

Arkansas State Board of Cosmetology

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Little Rock, Arkansas 72201
(501) 682-2168

CANDIDATE INFORMATION BULLETIN

Manicure

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The Arkansas State Board of Cosmetology (the "State Board") is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The State Board will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations.

How to Apply with Arkansas State Board of Cosmetology: A candidate must legibly and accurately submit a completed Application for Practitioner Examination form, Certificate of Training Form (from the school) and the examination fee to the Arkansas State Board of Cosmetology.

Eligibility Requirements: A candidate who wishes to obtain a Manicurist license must pass both a **written** and a **practical** examination. To qualify to take either of these examinations, a candidate **must**:

1. Have successfully completed a **600**-hour course of instruction in a board-approved school of cosmetology. School must submit a completed Certificate of Training Form. Forms can be downloaded online at www.arkansas.gov/cos
2. Be at least 16 years old;
3. Must have completed the 10th grade or its equivalent

RECIPROCITY – If you hold a current license in a different state, you are required to submit a completed Reciprocity Form. Forms can be downloaded online at www.arkansas.gov/cos

Special Accommodations: If you need special accommodations under the *Americans with Disabilities Act*, you must make the request at the time you submit your Application for Practitioner Examination form or Reciprocity Form to the Arkansas State Board, along with supporting medical documentation. No interpreters are allowed for either the practical or written examinations.

Any questions regarding your eligibility status should be directed to the Arkansas State Board (see contact information listed above). **If approved, you will receive additional information from the State Board regarding the examinations you have been approved to take.**

If you are **not** approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be notified by the State Board and your eligibility status will be pending until you make the necessary and requested corrections. If necessary, your documentation will be returned to you by mail. All information on file with the State Board must reflect the above eligibility requirements and met by the deadline date in order to be scheduled for the next examination date.

1. **PRACTICAL EXAMINATION:** Once you have been approved by the State Board to take the practical examination, you will be scheduled automatically for the next examination date. (You will not need to contact the Board's office to schedule as this is done automatically). State Board will issue an **Admission Notice** for the practical examination approximately 7-10 days prior to the test date. If you do not receive your admission notice on the Friday prior to the approved examination date, please call the State Board for further instructions. Any questions regarding scheduling the practical exam should be directed to State Board.
2. **WRITTEN EXAMINATION:** Once you have been approved by the State Board to take the written examination, it is your responsibility to schedule with LaserGrade at 1-800-211-2754. Written examinations are offered on a daily basis using a computer-based testing platform. Since LaserGrade tests for many different professions, please allow three business days between the time you call to schedule your examination and the time you wish to sit for the examination. A "seat" may not be available at the time you wish to test if there is not sufficient lead-time in placing your scheduling call. There are several LaserGrade Testing Centers throughout Arkansas, however, you can examine at any LaserGrade test center located throughout the United States. You may access test center information at www.lasergrade.com. Enter your zip code under "Quick Find" or choose "Find a Testing Center" to find the nearest test center to you. Maps and test center hours are available from this web site as well. You will take your written examination on a personal computer. You select answers either by using a mouse or the keyboard. Please visit www.lasergrade.com for additional information on computer-based testing. If you encounter any problems with the computer, you should notify the test administrator. You will be given 90 minutes to complete the entire examination. Examination questions are multiple-choice with one correct answer and three incorrect responses. There is no penalty for guessing. You must attain a score of 70 to achieve a passing score on the cosmetology written examination. LaserGrade personnel have no knowledge of, are not responsible for and cannot answer questions about the content of the examinations, references, passing scores, etc.

Fees:

Practical Examination - Fees for testing will be paid directly to Arkansas State Board of Cosmetology.

Written Examination - Fees for scheduling and testing will be paid directly to LaserGrade.

Fees are as follows:

Cosmetology Practical: \$65.00

Cosmetology Written: \$60

*Written examination includes Arkansas State Law questions

**Reciprocity Candidates - \$60 (Arkansas State Law questions ONLY)

Practical Examination Admission Requirements:

You must present your **Admission Notice**, provided by State Board, along with a recent 2x2 passport type photo attached along with one form of U.S. government issued identification with a photograph and your signature (i.e. driver's license, resident card, or passport) at the **practical examination** site in order to be admitted to the examination room. The identification must be current, clearly recognizable or you may not be admitted to test. If your photo does not have a signature, you must bring a second form of signature identification. It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

General Policies and Procedures for Written and Practical Examinations:

Security Policies: Suspected security breaches during either the written or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. State Board reserves the right to investigate each incident of misconduct. The State Board will make all final decisions on examination score invalidations or cancellations. No visitors, guests or children are allowed in the test center.

Copyrighted Exam Questions: All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items: No food, beverages, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide a written report of the incident to the State Board. Smoking or the use of tobacco is strictly prohibited in the examination room. The State Board is not responsible for any personal items brought into the examination site.

Environmental Distractions: Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distraction. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site. LaserGrade will provide earplugs at the testing center if requested.

Emergency Policy: In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of State Board and/or LaserGrade. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate application and fee to State Board. If you have reason to question whether or not a center will be closed due to an emergency, please call State Board to make inquiries regarding the practical examination and LaserGrade for inquiries regarding the written examination.

Refunds and Rescheduling Policies: You may reschedule for the written examination without losing your fee *if* you contact LaserGrade within three working days **prior** to your scheduled examination date. If you reschedule **after** the three-day window, you will forfeit your fee. Rescheduling is **not** permitted for the practical examination. Unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time, refunds are **not** issued nor are fees transferable for either the written or the practical examinations. Documentation of the above-noted exceptions is required.

Score Information: When you complete the written examination, the computer will print out a "Pass" or "Fail" Score Report. If your score report does not print out because of technical problems, a score report will be provided to you within 24 hours after you test. For failing candidates, this will include a strength and weakness report by major content areas. For the written examination, a score of 70 is required in order to pass. For the practical examination, an overall score of 75 must be achieved.

Failing Candidates: Failing candidates will receive a strength and weakness report, as well as information on how to retest. If you fail the practical examination, you submit file a new application for practitioner examination form and the required fee to State Board to take the practical examination again. If you fail the written examination, you must schedule a new date to take the written examination again. Candidates who fail the written examination must reschedule with LaserGrade by calling 1-800-211-2754.

Confidentiality: Test results are confidential and are not provided over the telephone. Do NOT call the State Board office for test results.

Passing Candidates: When you have passed both the written and the practical examinations, the State Board will automatically send you your license. Please be sure to notify the State Board of any mailing address changes. Please allow the State Board two weeks to process and mail your license. It is not necessary to notify the State Board that you have passed an examination; the State Board is provided candidate scores on a daily basis.

Mannequins:

The Arkansas State Board of Cosmetology requires a mannequin for all services. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination.

Dress Code:

The dress code for the practical examination requires that all candidates wear a **solid white** lab coat or smock that is hip length or longer. Candidates who fail to adhere to this dress code will not be admitted into the exam room.

CONTENT OUTLINE FOR THE WRITTEN EXAMINATION: The National Nail Technology (Manicuring) Examination is the national licensure examination for Nail Technicians (Manicurists), which is developed and administered by the National-Interstate Council of State Boards of Cosmetology. This Information Bulletin includes the Content Outline covered by the National Nail Technology (Manicuring) Examination, sample questions similar to those on actual examinations and the correct answers. The time allowed for the Nail Technology (Manicuring) written examination is 90 minutes.

SCIENTIFIC CONCEPTS
45 Questions

Infection Control Procedures

- ◇ Microbiology
 - Pathogenic and non pathogenic bacteria
 - Viruses
- ◇ Methods of infection control
 - Chemical agents
 - Heat
- ◇ Levels of infection control
 - Sanitation
 - Disinfection
 - Sterilization
- ◇ Safety Procedures
 - Disposal
 - Storage

Basic Human Anatomy and Physiology

- ◇ Skin of the hands and feet
 - Function
 - Structure
 - Disorders and diseases
 - Abnormal pigmentation
 - Infections
 - Inflammations
 - Lesions
- ◇ Systems and their functions
 - Skeletal system
 - Arms
 - Hands
 - Legs
 - Feet
 - Muscular system
 - Forearms
 - Hands
 - Lower legs
 - Feet
 - Blood vascular (circulatory) system
 - Nervous system

Nail Composition

- ◇ Structure
 - Cuticle
 - Free edge
 - Hyponychium
 - Matrix
 - Nail bed
 - Nail folds/grooves
 - Nail plate
- ◇ Disorders and diseases of the nail

- Abnormal nail growth or formation (e.g., trumpet, tile-shaped, egg shell, onychauxis)
- Brittle
- Bruised
- Corrugations and furrows
- Discolored nails
- Fungus, infections, and molds
- Hangnail
- Ingrown
- Leuconychia (white spots)
- Melanonychia (black band under or within the nail plate)
- Onychia (inflammation of entire nail)
- Onycholysis (lifting of the nail)
- Paronychia (infection of the tissue around the nail)
- Pterygium (overgrowth of cuticle)

Basic Chemistry

- ◇ Nail service products
 - Acetone and non-acetone
 - Alum (styptic)
 - Antiseptic
 - Brush cleaner
 - Catalyst/activator
 - Cuticle cream and solvents
 - Exfoliants
 - Gels (e.g., light-cured, no light-cured)
 - Moisturizers
 - Monomer
 - Nail adhesives
 - Nail enamel/ polish/treatments
 - Polymer
 - Priming agent
- ◇ OSHA hazard communication standard
 - MSDS standard
 - Product safety
 - Labeling
 - Storage
 - Ventilation
 - Disposal

NAIL TECHNOLOGY PROCEDURES
55 Questions

General Nail Technology Procedures

- ◇ Client consultation
- ◇ Contraindications
- ◇ Nail assessment
- ◇ Service protocol
- ◇ Documentation

Nail Service Tools

- ◇ Equipment
- ◇ Implements
- ◇ Supplies, products, and materials

Natural Nail Service Procedures (Manicure and Pedicure)

- ◇ Sanitize

- ◇ Remove polish
- ◇ Shape nails
- ◇ Apply cuticle remover
- ◇ Soften cuticles in warm soak
- ◇ Exfoliate (pedicure)
- ◇ Push back cuticle
- ◇ Remove excess cuticle
- ◇ Clean nails (i.e., top and free edge)
- ◇ Buff nails
- ◇ Apply cuticle oil
- ◇ Apply lotion for massage
- ◇ Remove traces of oil or lotion on/under nails
- ◇ Apply polish

Basic Massage Movements

- ◇ Effleurage
- ◇ Friction
- ◇ Petrissage
- ◇ Tapotement

Apply, Repair and Maintain Nails

- ◇ Tips
- ◇ Acrylic
 - Backfill
 - Fill
 - Overlays
 - Sculpted
 - Tips
- ◇ Wraps
 - Fill
 - Overlays
 - Tips
- ◇ Gels
 - Light-cured
 - Backfill
 - Fill
 - Overlays
 - Sculpted
 - Tips
 - No light-cured
 - Fill
 - Overlays
 - Tips

Electric Filing

- ◇ Safety procedures
 - Appropriate attachment
 - Appropriate speed
 - Appropriate use
- ◇ Maintenance and disinfection

Specialty Services

- ◇ Hot oil/lotion therapy
- ◇ Paraffin treatment
- ◇ Scrubs
- ◇ Soaks

Arkansas Laws

Sample Questions

The following sample questions are similar to those on the NIC Nail Technology (Manicuring) Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Pumice stone is used in manicuring as
 - a. an abrasive.
 - b. a bleach.
 - c. a lubricant.
 - d. an astringent.
2. What is the **FIRST** step in performing a manicure?
 - a. Shape the nails
 - b. Soften the cuticles
 - c. Clean under free edge
 - d. Remove old polish
3. Where should all manicuring cosmetic supplies be kept when not being used?
 - a. On a clean shelf
 - b. On the manicuring table
 - c. In a clean manicuring kit
 - d. In clean, closed containers
4. Which one of the following is a condition in which the cuticle splits around the nail?
 - a. Hangnails
 - b. Pterygium
 - c. Onychophagy
 - d. Onychorrhexis
5. Nerves and blood vessels are found in the nail
 - a. bed.
 - b. wall.
 - c. plate.
 - d. grooves.
6. An antiseptic is used in manicuring to
 - a. bleach the nails.
 - b. treat minor cuts.
 - c. smooth corrugated nails.
 - d. give the nails a high sheen.
7. After each use, manicuring instruments should be
 - a. wiped with a towel.
 - b. wiped with a tissue.
 - c. cleansed and disinfected.
 - d. placed in dry storage.
8. For which one of the following are oil manicures recommended?
 - a. Leuconychia

- b. Split nails
- c. Brittle nails
- d. Prevention of infection

9. What is the actively growing part of the nail?
 - a. Lunula
 - b. Matrix
 - c. Mantle
 - d. Free edge
10. What should be applied to a split in the nail before wrapping it?
 - a. Top coat
 - b. Base coat
 - c. Adhesive glue
 - d. Nail hardener

Answers

- | | | | |
|------|------|------|-------|
| 1. a | 4. a | 7. c | 10. c |
| 2. d | 5. a | 8. c | |
| 3. d | 6. b | 9. b | |

**PLEASE VISIT www.nictesting.org
FOR THE NIC NAIL TECHNOLOGY
ONLINE PRACTICE TEST
(\$25.00 fee applies)**

MANICURING REFERENCES

Milady's Standard Nail Technology, 2004
Milady, an imprint of Thomson Delmar Learning
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

NIC Health and Safety Standards
NIC, Inc., October 2002
www.nictesting.org

OPTIONAL REFERENCES

Milady's Standard Textbook of Cosmetology, 2004
Milady, an imprint of Thomson Delmar Learning
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214
www.Milady.com

Salon Fundamentals, Cosmetology, 2002
Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

CONTENT OUTLINE FOR THE PRACTICAL EXAMINATION:

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the basic manicure section of this examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please turn the hand toward the examiner to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.
- Manufacturer's labels are required on all disinfectants and sanitizers.

MODEL OR MANNEQUIN(S)

Candidates are required to bring a mannequin hand(s) for the practical examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

NAIL TECHNICIAN (MANICURIST) PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Nail Technician (Manicurist) Practical Examination includes 6 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

Set Up and Client Protection
Manicure
Nail Tip
Nail Wrap
Sculptured Nail
Polish

SET UP AND CLIENT PROTECTION

(10 minutes)

Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination."

"You will also set up the supplies for the basic manicure section of this examination."

"You will perform the client protection section of this examination."

"You will be expected to follow all safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining"

(1) *"The instructions will be repeated."* (2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Disinfects work area or uses protective covering
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

MANICURE

(20 minutes)

Verbal Instructions:

"You will now perform the basic manicure section of this examination on one hand only."

"You will be observed for cuticle pushing, filing, massage, and the final appearance of the nail."

"Do not apply polish until instructed to do so."

"You will be expected to follow all safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

(1) *"The instructions will be repeated."* (2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Sanitizes hand to be manicured

Demonstration of Filing

- Holds skin away from sides of nails while filing
- Files nails from outside edge to center
- Avoids filing too deeply into corners
- Establishes uniform length
- Establishes uniform shape

Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand, nails, and cuticles
- Applies cuticle cream or remover
- Pushes back cuticle area safely
- Cleans under free edge safely
- Buffs nail
- Applies cuticle oil

Demonstration of Hand Massage

- Applies massage product
- Maintains continuous contact while massaging hand
- Massages palm, back of hand, and fingers
- Cleanses massage product from each nail including hyponychium

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

NAIL TIP
(20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the nail tip section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

*"You will now perform the nail tip section of this examination."
"You will be observed for preparation, infection control, application, filing and the final appearance of the nail."
"You will apply a nail tip to one nail only."
"You may select any nail on the hand."
"You will be expected to follow all safety and infection control procedures."
"You will have 20 minutes to complete this section."
"You will be informed when you have 10 minutes remaining."
(1) "The instructions will be repeated." (2) "You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up work area with supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle area of dust (e.g., using paper towel, cotton, towel, etc.)
- Selects a nail tip that matches width of natural nail
- Glues nail tip to natural nail
- At least ½ of natural nail plate remains uncovered
- Trims nail tip safely

Demonstration of Filing

- Holds skin away from sides of nail while filing
- Shapes free edge safely
- Files on top of nail plate

Final Appearance of Nail

- Cuticle area and skin surrounding nail are free from glue
- Tip is blended safely
- Hyponychium is free from glue
- Finished nail is smooth and even

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

NAIL WRAP
(20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the nail wrap section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

*"You will now perform the nail wrap section of this examination."
"You will wrap the nail to which you have just applied the tip."
"You will be observed for preparation, infection control, application, filing, and the final appearance of the nail."
"You will be expected to follow all safety and infection control procedures."
"You will have 20 minutes to complete this section."
"You will be informed when you have 10 minutes remaining."
(1) "The instructions will be repeated." (2) "You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up work area with supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle area of dust (e.g., using paper towel, cotton, towel, etc.)

Application of Nail Wrap Product

- Applies glue to nail plate
- Applies material over nail plate

- Trims material to fit nail plate safely
- Applies glue over nail wrap

Demonstration of Filing

- Holds skin away from sides of nail while filing
- Files nail safely
- Buffs nail

Final Appearance of Nail

- Finished nail is smooth and even
- Natural nail is covered by product
- Cuticle area remains free of product

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

SCULPTURED NAIL
(20 minutes)

Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless or low odor sculptured nail products be used for the practical examination.

Verbal Instructions for Set Up:

"You have 2 minutes to set up the supplies for the sculptured nail section of this examination." Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up"

Read these instructions after the 2 minute set-up time:

"All candidates are required to use odorless or low odor products for the sculptured nail section of this examination. Each candidate will be instructed to open their sculptured nail liquid to ensure that all candidates are complying with this requirement."

Verbal Instructions:

*"You will now perform the sculptured nail section of this examination."
"You will apply one sculptured nail using an odorless or low odor product."
"You will be observed for preparation, infection control, application, filing, and the final appearance of the nail."
"You will be expected to follow all safety and infection control procedures."
"You will have 20 minutes to complete this section."
"You will be informed when you have 10 minutes remaining."
(1) "The instructions will be repeated." (2) "You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up work area with supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle area of dust (e.g., using paper towel, cotton, towel, etc.)

Application of Sculptured Nail Product

- Applies nail form to fit snugly under free edge
- Wears gloves and safety glasses during application of primer
- Applies primer safely
- Applies product to extend free edge
- Applies product to cover nail plate

Demonstration of Filing

- Holds skin away from sides of nail while filing
- Files on top of nail plate to shape and balance nail safely
- Avoids filing too deeply into corners
- Buffs nail

Final Appearance of Nail

- Finished nail is smooth, even, and beveled
- Curve of nail is balanced
- Natural nail is covered by product
- Skin surrounding nail remains free of product

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**POLISH
(10 minutes)**

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the polish section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

*"You will now perform the polish section of this examination."
"You will apply red polish to all nails on the manicured hand."
"You will be expected to follow all safety and infection control procedures."
"You will have 10 minutes to complete this section."
"You will be informed when you have 5 minutes remaining."
(1) "The instructions will be repeated." (2) "You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up work area with supplies labeled in English

Application of Polish

- Applies base coat to nail plate
- Applies red polish
- Applies top coat

Final Appearance of Nails

- Polish covers entire nail plate
- Polish application is smooth
- Applies base coat, polish, and top coat so that product does not remain on skin

Safety and Infection Control

- Disposes of soiled materials using infection control procedures (e.g., cotton that removes polish around nails)
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

CANDIDATE SUMMARY AND FINAL CLEANUP

Verbal Instructions:

"This concludes the National Practical Examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

RECOMMENDED GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

Recommended kit size is no larger than 30" x 30". For safety reason all kits must be able to fit completely under the table area.

- dry storage kit/container*
- hand sanitizer
- mannequin hand(s) with artificial nails attached (trainer hands are NOT permitted)*
- spray disinfectant*
- disposal bag for waste materials
- cloth and paper towel(s)
- cotton
- first aid supplies (blood spill kit)
- tape

BASIC MANICURE SUPPLIES

Recommended kit size is no larger than 30" x 30". For safety reason all kits must be able to fit completely under the table area.

- bowl and container of water
- cuticle cream/remover
- filing and buffing implements
- cuticle pusher
- nail brush
- hand lotion or massage product
- cuticle oil

NAIL TIP AND NAIL WRAP SUPPLIES

- cuticle pusher
- nail tips and adhesive/glue
- nail wrap material (non pre-cut fabric)
- filing and buffing implements
- scissors

SCULPTURED NAIL SUPPLIES

- cuticle pusher
- sculptured nail products (powder, primer, "odorless or low odor" liquid) (The product must be in its original container with the manufacturer's label indicating that it is "odorless or low odor".)
- sculptured nail brush
- liquid & powder containers
- filing and buffing implements
- sculptured nail forms
- primer
- gloves
- safety glasses

POLISH SUPPLIES

- polish remover
- base coat/top coat
- red polish

NAIL TECHNICIAN REFERENCES

Milady's Standard Nail Technology, 2004

Milady, an imprint of Thomson Delmar Learning
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214
www.Milady.com

NIC Health and Safety Standards

NIC, Inc., October 2002
www.nicesting.org

OPTIONAL REFERENCES

Milady's Standard Textbook of Cosmetology, 2004

Milady, an imprint of Thomson Delmar Learning
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214
www.Milady.com

Salon Fundamentals

Pivot Point International, Inc. 2002
Chicago, IL 60626, (800) 886-4247
www.pivot-point.com

NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps MUST be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.**
This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** - If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINATIONS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

WET DISINFECTION STANDARD

1

All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.

2

All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

NAIL TECHNOLOGY

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2002

Visit our website at www.nictesting.org