMINATION**

*Read to candidates:* Welcome to the SD Board of Barber Examiners State Board Exams. My name is \_\_\_\_\_. Today's examiner is Barber Board member Jim McGuire.

*During the practical examination, you will demonstrate each of the following:*

- 1. Preparation of Work Area and Inspection of Tools and Implements.*
- 2. Haircut*
- 3. Simulated Blood Exposure*
- 4. Neck Shave Using a Straight Razor*
- 5. Face Shave Using a Straight Razor*
- 6. Chemical Wave – Virgin Application*
- 7. Hair Color Retouch Application*

*Do not begin any section of the exam until instructed to do so. If you drop an implement or comb anytime during the examination, follow the correct sanitation procedure before moving on. Once the testing has started, you will not be able to ask the examiners any questions.*

*When you are finished after each section, turn on the green light at your station to signal to the examiner that you are completed.*

*Each section has an allotted amount of time. If you finish the section early, please remain quiet for those that are still working.*

***\*Are there any questions at this time?***

## 1. Preparation of Work Area and Inspection of Tools and Implements

Examiner Initials \_\_\_\_\_

Station #						
1. Did candidate wash/sanitize their hands	Y	N	Y	N	Y	N
2. Did candidate disinfect the station	Y	N	Y	N	Y	N
3. Did candidate disinfect the chair	Y	N	Y	N	Y	N
4. Are the combs free of hair/debris	Y	N	Y	N	Y	N
5. Are implements and supplies visibly clean	Y	N	Y	N	Y	N
6. Were items needing to be disinfected stored properly	Y	N	Y	N	Y	N
7. Did candidate demonstrate safety while applying the blade to the razor	Y	N	Y	N	Y	N
8. Does candidate have a blood exposure kit at workstation	Y	N	Y	N	Y	N

**Points: 8 possible**

**Min. Points Required: 6 points**

**Time Allotted: 20 minutes**

## 2. Haircut, Neck and Face Shave with Straight Razor

Examiner Initials \_\_\_\_\_

Station #						
1. Did candidate demonstrate proper draping	Y	N	Y	N	Y	N
2. Did candidate demonstrate a blended tapered haircut	Y	N	Y	N	Y	N
3. Did candidate safely demonstrate use of clippers	Y	N	Y	N	Y	N
4. Did candidate safely demonstrate use of shears	Y	N	Y	N	Y	N
5. Did candidate demonstrate proper use of outliner around ears	Y	N	Y	N	Y	N
6. Did candidate remove at least a ½ inch of hair	Y	N	Y	N	Y	N
7. Did candidate successfully complete a neck shave using a straight razor	Y	N	Y	N	Y	N
8. Did candidate demonstrate safety while using the straight razor	Y	N	Y	N	Y	N
9. Did candidate check the temperature of steamed towel on inside of wrist	Y	N	Y	N	Y	N
10. Did candidate safely demonstrate free-hand stroke	Y	N	Y	N	Y	N
11. Did candidate safely demonstrate back-hand stroke	Y	N	Y	N	Y	N
12. Did candidate safely demonstrate reverse free-hand stroke	Y	N	Y	N	Y	N
13. Did candidate remove all the facial hair	Y	N	Y	N	Y	N

**Points: 26 possible**

**Min. Points Required: 23 points**

**Time Allotted: 90 minutes**

### 3. Simulated Blood Exposure

Examiner Initials \_\_\_\_\_

Station #					
1. Did candidate demonstrate proper stopping of service	Y	N	Y	N	Y
2. Did candidate demonstrate disposal of blade/razor in container	Y	N	Y	N	Y
3. Did candidate wash hands and put on gloves	Y	N	Y	N	Y
4. Did candidate demonstrate applying pressure to area	Y	N	Y	N	Y
5. Did candidate demonstrate cleaning with antiseptic in the appropriate area	Y	N	Y	N	Y
6. Did candidate dispense styptic powder to stop any residual bleeding	Y	N	Y	N	Y
7. Did candidate apply adhesive bandage	Y	N	Y	N	Y
8. Did candidate clean and disinfect workstation, and did candidate clean and disinfect all tools with blood contact before removing gloves	Y	N	Y	N	Y
9. Did candidate discard all single use contaminated objects	Y	N	Y	N	Y
10. Did candidate wash hands again before returning to service	Y	N	Y	N	Y

**Points: 10 possible**

**Min. Points Required: 7 points**

**Time Allotted: 20 minutes**

***Minimum Points to Pass: 36 points***

***Total Points Possible: 44 Points***

After all candidates are finished: This completes the hands-on practical examination. Please clean up your workstation and take all supplies with you. Your examination score will be emailed to you 7-10 business days. Information regarding the theory examination will be emailed to you when available.

## Theory Examination Pass/Fail Data

**Examination Information:** The South Dakota Board of Barber Examiners administers the National Interstate Council of Cosmetology Boards (NIC) *Barber Styling Examination* as its approved state theory examination.

**Date Range:** January 1, 2025 – April 25, 2025

**Number of Examinations Attempted:** 53

**Number of Examinations Passed:** 23

**Pass Rate:** 43.4%

**Summary:** The overall pass rate for barber license candidates is low. The pass rate for cosmetology, esthetics, and nail technology license candidates is similarly low, but overall, the pass rate for cosmetology license candidates is higher than for barber license candidates. The content of the *Barber Styling Examination* is distinct from the examinations for cosmetology, esthetics, and nail technology. The Board does not have access to the NIC's examination content, as the content is propriety and protected by the NIC to ensure the integrity of their examination.

**Note:** Due to a higher than projected fail rate for the examination, the Board office has recently required examination retake candidates to complete the examination in Pierre using a paper examination. The Board is running dangerously low on funds to administer the theory examination, online. The paper examination is one-third the cost of the online version, and by using the paper version for retake examinations, the Board can allow first-time examinees to take the examination online for a longer period of time (*funds may ultimately be exhausted which would require all examinees to test in-person*).