

# Exam Overview

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NATIONAL  
**TESTING**  
NETWORK

# Agenda

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## **Body Art Exams Overview**

Tattoo/Permanent Cosmetic  
Technician

Body Piercing

## **Program Overview**

Blood Spill Exam

Candidate Information Bulletin

Policies and Procedures

## **How can you help your Students?**

## **Cosmetology Overview**

## **Esthetics Overview**

## **Manicure Overview**

# 1. Body Art Practical Exams

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*Tattoo/Permanent Cosmetic Technician  
Body Piercing*

# Live Models

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- ◆ May not be a current Body Art apprentice
- ◆ May not be a Body Art licensee
- ◆ May not be a Body Art apprentice trainer/instructor
- ◆ Must be at least 18 years old
- ◆ Must be free of contraindications
- ◆ Must give written consent to participate (*Form provided at testing site*)

# Products

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- ◆ Mock product is **NOT** allowed
- ◆ Candidates must bring all products needed
- ◆ **If there are any missing items, the exam will be terminated.**
- ◆ All products in containers must be labeled in English, stating what the container *actually* contains.
- ◆ The candidate's way of setting up, covering, touching, scooping, storing and using products must ensure personal and client safety and infection control.

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- ◆ Body arts instruments or tools being used on the live model, such as but not limited to needles and tubes, shall be sterilized.
  - ◆ Disposable body art instruments or tools must be in the original sterile packaging obtained from suppliers or manufacturers.
  - ◆ Items used that are not disposable body art instruments or tools must be sterilized prior to the exam according to Kansas State General Laws, Rules and Regulations

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- ◆ All body art tools/products/implements must be in proper and safe working order and in English labeled containers or bags.
  - ◆ Tools and implements must be set out on a non-porous barrier placed over a clean/disinfected surface.
  - ◆ A candidate's sanitary practices during the exam must ensure personal and client safety and infection control.

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- ◆ A candidate's way of using and handling body art tools and implements must ensure personal and client safety and infection control.
  - ◆ Candidates must disinfect the work area (including tables, chairs and supply bottles).



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- ◆ If an item or substance falls to the floor:
    - Remove it from the floor immediately.
    - Disinfect all contaminated areas including the floor.
    - Do not reuse item without sterilizing or disinfecting.
  - ◆ Candidates must bring a sharps container that is clearly labeled "Sharps Container."
  - ◆ Waste receptacle(s) must be freestanding and covered.

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# Tattooing & Permanent Cosmetic Technician Exam

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# Hand Washing

*“First, demonstrate proper hand washing technique, following all rules for safety and infection control. Tell me when you’re done and wait for further instruction.”*

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# Hand Washing

1. Have no fake nails or piercings on your hands or wrists.
2. Remove all jewelry from your hands and wrists except plain wedding bands.
3. Turn on water to hot, wet your hands and apply soap.
4. Wash your hands and forearms with friction for approximately 20 seconds using a nail brush if necessary (check for dirt under nails).
5. Rinse well under running water without touching the sink.
6. Dry your hands well.
7. Turn off water without contamination and then maintain sanitation.

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# Presentation of Equipment and Supplies

*“Show me each item in its bag or  
container as I read the checklist.”*

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# Presentation of Equipment and Supplies

To proceed with the practical examination, you must present all checklist items to the evaluator, in the following manner:

1. Have items visible in clear, sealable bag or container.
2. Sterilized items must be marked with indicator and date.
3. Present each item requested by evaluator, without contamination.

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## Service Items

- Paper towels
- Appropriate disinfectant (sealed)
- Appropriate antiseptic (sealed)
- Appropriate germicidal (sealed)
- Gloves (new box)
- Pigments
- MSDS sheets
- Ointment
- Appropriate bandages
- Appropriate tape
- Sterilized or Distilled water
- Razors
- Trash bags
- New sharps container
- Needles (packaged and sterile)
- Tubes (packaged and sterile)
- Ink caps
- Individual use transfer solution
- Barriers
- Tattoo machine (liner and shader)
- Power supply: power cord, foot switch, clip cords
- Release form that does not indicate your place of training or trainer
- Pen
- Nalgene bottles (labeled)
- Pre-service information that does not indicate your place of training or trainer
- Written after care instructions that does not indicate your place of training or trainer
- Loupe/magnifying glass
- Blood spill kit/first aid
- Covered, freestanding waste receptacle
- Soap
- Individual transfer sheet
- Appropriate skin marker (either single use or capable of being disinfected)
- Nail brush
- Rinse cup

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# Practice Standards

*“Now discuss the client record with your model and complete the client record. Then provide pre-service information. Tell me when you are finished.”*



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You must follow Best Practices on the following:

1. Review client record with your model.
2. Provide pre-service information.
3. Complete the client record.

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You will be evaluated on proper and safe protocol and performance of a tattooing procedure, including the following:

1. Mock wash hands.
2. Set up equipment and supplies using appropriate barriers.
3. Prepare model for tattooing.
  - a. Prepare model's hair/clothing for service, if necessary.
  - b. Prepare area, including shaving, if necessary.
  - c. Apply pattern.
4. Assemble machine
  - a. Place needle and tube on clean field.
  - b. Insert needle into tube.
  - c. Affix needle and tube to drive pin.
  - d. Bag machine and place on clean field.
5. Demonstrate dispersing pigment into cap
6. Demonstrate mock tattooing
  - a. Check liner machine and needle function.
  - b. Demonstrate mock tattoo lining.
  - c. Switch machine from lining to shading.
  - d. Check shader machine and needle function.
  - e. Demonstrate mock tattoo shading.
  - f. Clean and bandage tattoo.
7. Provide verbal aftercare instructions without reading from paper.
8. Provide written aftercare instructions and information.

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# Breakdown and Disinfecting

*“Now clean up your work area disposing of all materials properly and disinfecting the entire work area.”*

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You will be evaluated on the proper and safe performance breakdown and disinfecting, including of the following:

1. Demonstrate proper breakdown procedure.
2. Disinfect work area.

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# Sterilizer Protocol

*“Now describe for me your sterilizer protocol, from beginning to end.”*

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Candidates will be evaluated on description of proper and safe performance of the following:

1. Sterilizer protocol from contaminated to service ready.

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# Final Cleaning

*“The last part of your exam is to completely clear, clean and sanitize your area. That includes packaging all garbage to take with you...”*

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To be approved for leaving, you must:

1. Completely clean work area.
2. Prepare your waste properly for disposal.
3. Take everything with you, leaving nothing behind in the test center.



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# Body Piercing Exam

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# Hand Washing

*“First, demonstrate proper hand washing technique, following all rules for safety and infection control. Tell me when you’re done and wait for further instruction.”*

---

# Hand Washing

1. Have no fake nails or piercings on your hands or wrists.
2. Remove all jewelry from your hands and wrists except plain wedding bands.
3. Turn on water to hot, wet your hands and apply soap.
4. Wash your hands and forearms with friction for approximately 20 seconds using a nail brush if necessary (check for dirt under nails).
5. Rinse well under running water without touching the sink.
6. Dry your hands well.
7. Turn off water without contamination and then maintain sanitation.

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3. Present each item requested by evaluator, without contamination.

---

## Service Items

- Covered, free standing waste receptacle
- Paper towels
- Appropriate disinfectant (sealed)
- Appropriate antiseptic (sealed)
- Appropriate germicidal (sealed)
- Gloves (new box)
- MSDS sheets
- Ointment or surgical lubricant
- Trash bags
- New sharps container
- Needles (packaged and sterile)
- Tapers (packaged and sterile)
- Forceps (packaged and sterile)
- Jewelry (packaged and sterile)
- Receiving tube (packaged and sterile)
- Rubber bands, tongue depressor, cork (packaged and sterile)
- Pliers (packaged and sterile)
- Nail brush
- Measuring device, such as calipers
- Marking tools/substance
- Barriers
- Release form/pen without shop information on it
- Nalgene bottles (labeled)
- Pre-service information without shop information on it
- After care without shop information on it
- Soap

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3. Complete the client record.



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# Piercing Procedure

*“Now do a mock demonstration of the piercing procedure using an existing piercing in your model’s upper labret, lower labret, lip, an eyebrow or a nostril. You will be evaluated on preparing client’s skin, piercing technique, and after care instructions and procedure.”*

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You will be evaluated on proper and safe protocol and performance of a tattooing procedure, including the following:

1. Mock wash hands.
2. Set up equipment and supplies using appropriate barriers.
3. Prepare model for piercing.
  - a. Prepare model's hair/clothing for service, if necessary.
  - b. Prepare area, including shaving, if necessary.
  - c. Measure and mark piercing site.
4. Demonstrate mock piercing
  - a. Use sterilized taper.
  - b. Support tissue being pierced using clamp or other method.
  - c. Secure taper properly with engineer control.
  - d. Describe inserting jewelry in a smooth manner, pushing snugly behind the taper.
  - e. Discard taper, with engineer control in place, directly into a sharps container.
  - f. Close jewelry.
5. Demonstrate what to do in event of excessive bleeding
6. Check model's health status.
7. Clean the piercing site.
8. Provide verbal aftercare instructions without reading from paper.
9. Provide written aftercare instructions and information.

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*“Now clean up your work area disposing of all materials properly and disinfecting the entire work area.”*

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To be approved for leaving, you must:

1. Completely clean work area.
2. Prepare your waste properly for disposal.
3. Take everything with you, leaving nothing behind in the test center.



# 2. Program Overview

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*Blood Spill Exams*

*Candidate Information Bulletins*

*Policies and Procedures*

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# Blood Spill Exam

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# Blood Spill Procedure

1. Don protective gloves
2. Clean area with antiseptic & cover with sterile bandage
3. Clean off & disinfect all equipment, tools, & implements on your station (*label of solution must say EPA Registered bactericidal, virucidal and fungicidal. Bleach solution or hospital grade disinfecting wipes/solution shall be used. No Clorox Disinfecting wipes/Lysol Daily wipes etc.*)
4. Wipe workstation with disinfectant
5. All contaminated items, including gloves (which should be removed last), must be placed in a double bag marked “Biohazard”  
Seal double bags & place in waste receptacle

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# Blood Spill Reminders

Biohazard bags must be clearly **labeled**, written or stickered

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

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

Label of disinfecting solution must say bactericidal, virucidal and fungicidal

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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# Candidate Information Bulletin (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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# Test Availability

Three dedicated testing centers

*Previously only one center was available*

Register for an exam

*Candidates register for a time that fits their schedule rather than being assigned a time*

*All information and scheduling is online, available 24/7*

*No paper or mail necessary with this process.*



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# Customer Support in 2019

Candidate Calls: **2,765**

Candidate Tickets: **1,280**

Average Hold Time: **31 seconds**

The NTN Customer Support team's goal is to maintain a next business day service level on all tickets while providing a less than 3 minute average wait time on phone calls.

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# Kansas Disinfectant Law

Updated Jan 1, 2019

## **Blood Spill Procedure:**

Workstations must be disinfected. An EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity must be used to disinfect the workstation. This is mandatory in the salon and during the exam. *(Bleach solution or hospital grade disinfecting wipes/solution shall be used. No Clorox Disinfecting wipes/Lysol Daily wipes etc.)*

## **Practical Exam and Daily Salon Compliance:**

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

## **Best Practice for Exam and Daily Salon Compliance:**

Use an EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity (bleach solution or hospital grade disinfecting wipes) throughout the entire exam for each service.

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# Clean/Sanitize/Disinfect

Updated Jan 1, 2019

Blood Spill – Candidate must **disinfect** station and instruments with an EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity must be used to disinfect the workstation. This is mandatory during the exam. (*Bleach solution or hospital grade disinfecting wipes/solution shall be used. No Clorox Disinfecting wipes/Lysol Daily wipes etc.*)

During the exam – **Clean off/Sanitize** instruments and surfaces. Workstations must be cleaned off and sanitized after each service. (Yes to Clorox Disinfecting Wipes/Lysol Wipes etc.)

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# Why an Exam?

Candidates demonstrate ability to perform services in a way that is *safe, sanitary & legal*.

Licensure for minimum competency.

Measure candidates' knowledge of legal scope of practice in Kansas.

Successful candidates will be licensed to perform all services allowed by law.

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# Exam Reschedules

Exams can be rescheduled. Requests must be submitted by clicking “Contact Support” link & submitting a ticket a minimum of 7 calendar days prior to exam date.

Requests made within 7 calendar days of exam date will not be approved.

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# Exam Site Closures

In the case of exam site closures due to weather conditions or staff emergencies, candidates will be notified ASAP.

When possible, notified at least 2 hours before the scheduled exam time.

After notification, candidates can submit a reschedule request through “Contact Support” link on website & our support team will assist with rescheduling.

***PLEASE make sure candidate contact information is correct so that we can contact candidates in these instances***

# 3. How can you help your Students?

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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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# Security Reminder

Each candidate is required to sign a **Confidentiality Agreement** that prohibits discussion of exam content or the re-creation of exam content.

If a student has a question about specific exam content, refer them to our Support team.

Exam **security** is critical to the integrity of the exam process.

Violations of exam security can have legal & financial consequences.

Discussing written exam content is **inappropriate**.

# 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 Kits

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

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.*

- Paper towels in labeled plastic bags
- Workstation sanitizer
- Liquid hand sanitizer in sufficient quantity to keep hands sanitary throughout the exam.
- At least 1 plastic or plastic lined, freestanding waste receptacles, such as paper grocery or shopping bags lined with plastic garbage bags.
- Blood spill kit/first aid with items necessary to perform universal blood spill procedures.

# Waste Receptacle Requirements

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Minimum of one waste disposal receptacle

Plastic lined & free standing

Labeled “Waste”

Waste bags can **NOT** be taped to stations

**TIP:** Bring more than one waste receptacle. Overflowing waste is a break in sanitation.

# Work Station Space

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Candidates each have the same size work space 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 work space 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 Spill Kit Requirements

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- **Two** Blood Spill kits are required (or **one** kit with sufficient supplies for multiple blood spills):
  1. One for Blood Spill demonstration
  2. Second is in case there is actual blood spill during exam (stays on station)
- Blood Spill procedure is defined by Kansas Rules & Regulations and Federal Universal Precautions

# 4. Cosmetology Overview

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# Cosmetology Exam

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# Thermal Curling Procedure

## Mannequin #1

1. Drape with cape & neck strip or towel, brush out pre-curls
2. Mock test iron temperature on end paper
3. Demonstrate 3 off base curls (one side)
4. Demonstrate 3 on base curls (top of head)
5. Clear service items & clean workstation
6. Stand back & raise your hand

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# Thermal Curling Procedure

## Helpful Reminders

- Do not touch mannequin with iron
- Remember to simulate testing temperature of iron
- Focus on safe demonstration of using a hot iron
- Place comb between scalp & iron when necessary
- Testing the iron temperature cannot be done using a towel
- Clips *may* be used to keep the cape in place (preventing slippage) to prevent a break in sanitation

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# Haircut Procedure

## Mannequin #1

1. Drape with neck strip &/or towel & cape
2. Wet, comb, & section **all** hair
3. Cut perimeter to establish guide
4. Cut exterior hair in neck, ear & bang areas & cut interior layers, removing at least 1”
5. Cross-check safely
6. Remove all hair clippings
7. Clear service items & clean the workstation
8. Stand back & raise your hand

Question: Do candidates have to cut the full perimeter before cutting the interior layers? **As long as the perimeter is getting cut, that is fine.**

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# Haircut Procedure Helpful Reminders

- Palm shears when not cutting
- Completing the service is more important than the quality of haircut
- Utilize time wisely
- Shears must be sanitary. If using cases, make sure everything is clean
- Clips *may* be used to keep the cape in place (preventing slippage) to prevent a break in sanitation
- Keep control of shears and comb
- Do not spray water in client's face
- A 90 degree, layered haircut is the easiest choice for this service

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# Chemical Wave Procedure

## Mannequin #1

1. Drape with **cloth** towel & 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. Clear service items & clean workstation
7. Stand back & raise your hand

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# Chemical Wave Procedure

## Helpful Reminders

- Do not lick fingers to separate end papers
- Keep solution from dripping on client's skin
- Apply cream & cotton around hairline
- Mannequin in a realistic body position
- Test curl includes **re-wrapping** the rod!
- Use a chemical drape
- After chemical wave service, change mannequin head

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# Hair Coloring/Lightening Procedure

## Mannequin #2

1. Drape with towel & chemical 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 front right quadrant:
  - a) Apply product from the scalp up to 1 inch on hair shaft
  - b) Cross check to verify complete coverage
  - c) Clear retouch items (including gloves) & immediately begin virgin application



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# Hair Coloring/Lightening Procedure

## Mannequin #2

6. Immediately begin virgin application on back right quadrant, wearing new gloves:
  - a) Apply product starting ½ inch from the scalp up to but not including the last 1 inch of hair
  - b) Cross check to verify coverage
7. After finishing both applications, clear service items from station, clean workstation
8. Stand back, raise hand, & evaluator will check work
9. Leave protective cream & drape in place for next service

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# Hair Coloring/Lightening Procedure

## Helpful Reminders

- Do not get product on scalp
- Change gloves between applications
- Different bowls/brushes or applicator bottles must be used for “Lightener” & “Hair Color”
- Separate services as if on separate clients
- Cotton is not required

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# Chemical Relaxer Procedure

## Mannequin #2

1. Wear protective gloves
2. Perform chemical relaxer **retouch** on front left quadrant:
  - a) Apply product staying at least  $\frac{1}{4}$ " to  $\frac{1}{2}$ " from the scalp, up to 2 inches on the hair shaft
  - b) Cross check to verify coverage
  - c) Smooth hair with fingers or back of non-metallic comb
  - d) Clear retouch service items (including gloves)

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# Chemical Relaxer Procedure

## Mannequin #2

3. Begin **virgin application** on back left quadrant (change gloves, change bowl/brush, change product):
  - a) Apply product ½” from the scalp up to, but not including, the last 1 inch of hair
  - b) Cross check to verify coverage
  - c) Smooth the hair to the ends with fingers or the back of a non-metallic comb
4. Clear service items, clean workstation
5. Stand back & raise hand

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# Facial Procedure

## Mannequin #1

1. Drape the hair (all hair) & ears, drape the chest
2. Cleanse the entire face, avoid lips, eyes & nostrils
3. Remove cleanser
4. Steam the face (wring “steamed towel” & check temperature, leave nose & mouth uncovered)
5. Apply massage cream
6. Demonstrate effleurage, petrissage, & tapotement
7. Remove massage cream, apply toner, then apply moisturizer
8. Clear service items & clean workstation

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# Sculptured Nail Procedure

## Hand Mannequin

1. Sanitize mannequin hand
2. Sculpture a nail on fourth digit (ring finger)
3. File or buff nail plate
4. 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

## Hand Mannequin

5. Remove nail form
6. Buff sculptured nail & file free edge until smooth
7. Remove any sculptured nail product from skin
8. Apply oil or cream to the nail & skin surrounding the nail
9. Clear service items & clean workstation
10. Stand back, raise hand & evaluator will check

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# Sculptured Nail Procedure

## Helpful Reminders

- Candidate's & client's hands are sanitized at the beginning & as needed during the exam
- Do not blow on a nail to dry it
- Mannequin in a realistic body position
- Clean ***under*** the nails as well as the top of nails



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# Manicure Procedure

## Hand Mannequin

1. File nails corner to center
2. Place fingertips in fingerbowl (dry)
3. Dry hand & nails (mock)
4. Apply cuticle cream & demonstrate pushing cuticle back
5. Cleanse the nail, remove cuticle cream
6. Use massage cream, massage hand & fingers for one minute, remove massage cream
7. Apply polish evenly & smoothly, base coat, two coats dark polish, top coat
8. Remove polish from skin
9. Clear service items & clean workstation, stand back & raise hand

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# Manicure Procedure

## Helpful Reminders

- Remember to bring visibly clean & sanitary implements & towels
- Finished polished nails do not need to be perfect visually, but polish kept off of the skin
- Candidates can use a **stool** at any time to sit
- Do NOT blow on the nails
- If they are using a glove filled with product to represent a mannequin hand, make sure the glove is not the same color as the nail polish they are using.
- Do not file back and forth
- If using Orangewood stick, make sure the tip is covered in cotton

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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

# 5. Esthetics Overview

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# Esthetics Exam

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# Facial Procedure

1. Drape the mannequin (all hair & chest)
2. Cleanse entire face (avoid eyes, lips, nostrils)
3. Remove cleanser
4. Steam the face (wring towel, cover the face)
5. Apply massage cream
6. Perform effleurage, petrissage & tapotement
7. Remove massage cream
8. Apply toner or astringent
9. Apply moisturizer
10. Clear service items, clean workstation & raise 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”
5. Apply toner or astringent
6. Apply moisturizer
7. Clear service items, clean workstation & raise 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 workstation & raise 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

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# Waxing Procedure

4. Clear tweezing items from station & stand back
5. When instructed, begin waxing procedure:
  - a) Apply antiseptic to eyebrow area
  - b) Dry the eyebrow
  - c) When ready to wax, stand back & raise hand

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# Waxing Procedure

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 work station & stand back

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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

# 6. Manicure Overview

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# Manicurist Exam

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# Manicure Procedure

1. File nails corner to center
2. Place fingertips in fingerbowl (dry)
3. Dry hand & nails (mock)
4. Apply cuticle cream & demonstrate pushing cuticle back
5. Cleanse the nail, remove cuticle cream
6. Use massage cream, massage hand & fingers for one minute, remove massage cream
7. Clear service items & clean workstation, stand back & raise 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. Apply oil or cream to nail/surrounding skin
8. Clear service items, clean workstation, stand back & raise 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. Apply oil or cream to the nail & surrounding skin
9. Clear service items, clean workstation, stand back & raise 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. Apply oil or cream to the nail & skin surrounding the nail
9. Clear service items & clean workstation
10. Stand back, raise hand & evaluator will check

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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 workstation, stand back & raise hand

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## Issues We Often See

- When using hand sanitizer, use amount that is recommended by the manufacturer. We need to see that your hands are wet.
- When cleaning station, use enough product so that we can see that it is damp.
- Mannequin in realistic body position
- Breaking sanitation:
  - Leaving kit open
  - Putting used items back into kit
  - Contaminating workstation, tools, or the client

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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

# Helpful Notes

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- ◆ Single use gloves are not able to be cleaned so if they need to be, they need to be changed
- ◆ Keep extra supplies in the kit
- ◆ Bring visibly clean implements
- ◆ Bringing a kit that is see through is the easiest. A dark kit under the station is hard to see into.
- ◆ Look behind you when cleaning
- ◆ Blood Spill should be treated as a SEPARATE exam, there is an EXAM setup after the Blood Spill Exam
- ◆ Evaluators need to be able to see the mannequin head when performing services

# Helpful Notes

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- ◆ Precurls should be clipped so as to be out of the way for the Blood Spill exam.
- ◆ We see a lot of candidates with ONLY on or off base curls and not both
- ◆ Candidates need to crosscheck, not just check one parting and be done. It should be the final check of the haircut.
- ◆ Do NOT mock a haircut, we need to see cutting
- ◆ Use the correct bottle for a chemical wave, if the bottle has too large of an opening there will be too much liquid coming out
- ◆ We see a lot of candidates who dot liquid instead of saturating the perm
- ◆ Do NOT reuse cotton from previous examinations



# Helpful Notes

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- ◆ Be careful to section correctly for perm, not too large or small
- ◆ A test curl needs to be rolled back up, not dropped
- ◆ Brushes for color services need to clean when starting services
- ◆ Make sure labels are correct for coloring and lightening
- ◆ Have masking tape and a pen in the kit just incase of emergency labeling
- ◆ Make sure to bring enough capes
- ◆ Don't ball up cape and toss in garbage when done, folding takes less room
- ◆ Bring a bag labeled "Sanitary cape container" and put cape in when done and waiting to use again
- ◆ Pretend garbage is a black hole, NOTHING should ever be taken back out of it.

# Helpful Notes

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- ◆ Wash and shop rags do more harm than good, they are too small to effectively help
- ◆ Facial – Need to drape ears and all hair
- ◆ During a facial, a steamed towel isn't steamed towel and cleanser remover, those are separate steps
- ◆ Don't forget to massage the forehead
- ◆ Make sure nail files are clean, cannot be reused
- ◆ Contact cases are great for dapping dishes
- ◆ Make sure dapping dishes are clean
- ◆ Could use a second mannequin hand for the polish service if they want

# Helpful Notes

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- ◆ All nails need to have tips
- ◆ Bring a separate paper shopping bag for mannequin storage
- ◆ Orangewood sticks need to have cotton tips
- ◆ Clean up at the end of all services/exams means sweeping as well
- ◆ Do not touch the hand/finger with cuticle oil bottle
- ◆ Easiest application of barrier cream is onto cotton then on the head
- ◆ Do not put the kit on top of the station when cleaning the floor and then forget to clean the top of the station once the kit is removed

# Question

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- ◆ What disinfectant wipes to use for practical test, meaning brand.
- ◆ "Great Value Disinfecting wipes" shows "this product kills bacteria", "to clean and disinfect/virucidal", "for fungicidal activity", so wondering if these wipes are acceptable to use?