

# Practical Exam Update

June 1, 2020

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NATIONAL  
**TESTING**  
NETWORK

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All changes  
to Practical  
Examinations  
will go into effect  
July 1, 2020

# Program Overview

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*Candidate Information Bulletins  
Policies and Procedures*

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# Candidate Information Bulletins (CIB)

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# CIBs

Current Candidate Information Bulletins (CIB) for every profession are always available on [cosmetologykansas.com](http://cosmetologykansas.com).

They include detailed lists of what to bring to an exam along with all exam rules and information needed prior and after an exam with NTN.

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# Policies and Procedures

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# Kansas Disinfectant Law

Updated Jan 1, 2019

## Blood Exposure Procedure:

A **disinfectant** must be used to disinfect the workstation and tools during the blood exposure portion of the exam. *(Bleach solution or hospital grade disinfecting wipes/solution shall be used. No Clorox Disinfecting wipes/Lysol Daily wipes etc.)*

\*Label MUST have the following words either included in the manufacturers label or handwritten: EPA-registered disinfectant, Bactericidal, Fungicidal and Virucidal

## Practical Exam and Daily Salon Compliance:

Workstations must be **cleaned (sanitized)** after each service. *(Yes to Clorox Disinfecting Wipes/Lysol Wipes etc.)*

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# Help Your Students

Be sure they understand requirements & instructions in ***Candidate Information Bulletin (CIB)***.

Read through the CIB with students & clarify their questions.

Make sure candidates bring the required **IDs and a complete, organized kit!!!**



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# Help Your Students

**Practice** with your students so they are comfortable with the exam & timing.

Use the **scripts** that are available online when you practice with your students.

Explain that evaluators understand candidates may be nervous want to see candidates ***SUCCEED.***

***Evaluators are trained to keep a neutral face and are not to engage in discussion or assistance.***

**Remind them that single use gloves *cannot be sanitized*, they must be changed.**

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# Practical Exams

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## Candidates must perform each task:

- Taking appropriate safety & sanitation precautions (draping, client protection, etc.).
- Without **cross-contamination** of bacteria (sanitary removal from containers, etc.).
- Exam is for **entry-level** practitioners
- Priority is on **safe & sanitary** performance of tasks
- Breaks in sanitation must be **remedied**:
  - Hand sanitation
  - Sanitary product application & storage
  - Disinfect work surfaces
  - Maintain kit sanitation

# Practical Exams

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What if an item drops on the floor?

It must be remedied -- candidates should:

1. Pick up the item
2. Discard or disinfect (if possible) the item
3. **Sanitize** their hands before continuing with the exam

*Candidates need to be aware that they are responsible for any implements or debris that are on the floor in their area.*

# Practical Exams

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- No talking among candidates
- No unauthorized materials
- No disruptive behavior
- Evaluators will not assist candidates
- Evaluators may not answer candidate questions regarding exam content

# Practical Exams

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- Time allowed is stated in CIB & candidates should have enough time to complete the service
- If candidates realize they have not completed a step satisfactorily (ex: the sculptured nail is not dry & they file it off) & if there is time remaining, they can redo it in the remaining time

# Practical Exam Kit

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- Candidates are responsible for bringing a **complete** kit – list is in CIB
- Clamp, tools & implements must be in **working** order
- All products must be clearly **labeled in English** & **visible** to evaluators
- Implements, tools, linens & paper products must be visibly **clean & sanitary**
- When not in use, kits must remain **closed**
- Candidates should **not** put anything **back** in their kit because kit becomes unsanitary!

# Practical Exam Kit

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Check the kit the night before ESPECIALLY if it is a retest.

Do I have waste receptacle bags?

Does the nail polish open?

Do I have spare of all polishes?

Do I have new files/buffers?

Do I have my scissors, are they in an appropriate case?

Do I have mannequins?

Do I have a mannequin stand?

Do I have extra sanitation materials?

Do I have a bottle of spray disinfectant and paper towel incase I run out of wipes?

# Practical Exam Services

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- Each service is outlined ***step-by-step in the CIB***
- Complete **all steps** of the service safely using tools & clearly labeled products without cross contamination or risk
- Each task must be completed to evaluate safe, sanitary performance



# Product Requirements

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- Liquid nail monomer must be **odorless**
- Each product must be in a ***separate, labeled container***
- All liquids & creams, including water bottle, must be ***labeled*** clearly in ***English***
- **Actual** mock products are required for some services (ex: cholesterol for relaxer)

# Tool/Implement Requirements

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## **Initial Setup Items that Remain Out for the Entire Exam** *\*All items must be labeled.*

- Workstation sanitizer
- Liquid hand sanitizer in sufficient quantity to keep hands sanitary throughout the exam.
- Blood exposure kit/first aid kit with items necessary to perform universal blood exposure procedures.
- 13 gallon tall kitchen trash can liner bags for freestanding, closed waste receptacle. *Multiple bags strongly suggested.*
- Candidates are supplied with one (1) covered, freestanding waste receptacle at the testing site.

# Waste Receptacle Requirements

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- Candidates are supplied with one (1) covered, freestanding waste receptacle.
- The receptacle will be labeled “Waste”.
- The receptacle must be kept on the floor underneath the candidate’s assigned workstation.
- **Candidates must bring waste bags to place inside the receptacle as it cannot be used without bags lining it. If liner bags are not brought to the exam, your exam will be ended at this point. *We suggest a 13 gallon tall kitchen trash can liner.***
- We suggest candidates bring more bags than assumed necessary in the case of bags breaking or more trash being accumulated than anticipated.
- Paper grocery bags/shopping bags lined with plastic garbage bags and plastic garbage bags that are taped to the workstation are NO LONGER ACCEPTABLE.

# Workstation Space

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Candidates each have the same size workspace marked off by black lines

Must keep within that space during the exam, including kit & waste receptacles

**FYI:** Mannequin tripods may be used, but they take up **a lot of space** & may cause space challenges for candidates

Question: Where are they to place the bag for their tri-pod during set up? **The bag should go under the station along with the rest of their materials. It should not be in their workspace as that is unsafe.**

# Tool/Implement Requirements

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- Must be in **safe working** order
- Visibly **clean & sanitary**
- Tools/implements & linens/ paper products must be effective & appropriate for the purpose being used
- Foam inserts in scissor cases cannot be sanitized; therefore, they are not appropriate containers.
- Make sure candidates have **all** items listed in the CIB in their kits!

# Blood Exposure Kit Requirements

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- **Two** Blood Exposure kits are required (or **one** kit with sufficient supplies for multiple blood exposures):
  1. One for Blood Exposure demonstration
  2. Second is in case there is actual blood exposure during exam (stays on station)
- Kits must be labeled as Blood Exposure or First Aid Kit
- Blood Exposure procedure is defined by Kansas Rules & Regulations and Federal Universal Precautions

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# Blood Exposure Exam

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# Blood Exposure Procedure

Candidates will have a 5 minute setup period to setup ONLY blood exposure mannequin, implements, products and tools.

1. Don protective gloves
2. Clean injured area with antiseptic & cover with sterile bandage
3. Clean off & disinfect all equipment, tools, & implements on your station *(label of solution MUST have all of the following words either included in the manufacturers label or handwritten: EPA-registered disinfectant, Bactericidal, Fungicidal and Virucidal)*
4. Clean the station with disinfectant. *(Bleach solution or hospital grade disinfecting wipes/solution shall be used. No Clorox Disinfecting wipes/Lysol Daily wipes etc.)*
5. All contaminated items, including gloves (which should be removed last), must be placed in a double bag.
6. Seal double bags & place in waste receptacle.



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# Blood Exposure Reminders

Do not dispose of double bag until it contains **all** contaminated items (*gloves and final cleaning products*)

Keep a second unused blood exposure kit on workstation in case of an actual blood exposure

Label of disinfecting solution **MUST** have all of the following words either included in the manufacturers label or handwritten: **EPA-registered disinfectant, Bactericidal, Fungicidal and Virucidal.**

Candidates can remove bandage during **set-up** for next service

The final disinfectant wipe/paper towel used for disinfecting **must** go in double-bag

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# Cosmetology Exam

# Tool/Implement Requirements

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## **Initial Setup Items that Remain Out for the Entire Exam** *\*All items must be labeled.*

- Workstation sanitizer
- Liquid hand sanitizer in sufficient quantity to keep hands sanitary throughout the exam.
- Blood exposure kit/first aid kit with items necessary to perform universal blood exposure procedures.
- 13 gallon tall kitchen trash can liner bags for freestanding, closed waste receptacle. *Multiple bags strongly suggested.*
- Candidates are supplied with one (1) covered, freestanding waste receptacle at the testing site.

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# Thermal Curling Procedure

1. Drape with cape
2. Brush out pre-curls
3. Mock test iron temperature using a piece of tissue paper or a white cloth.
4. Demonstrate 1 off base curl (one side)
5. Demonstrate 1 on base curl (top of head)
6. Demonstrate 1 half base curl (top of head)
7. Clear service items & clean (sanitize) workstation
8. Stand back & raise your hand

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# Haircut Procedure

1. Drape with cape
2. Wet, comb, & section **all** hair
3. Use straight razor to cut off at least 1” of hair that grows in the nape area.
4. Use shears to cut off at least 1” of hair that grows on the side of the head.
5. Use shears to cut off at least 1” of hair that grows in the bang area.
6. Remove all hair clippings
7. Clear service items & clean (sanitize) the workstation
8. Stand back & raise your hand

**Update: Only 15 minutes to do haircut instead of previous 30**

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# Facial Procedure

1. Securely drape the hairline & ears, drape the chest
2. Cleanse the entire face, avoid lips, eyes & nostrils
3. Remove cleanser
4. Apply massage cream
5. Demonstrate effleurage, petrissage, & tapotement
6. Steam the face (check temperature, leave nose uncovered)
7. Remove massage cream, apply toner, then apply moisturizer
8. Clear service items & clean (sanitize) the workstation
9. Stand back & raise your hand

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# Chemical Wave Procedure

1. Drape with chemical cape
2. Wet **all** of the hair, section **entire head** (sections correspond to length of rods)
3. Wrap at least 4 rods in center section, begin at top of crown
4. Prepare for application of solution (protective cream & cotton around **entire** hairline, wear gloves, **THEN** raise hand for evaluator)
5. Apply solution to wrapped rods without dripping, perform a test curl
6. After your work is checked by an evaluator, clear service items & clean (sanitize) workstation
7. Stand back & raise your hand

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# Hair Color Retouch Procedure

1. Drape with chemical cape. *Unfasten then refasten chemical cape securely to represent a fresh cape.*
2. Section the head into four quadrants
3. Apply protective skin cream (entire hairline), wear protective gloves
4. Use applicator bottle or bowl/brush to apply
5. Perform retouch on either the left or right front quadrant.
6. Apply product from the scalp up to 1 inch of the hair shaft.
7. When you have finished the application clear hair coloring items from your station and sanitize your station.
8. Stand back, raise your hand and an evaluator will check your work.



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# Virgin Chemical Relaxer Procedure

1. Drape with chemical cape. *Unfasten then refasten chemical cape securely to represent a fresh cape.*
2. Wear protective gloves
3. Begin **virgin application** on either the left or right back quadrant.
4. Apply product ½” from the scalp up to, but not including, the last 1 inch of hair
5. Smooth the hair to the ends with fingers or the back of a non-metallic comb
6. Clear service items, clean (sanitize) workstation
7. Stand back & raise your hand

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# Manicure Procedure

1. Place clean towel/paper towel on work surface under mannequin.
2. File all five (5) nails corner to center
3. Soak fingertips in fingerbowl (dry)
4. Dry hand & nails (mock)
5. Apply cuticle cream to all five (5) nails
6. Demonstrate pushing cuticle back on all five (5) nails
7. Cleanse the nails, remove cuticle cream
8. Use massage cream, massage hand & fingers for one minute
9. Remove massage cream from nails
10. Apply polish evenly & smoothly: base coat, two coats dark polish, top coat all five (5) nails
11. Remove polish from skin
12. Clear service items & clean (sanitize) workstation
13. Stand back & raise your hand

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# End of Exam Cleanup

All candidates are evaluated on how clean & sanitary they leave their workstation:

- Clear & clean workstation, sweep floor
- Package all materials & waste
- Do not leave or dispose of any items at the exam site

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# Esthetics Exam

# Tool/Implement Requirements

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## **Initial Setup Items that Remain Out for the Entire Exam** *\*All items must be labeled.*

- Workstation sanitizer
- Liquid hand sanitizer in sufficient quantity to keep hands sanitary throughout the exam.
- Blood exposure kit/first aid kit with items necessary to perform universal blood exposure procedures.
- 13 gallon tall kitchen trash can liner bags for freestanding, closed waste receptacle. *Multiple bags strongly suggested.*
- Candidates are supplied with one (1) covered, freestanding waste receptacle at the testing site.

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# Facial Procedure

1. Securely drape the hairline & ears, drape the chest
2. Cleanse the entire face, avoid lips, eyes & nostrils
3. Remove cleanser
4. Apply massage cream
5. Demonstrate effleurage, petrissage, & tapotement
6. Steam the face (check temperature, leave nose uncovered)
7. Remove massage cream
8. Apply toner or astringent
9. Apply moisturizer
10. Clear service items & clean (sanitize) workstation
11. Stand back & raise your hand

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# Facial Mask Procedure

1. Maintain towel & linen positions
2. Apply mask product evenly & smoothly (avoid lips, nostrils, & eyes)
3. Stand back & raise hand to indicate drying time
4. Remove mask using “Steamed Towel”, moistened or mock moistened cotton, or moistened or mock moistened sponge
5. Apply toner or astringent
6. Apply moisturizer
7. Clear service items & clean (sanitize) workstation
8. Stand back & raise your hand

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# Manual Extraction Procedure

1. Maintain towel & linen positions
2. Provide client eye protection
3. Wear disposable gloves
4. Apply antiseptic or astringent to forehead
5. Stand back & raise hand to have evaluator observe extraction
6. Perform extraction, use cotton or tissue with astringent
7. Apply antiseptic or astringent to area
8. Clear service items & clean (sanitize) workstation
9. Stand back & raise your hand



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# Tweezing Procedure

1. Maintain towel & linens during service
2. Wear protective gloves
3. Perform tweezing procedure:
  - a) Apply antiseptic
  - b) Dry eyebrow area
  - c) **Stand back, raise hand, an evaluator will observe**
  - d) While being observed, hold skin taut & demonstrate removal of hair in direction of natural hair growth
4. Finish service by reapplying antiseptic to the area
5. Clear Tweezing items from station & step back

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# Waxing Procedure

6. When instructed, begin waxing procedure:
  - a) Apply antiseptic to eyebrow area
  - b) Dry the eyebrow
  - c) When ready to wax, stand back & raise hand
7. With an evaluator observing:
  - a) Test wax temperature on forearm
  - b) Apply wax product under eyebrow in direction of natural hair growth
  - c) Hold skin taught & pull fabric strip in opposite direction of hair growth
8. When instructed to continue, apply waxing finishing product
9. Clear service items & clean (sanitize) workstation
10. Stand back & raise your hand

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# End of Exam Cleanup

All candidates are evaluated on how clean & sanitary they leave their workstation:

- Clear & clean workstation, sweep floor
- Package all materials & waste
- Do not leave or dispose of any items at the exam site

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# Manicurist Exam

# Tool/Implement Requirements

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## **Initial Setup Items that Remain Out for the Entire Exam** *\*All items must be labeled.*

- Workstation sanitizer
- Liquid hand sanitizer in sufficient quantity to keep hands sanitary throughout the exam.
- Blood exposure kit/first aid kit with items necessary to perform universal blood exposure procedures.
- Cloth towels
- Cotton balls or other disposable cotton product
- 13 gallon tall kitchen trash can liner bags for freestanding, closed waste receptacle. *Multiple bags strongly suggested.*
- Candidates are supplied with one (1) covered, freestanding waste receptacle at the testing site.

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# Manicure Procedure

1. Place clean towel/paper towel on work surface under mannequin.
2. File all five (5) nails corner to center
3. Soak fingertips in fingerbowl (dry)
4. Dry hand & nails (mock)
5. Apply cuticle cream to all five (5) nails
6. Demonstrate pushing cuticle back on all five (5) nails
7. Cleanse the nails, remove cuticle cream
8. Use massage cream, massage hand & fingers for one minute
9. Remove massage cream from nails
10. Clear service items & clean (sanitize) workstation
11. Stand back & raise your hand

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# Nail Tip Procedure

1. Select appropriately sized tip for index finger
2. Remove shine/dust from nail plate & cuticle
3. Apply cleanser/dehydrator
4. Attach nail tip to the plate using adhesive (leave a minimum of ½ of nail plate exposed)
5. Blend nail tip to the nail plate until smooth; trim & shape the nail tip
6. Remove any nail adhesive from skin
7. Clear service items & clean (sanitize) workstation
8. Stand back & raise your hand

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## Nail Wrap Procedure

1. Remove shine & dust from middle finger
2. Apply nail cleanser/dehydrator
3. Apply adhesive & wrap material to nail plate
4. Remove excess wrap material
5. Apply nail adhesive, apply wrap accelerator, apply second coat of each over nail wrap
6. File & buff until smooth
7. Remove any adhesive from skin
8. Clear service items & clean (sanitize) workstation
9. Stand back & raise your hand



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# Sculptured Nail Procedure

1. Sculpture a nail on fourth digit (ring finger)
2. File or buff nail plate
3. Apply:
  - a) Nail cleanser or dehydrator
  - b) Nail form under free edge
  - c) Mock primer to natural nail plate
  - d) Sculptured nail product to the nail form to extend the length of the free edge
  - e) Sculptured nail product onto the nail plate

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# Sculptured Nail Procedure

5. Remove nail form
6. Buff sculptured nail & file free edge until smooth
7. Remove any sculptured nail product from skin
8. Clear service items & clean (sanitize) workstation
9. Stand back, raise hand & evaluator will check your work

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# Polish Procedure

1. Apply to all five nails:
  - a) Base coat
  - b) Two coats of dark polish
  - c) Top coat
2. Remove any polish from skin
3. Clear service items & clean (sanitize) workstation
4. Stand back & raise your hand

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## End of Exam Cleanup

All candidates are evaluated on how clean & sanitary they leave their workstation:

- Clear & clean workstation, sweep floor
- Package all materials & waste
- Do not leave or dispose of any items at the exam site