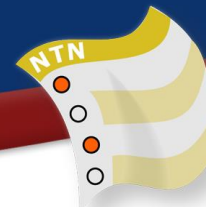


National Testing Network (NTN): Exam Overview

Kansas School Seminar
November 14, 2018



NATIONAL
TESTING
NETWORK

Agenda

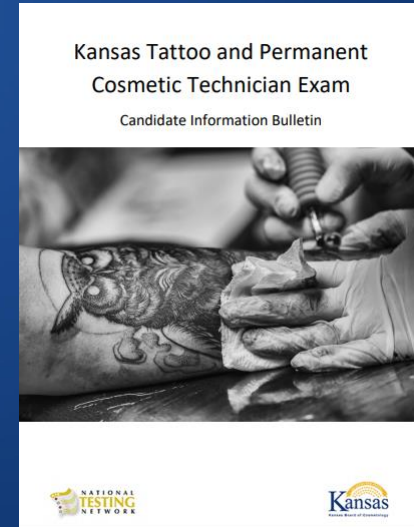
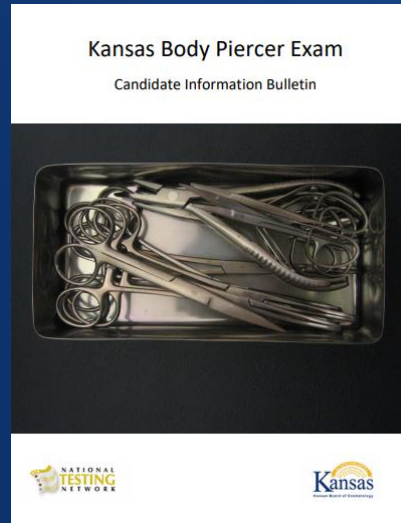


1. Body Art Exams Overview
2. Program Overview, Blood Spill Exam, Candidate Information Bulletin Updates and Policies & procedures
3. How can you help your students?
4. Cosmetology Overview
5. Esthetics Overview
6. Manicure Overview

Body Art Practical Exams

1. Tattoo/Permanent
Cosmetic Technician

2. Body Art



Live Models

- May not be a current Body Art apprentice.
- May not be a Body Art licensee.
- May not be a Body Art apprentice trainer or instructor.
- Must be at least 18 years of age.
- Must give written consent to participating as a live model. *(Form provided at test site)*
- Must be free of contraindications.

Products

- Mock product is not allowed.
- Candidates must bring all products needed.
- **If there are any missing items, the examination 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, using and storing products must ensure personal and client safety and infection control.

- 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.

- 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.

- 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).

- 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.

Kansas Tattoo and Permanent
Cosmetic Technician Exam

Candidate Information Bulletin



Tattooing and Permanent Cosmetic Technician Exam



1. Hand washing and protective gloves.
2. Prepare procedural area and freestanding waste receptacles.
3. Present all equipment and supplies.
4. Provide pre-service information to model.
5. Review the client record with the model and complete the record.
6. Set up equipment and supplies using appropriate barriers.
7. Prepare model for tattooing.
8. Assemble machine.
9. Disperse pigment.
10. Demonstrate mock tattooing on the model's forearm.
11. Demonstrate aftercare procedure.
12. Demonstrate proper breakdown procedure.
13. Disinfect work area.
14. Correctly explain sterilizer protocol from container to sterilizer.
15. Clean and disinfect entire work area before leaving.

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

You will be evaluated on the safe and sanitary preparation and washing of your hands, including:

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.

Hand Washing

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.

Presentation of Equipment and Supplies

"Show me each item in its bag or container as I read the checklist."

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

Presentation of Equipment and Supplies

- Paper towels
- Individual use transfer solution
- Appropriate disinfectant (sealed)
- Barriers
- Appropriate antiseptic (sealed)
- Tattoo machine (liner and shader)
- Appropriate germicidal (sealed)
- Power supply: power cord, foot switch, clip cords
- Gloves (new box)
- Release form that does not indicate your place of training or trainer
- Pigments
- Pen
- MSDS sheets
- Nalgene bottles (labeled)
- Ointment
- Pre-service information that does not indicate your place of training or trainer
- Appropriate bandages

Presentation of Equipment and Supplies

- Written after care instructions that does not indicate your place of training or trainer
- Appropriate tape
- Loupe/magnifying glass
- Sterilized or Distilled water
- Blood spill kit/first aid
- Razors
- Covered, freestanding waste receptacle
- Trash bags
- Soap
- New sharps container
- Individual transfer sheet
- Needles (packaged and sterile)
- Appropriate skin marker (either single use or capable of being disinfected)
- Tubes (packaged and sterile)
- Nail brush
- Ink caps
- Rinse cup

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."

Practice Standards

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.

Tattooing Procedure

"Now, do a mock demonstration of tattooing on your model's forearm. You will be evaluated on preparing your model's skin, pattern application, preparation of your work area, machine set up, switching between machines, pigment disbursement, tattoo procedure and aftercare procedure."

Tattooing Procedure

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.

Tattooing Procedure

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.

Tattooing Procedure

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

Tattooing Procedure

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.

Tattooing Procedure

7. Provide verbal aftercare instructions without reading from paper.
8. Provide written aftercare instructions and information.

Breakdown and Disinfecting

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



Breakdown and Disinfecting

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.

Sterilizer Protocol

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

Sterilizer Protocol

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

1. Sterilizer protocol from contaminated to service ready.

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..."

Final Cleaning

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.

Kansas Body Piercer Exam

Candidate Information Bulletin



Body Piercer Exam



1. Hand washing and protective gloves.
2. Prepare procedural area and freestanding waste receptacles.
3. Present equipment and supplies.
4. Provide pre-service information to model.
5. Review the client record with the model and complete the record.
6. Set up equipment and supplies using appropriate barriers.
7. Prepare model for piercing.
8. Demonstrate mock piercing using existing piercing on model's upper labret, lower labret, a nostril, an eyebrow or lip.
9. Demonstrate what to do in event of excessive bleeding.
10. Check model's health status.
11. Clean piercing with FDA registered antiseptic solution.
12. Provide verbal and written aftercare instructions.
13. Demonstrate proper breakdown and disinfection procedure.
14. Disinfect work area.
15. Correctly explain sterilizer protocol from container to sterilizer.
16. Clean and disinfect entire work area before leaving.

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

You will be evaluated on the safe and sanitary preparation and washing of your hands, including:

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.

Hand Washing

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.

Presentation of Equipment and Supplies

"Show me each item in its bag or container as I read the checklist."

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

Presentation of Equipment and Supplies

- Covered, free standing waste receptacle
- Rubber bands, tongue depressor, cork (packaged and sterile)
- Paper towels
- Pliers (packaged and sterile)
- Appropriate disinfectant (sealed)
- Nail brush
- Appropriate antiseptic (sealed)
- Measuring device, such as calipers
- Appropriate germicidal (sealed)
- Marking tools/substance
- Gloves (new box)
- Barrier
- MSDS sheets
- Release form/pen without shop information on it
- Ointment or surgical lubricant
- Nalgene bottles (labeled)

Presentation of Equipment and Supplies

- Sterilized or Distilled water
- Spore tests
- Razors
- Pre-service information without shop information on it
- Trash bags
- After care without shop information on it
- New sharps container
- Soap
- Needles (packaged and sterile)
- Tapers (packaged and sterile)
- Forceps (packaged and sterile)
- Jewelry (packaged and sterile)
- Receiving tube (packaged and sterile)

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."

Practice Standards

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.

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."

Piercing Procedure

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

1. Mock wash hands.
2. Set up equipment and supplies using appropriate barriers

Piercing Procedure

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.

Piercing Procedure

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.

Piercing Procedure

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
9. Provide written aftercare instructions and information.

Breakdown and Disinfecting

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

Breakdown and Disinfecting

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

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Final Cleaning

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.

Program Overview, Blood Spill Exam, Candidate Information Bulletin Updates and Policies & procedures



Test Availability



- Three dedicated testing centers
 - *Previously only one center was available*
- Register for an exam
 - *Candidates do not have to wait longer than two weeks for a test date rather than monthly in large groups*
 - *All information and scheduling is online, available 24/7*
 - *No paper or mail necessary with this process.*
- Exams administered multiple times a week, in three locations so candidates can choose when and where they would like to test

Customer Support in 2018

Candidate Calls: **2,101**

Candidate Tickets: **795**

Average Hold Time: **48 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.



What's new?



Updated Kansas Disinfectant Law

Effective: Jan 1, 2019

Currently, Kansas law requires a disinfectant with bactericidal, virucidal, fungicidal and tuberculocidal activity for disinfecting instruments/surfaces that come in contact with blood or bodily fluids.

In light of the fact that EPA-registered disinfectants that include tuberculocidal activity are not being manufactured after October 2018, the Board is in the process of updating Kansas laws to remove the requirement for a disinfectant with tuberculocidal activity altogether and add the requirement to disinfect the work station after each service.

This update will prompt changes to proper infection control procedures not only during the practical exam but also daily salon compliance.

Notice Effective January 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.

Updated CIB's are being posted to cosmetologykansas.com



Clean/Sanitize/Disinfect

Clarification:

To start January 1, 2019

Blood Spill – Candidate must **disinfect station and instruments** 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.)*

Updated CIB's are being posted to cosmetologykansas.com



Updated CIBs on the website

Updated CIBs to be on
cosmetologykansas.com by
December 1, 2018

Updated CIBs to take effect
January 1, 2019



NTN Exams

- 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.

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.

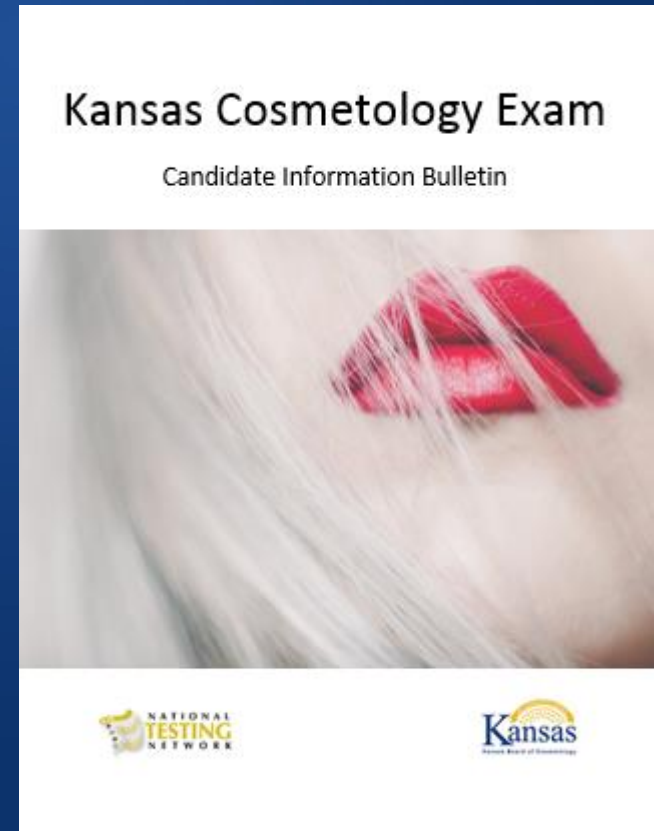
Exam Site Closures

- 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***



How can schools help students?

- Be sure they understand requirements & instructions in **Candidate Information Bulletin (CIB)**.
- Read through the CIB with students & clarify their questions.



Updated CIB's are being posted to cosmetologykansas.com



How can schools help students?




Make sure candidates bring:

- Required **IDs**
- **Complete,** organized **KITS**

How can schools help students?

- **Practice** with your students so they are comfortable with the exam & its timing.
- Use the **scripts** that are available online when you practice with your students.



NATIONAL TESTING NETWORK

COSMETOLOGIST EXAM SCRIPT

General Information and Initial Setup

On behalf of National Testing Network we welcome you to your licensing exam. Here are some basic rules.

- To remain in this exam, you must follow exam rules.
- No food, beverages or smoking are allowed.
- No talking is allowed.
- You need permission to leave the testing area.
- You must request permission to go to the restroom.
- The exam timer does NOT STOP if you leave your station.
- Your stool, your kit and your disposal receptacles must be on the floor and underneath your assigned work station.

During the entire exam, you are being evaluated on personal and client safety, sanitation and infection control procedures. That includes sanitizing your work area before and after each service . . . maintaining cleanliness and strict sanitation while you work . . . sanitizing your hands at any point during the exam. You don't need permission to go get a broom and dustpan when you need it.

In a few minutes you will be told to begin setting up your workstation. After you hear the start tone, you will have 10 minutes, with a reminder when you have 3 minutes left. Do not start until you are told to begin. This 10 minute setup includes your mannequin - (not draped yet!) . . . your waste disposal receptacles. . . your paper towels. . . your disinfectants and sanitizers . . . your blood spill kit . . . and any other *general* workstation items that you wish to remain out for the entire exam. Do *not* set up specific items for a service. You will be able to get in and out of your kit anytime during the exam without permission from the evaluator.

- You should have plenty of time to perform this setup and to complete each service in the exam without rushing.

Your 10 minutes begin now. (Tone)
(Tone) 3 minutes
(Tone) Time's up, stop working.

How can schools help 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.***

How can schools help students?

- Explain that maintaining **safety & sanitation** are more important than “stylish” & “perfect” results.
- Licensing is **NOT** based on an individual school’s curriculum.



Security Reminder



- Exam **security** is critical to the integrity of the exam process.
- Violations of exam security can have legal & financial consequences.
- Discussing exam content is **inappropriate.**

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.



Practical Exams



Candidates must perform each task:

- Taking appropriate safety & sanitation precautions (draping, client protection, etc.).
- Without **cross-contamination** of bacteria (sanitary removal from containers, etc.).



Practical Exams

- 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

What if an item drops on the floor?



It must be remedied -- candidates should:

1. Pick up the item
2. Discard or disinfect 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.

During Practical Exams

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



Timing of Services



- 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

Exam Kits



- 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**

Exam Kits



- When not in use, kits must remain **closed**
- Candidates should **not** put anything **back** in their kit because kit becomes unsanitary!

Exam Kits

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?

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?



Product Requirements

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



Tools/Implements Requirements

- 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!

Tools/Implements Requirements

Initial Setup Items that Remain Out for Entire Exam

- Paper towels in labeled plastic bags
- Workstation disinfectant
- 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

- 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

- 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.**

Blood Spill Kit

- **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

Blood Spill Procedure

1. Don protective gloves
2. Clean area with antiseptic & cover with sterile bandage
3. Clean off & disinfect all equipment, tools, & implements that have come in contact with blood (*label of solution must say bactericidal, virucidal and fungicidal*)
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"
6. Seal double bags & place in waste receptacle

Question: During blood spill there can not be any hair in the bandaid, what is the proper technique to push the hair out of the way? **They may clip the hair back as long as it is done in a safe and sanitary manner.**

Blood Spill: Helpful 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 the unused blood spill kit & unused items on workstation in case of an actual blood spill
- Label of disinfecting solution must say bactericidal, virucidal and fungicidal

Blood Spill: Helpful Reminders



- Candidates can remove bandage during **set-up** for next service
- The final disinfectant wipe/paper towel used for disinfecting **must** go in double-bag

Practical Exam Services

Listed in Candidate Information Bulletin

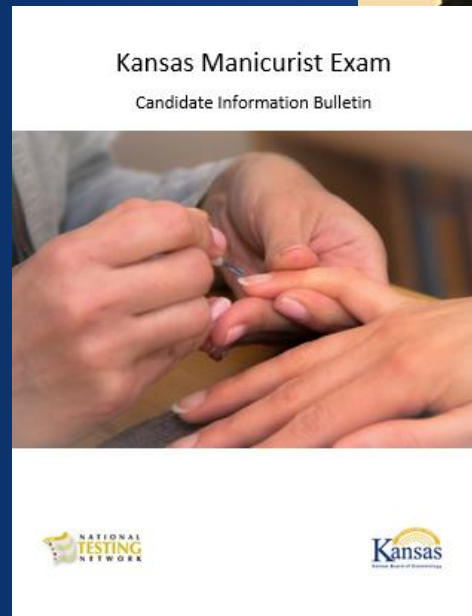
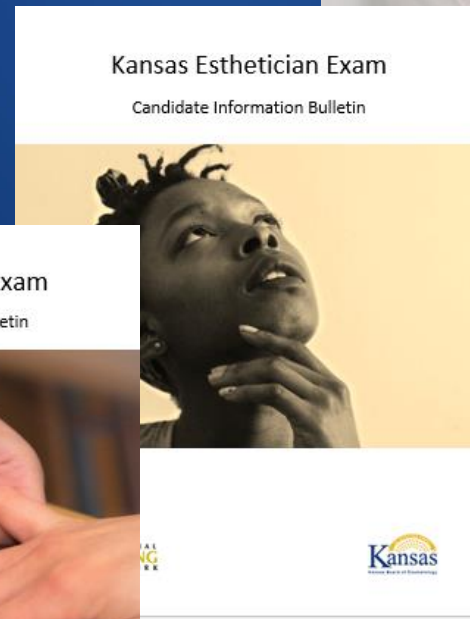
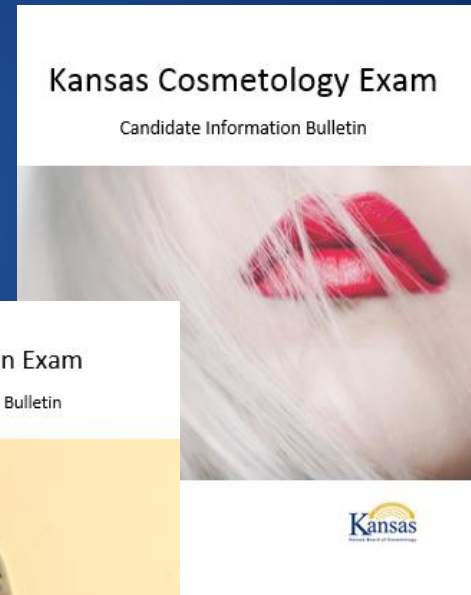
	Service	Setup Time	Timed Service
Initial Setup	Disinfection and Setup	10 Minutes	
Blood Spill	Blood Spill Procedures Demonstration		10 Minutes
Service 1	Thermal Curling (mannequin #1)	2 Minutes	10 Minutes
Service 2	Haircut (mannequin #1)	2 Minutes	30 Minutes
Service 3	Chemical Waving (mannequin #1)	2 Minutes	20 Minutes
Service 4	Hair Coloring and Lightening (mannequin #2)	2 Minutes	20 Minutes
Service 5	Chemical Relaxer (mannequin #2)	2 Minutes	20 Minutes
Service 6	Facial (mannequin #1)	2 Minutes	15 Minutes
Service 7	Sculptured nail (hand mannequin)	2 Minutes	15 Minutes
Service 8	Manicure (hand mannequin)	2 Minutes	20 Minutes

Practical Exam Services

- Each service is outlined *step-by-step in 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

Cosmetology Practical Exams

1. Cosmetologist
2. Esthetician
3. Manicurist



Kansas Cosmetology Exam

Candidate Information Bulletin



Cosmetology Exam



Cosmetology Services

- Blood spill
- Thermal curling
- Haircut
- Chemical waving
- Hair color & lightening
- Chemical relaxer
- Facial
- Sculptured nail
- Manicure



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



Thermal Curling Safety & Sanitation



- Breaking sanitation:
 - Leaving kit open
 - Putting used items back into kit
 - Contaminating workstation, tools, or the client
- Safe use of tools & products:
 - Testing iron temperature on end paper
 - Placing comb between scalp & iron when necessary
 - Mannequin in a realistic body position



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



Haircut Procedure

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.**

Haircut Safety & Sanitation

- Breaking sanitation:
 - Leaving kit open
 - Putting used items back in kit
 - Not sanitizing a dropped comb before continuing service
 - Having a foam insert in scissor case
- Safe use of tools & products:
 - Keeping control of shears or comb
 - Mannequin in a realistic body position
 - Not spraying water in client's face



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

Chemical Wave Procedure

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

Question: If the candidate has forgotten to perform the test curl and they haven't done anything else can they call the proctor back over to perform test curl without any deductions? **Yes, unless they have cleaned their station, stepped back and raised their hand to indicate they are completed.**

Question: Is it alright to place the towel across the arm when performing test curl or what do they do with it? **Yes, as long as it is done in a safe and sanitary manner.**



Chemical Wave Safety & Sanitation

- Breaking sanitation:
 - Leaving kit open
 - Licking fingers to separate end papers
 - Dropping rods without sanitizing before continuing
 - Putting used items back in kit
- Safe use of tools & products:
 - Solution kept from dripping on client's skin
 - Applying cream & cotton around hairline
 - Mannequin in a realistic body position



Helpful Reminders



- Apply protective cream & cotton around **entire** hairline, not just wave rods
- Test curl includes **re-wrapping** the rod!
- Avoid dripping on client:
 - Do not over-saturate rods
 - Use a towel underneath wave rods to absorb solution
- Use a chemical drape
- After chemical wave service, change mannequin head

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

Hair Coloring/Lightening Procedure *(cont)*

6. Immediately begin virgin application on back right quadrant, wearing new gloves:
 - A. Apply product starting $\frac{1}{2}$ 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

Haircolor/Lightening Safety & Sanitation



- Breaking sanitation:
 - Leaving kit open
 - Putting used items back in kit
 - Using contaminated product from one color application to the next
 - Not changing gloves in between services
- Safe use of tools & products:
 - Non metallic tools (ex: clips)
 - Using a fresh bowl & brush for each service
 - Keeping product from client's skin/scalp
 - Mannequin in a realistic body position

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

Chemical Relaxer Procedure

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)



Chemical Relaxer Procedure *(cont)*

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



Chemical Relaxer Safety & Sanitation



- Breaking sanitation:
 - Leaving kit open
 - Putting used items back in kit
- Safe use of tools & products:
 - Retouch: no product on previously relaxed hair
 - Virgin: no product initially on new growth or ends
 - No product on skin – ears, face, neck & scalp
 - Did not use teeth of comb to smooth hair
 - Mannequin in a realistic body position

Helpful Reminders



- Do not get product on scalp
- Do not get product on mannequin face, ears or neck
- Retouch & virgin application are separate services as if on separate clients
- Change gloves between applications
- "Retouch" & "Virgin" product must be in different bowls & applied with different brushes



Facial Procedure

Mannequin #1

1. Drape the 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

Facial Safety & Sanitation



- Breaking sanitation:
 - Contaminating workstation, tools or client
 - Double dipping into product
- Safe use of tools & products:
 - Testing towel temperature
 - Wringing excess water from towel
 - Product out of eyes, mouth or nostrils when applying, massaging
 - Toner/astringent drips out of client's eyes
 - Mannequin in a realistic body position
 - Drape all hair (covering ears)



Helpful Reminders



- Make sure ears are covered
- Do not leave jars of product open
- Mock wring out towels
- Keep product out of eyes/nose/mouth
- Sanitary/safe application of products
- Do not break sanitation by double dipping
- Sanitize hands after a break in sanitation

Sculptured Nail Procedure

Hand mannequin

1. Sanitize mannequin hand
2. Sculpture a nail on third 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

Sculptured Nail Procedure *(cont.)*

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

Sculptured Nail Safety & Sanitation



- Breaking sanitation:
 - Candidate's & client's hands are not sanitized at the beginning & as needed during the exam
 - Blowing on nail to dry it
- Safe use of tools & products:
 - Mannequin in a realistic body position
 - Careful not to file or buff the skin
 - All product removed from skin

Helpful Reminders



- Clean ***under*** the nails as well as the top of nails
- Apply oil or cream to skin surrounding the nail
- Apply nail cleanser or dehydrator
- Apply mock primer
- Keep product containers sanitary
- MMA is prohibited; monomer must be **odorless**
- Do ***not*** blow on the nails

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. 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



Manicure Safety & Sanitation



- Breaking sanitation:
 - Leaving kit open
 - Putting used items back in kit
 - Blowing on nails
- Safe use of tools & products:
 - Mannequin in a realistic body position
 - Careful not to damage skin while pushing back cuticle or filing
 - Cotton covering orangewood stick



Helpful Reminders

- Do not file back & forth
- After mock fingerbowl soak, candidates need to demonstrate drying the hands
- Mock soak all of the nails (including thumb)
- If orangewood stick is used, make sure tip is covered with cotton
- Clean **under** the nails as well as on top of nails
- Label **all** items, including both top & base coat



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.

Helpful Reminders

- 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.

Kansas Esthetician Exam

Candidate Information Bulletin



Esthetician Exam



Esthetician Services

- Blood spill
- Facial
- Facial mask
- Manual extraction
- Tweezing & waxing



Facial Procedure

1. Drape the mannequin (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

Facial Safety & Sanitation



- Breaking sanitation:
 - Contaminating workstation, tools, or client
 - Leaving kit open
 - Putting used items back in kit
- Safe use of tools & products:
 - Product kept out of eyes, mouth or nostrils when applying, massaging, etc.
 - Toner/astringent drips are not in client's eyes
 - Mannequin in a realistic body position
 - Testing towel temperature

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

Facial Mask Safety & Sanitation



- Breaking sanitation:
 - Leaving kit open
 - Putting used items back in kit
 - Double dipping in any product
- Safe use of tools & products:
 - Product kept out of eyes, mouth or nostrils when applying, massaging, etc.
 - Toner/astringent drips are not in client's eyes
 - Mannequin in a realistic body position
 - Testing towel temperature



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

Manual Extraction Safety & Sanitation

- Breaking sanitation:
 - Leaving kit open
 - Putting used items back in kit
 - Contaminating workstation, tools, or client
 - Not wearing protective gloves
- Safe use of tools & products:
 - Protecting eyes from antiseptic/astringent
 - Antiseptic/astringent does not drip in eyes or on face
 - Mannequin in a realistic body position



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

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

Waxing Procedure *(cont)*

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

Tweezing & Waxing Safety & Sanitation



- Breaking sanitation:
 - Contaminating workstation, tools, or client
 - Double dipping in product



Tweezing & Waxing Safety & Sanitation

- Safe use of tools & products:
 - Antiseptic kept out of eyes and from dripping on the face
 - Careful not to blow on face to dry eyebrow
 - Removing hair in direction of hair growth (tweezing)
 - Removing hair in opposite direction of hair growth (waxing)
 - Mannequin in a realistic body position

Helpful Reminders



- Make sure ears are covered
- Don't leave jars of product open
- Wring out "steamed towels"
- Keep product out of eyes/nose/mouth
- Sanitary/safe application of products
- Do not break sanitation by double dipping
- Tweezing:
 - ✓ Hold skin taut & pull in direction of hair growth
 - ✓ Reapply astringent after tweezing



Helpful Reminders

- Remedy all breaks in sanitation
- Use hand sanitizer as needed
- Sanitary use of products & implements
- Use gloves & actually touch mannequin during extraction
- Ensure all linens are clean
- No overflowing trash or on top of workstation
- Clean workstation completely at the end of exam



Kansas Manicurist Exam

Candidate Information Bulletin



Manicurist Exam



Manicure Services

- Blood spill
- Manicure
- Nail tip
- Nail wrap
- Sculptured nail
- Polish



Manicure Procedure

1. File nails from corner to center
2. Simulate soaking fingertips
3. Simulate drying of hands & nails
4. Apply cuticle cream, push cuticle back with pusher or cotton tipped orangewood stick
5. Cleanse the nail, removing cuticle cream
6. Demonstrate massage with massage cream, approximately one minute
7. Remove massage cream
8. Clear service items, clean workstation, stand back & raise hand



Manicure Safety & Sanitation



- Breaking sanitation:
 - Leaving kit open
 - Putting used items back in kit
 - Blowing on nails
- Safe use of tools & products:
 - Mannequin in a realistic body position
 - Careful to not damage skin while pushing back cuticle or filing
 - Cotton covering orangewood stick

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 $\frac{1}{2}$ 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



Nail Tip Safety & Sanitation



- Breaking sanitation:
 - Leaving kit open
 - Putting used items back in kit
- Safe use of tools & products:
 - Mannequin in a realistic body position
 - Careful not to file or buff the skin
 - Not blowing dust from nail plate
 - Careful to remove all product (adhesive) from the skin



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



Nail Wrap Safety & Sanitation



- Breaking sanitation:
 - Contaminating workstation, tools, or client
 - Leaving kit open
 - Putting used items back in kit
 - Buffers & files that have been previously used
- Safe use of tools & products:
 - Mannequin in a realistic body position
 - Careful not to file or buff the skin
 - Careful to remove all product (adhesive) from the skin
 - Not blowing dust from nail plate



Sculptured Nail Procedure

1. Sculpture a nail on third 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

Sculptured Nail Procedure *(cont)*

5. Remove nail form
6. File & buff sculptured nail 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 work

Sculptured Nail Safety & Sanitation



- Breaking sanitation:
 - Contaminating workstation, tools, or client
 - Leaving kit open
 - Putting used items back in kit
 - Leaving products open & uncovered
- Safe use of tools & products:
 - Mannequin in a realistic body position
 - Careful not to file or buff the skin
 - Remove all product from the skin

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



Polish Safety & Sanitation



- Breaking sanitation:
 - Leaving kit open
 - Putting used items back in kit
 - Contaminating workstation, tools, or client
 - Blowing on nails to dry polish
- Safe use of tools & products:
 - Mannequin in a realistic body position
 - Remove all product from the skin





Helpful Reminders

- Do not file back & forth
- After mock fingerbowl soak, candidates need to demonstrate drying the hands
- Mock soaking *all* fingers, including thumb
- If orangewood stick is used, make sure tip is covered with cotton
- Clean ***under*** the nails as well as the top of nails
- Label **all** items, including both top & base coat
- 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.



Helpful Reminders

- Sculptured nail:
 - Apply oil or cream to skin surrounding the nail
 - Apply nail cleanser or dehydrator
 - Apply mock primer
- Do not blow on the nails
- Stand back & raise hand to have work checked
- Keep all waste contained
- No waste on countertops



Helpful Reminders

- 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.



Helpful Reminders

- 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.



End of Exam Clean Up

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

thank
you!

Kansas Licensing Examinations Annual Overview

Wednesday, November 14th, 2018

>>> What is the Annual Overview? <<<

Ergometrics/National Testing Network invites you to attend the annual overview of the Kansas Licensing examinations.

The purpose is to review licensing examination information, including how best to prepare your students for our testing process and frequently seen issues during testing.

The National Testing Network Program Manager will present the information and be available to answer questions you may have about the process.

>>> When is the Annual Overview meeting? <<<

Wednesday, November 14th, 2018 from 10:00 am – 12:30 pm

Estimated review schedule:

10:00 Body Art / **10:30** Blood Spill / **10:45** Cosmetology / **11:15** Esthetics / **11:45** Manicure

>>> Where is the meeting? <<<

We are hosting the meeting virtually this year!! Our hope is this will make the overview easier for everyone to attend.

Send your RSVP to support@nationaltestingnetwork.com. Please include "Kansas Annual Overview RSVP" in the subject line. In the body of the email, list the email address you would like the direct link/invitation to be sent to.

You can join the meeting through one of two convenient options:

1. Join online: Webex meeting number: 809 884 680 / Password: Kansas_Cos
<https://ergometrics-meetings.webex.com/ergometrics-meetings/j.php?MTID=m6b00391a46c648d59ea32a16b79baa4f>
2. Join by phone: 240-454-0887 / Access code: 809 884 680

>>> Questions for NTN? <<<

Please submit any questions to support@nationaltestingnetwork.com with the subject line "Kansas Annual Overview Question". This will help us compile answers to the questions you may have beforehand. Questions will be taken at the end of the review as well.

