PROFESSIONAL CREENTIAL SERVICES, INC.



South Carolina BOARD OF COSMETOLOGY

April 2017

Nail Technology

Candidate Handbook

Examination Content/CIBs Developed and Owned© by: National-Interstate Council of State Boards of Cosmetology ("NIC")

Professional Credential Services, Inc.

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Quick Reference

STEP ONE: READ CANDIDATE HANDBOOK

- Create account and start application process
- Submit required documents to PCS as directed

STEP TWO: TAKE EXAMINATIONS

- Upon approval, schedule and take Theory Examination with PSI
- Upon approval, take Practical Examination on date scheduled with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

<u>Regular Mailing Address</u> Attn: South Carolina Cosmetology P.O. Box 198768 Nashville, Tennessee 37219-8768

Customer Service: (888) 822-3272 Fax: (615) 846-0153 Email: <u>cosandbar@pcshq.com</u> Website: <u>http://www.pcshq.com</u>

PSI Exams

Scheduling: (800) 733-9267 Fax: (702) 932-2666 Website: <u>candidate.psiexams.com</u>

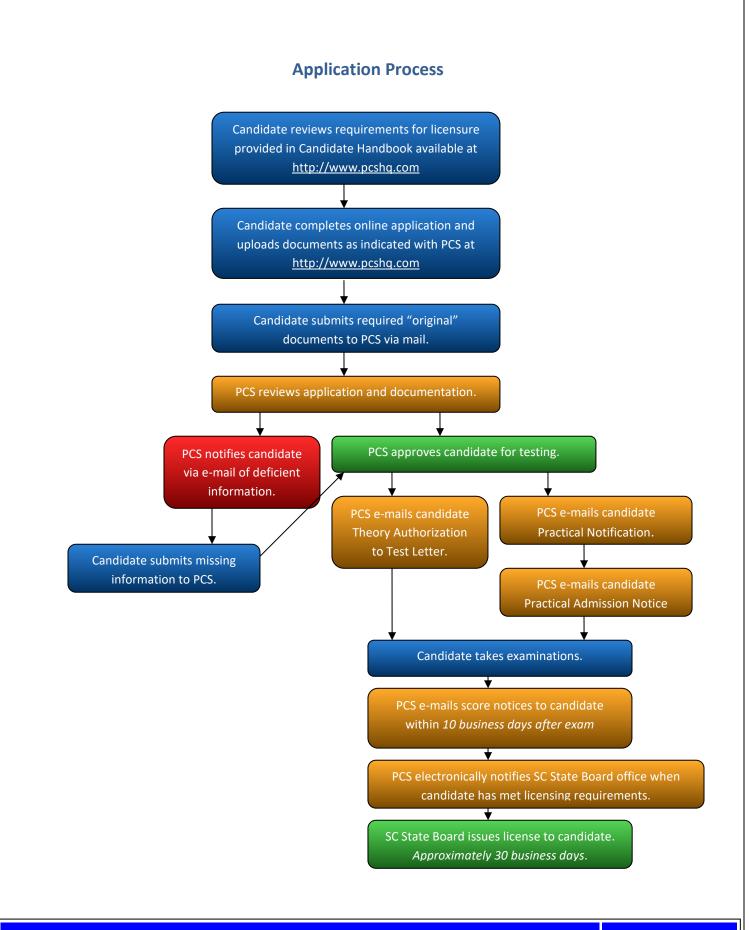
South Carolina Board of Cosmetology

Department of Labor, Licensing, and Regulation

<u>Regular Mailing Address</u> P.O. Box 11329 Columbia, South Carolina 29211-1329

<u>Courier Mailing Address</u> Synergy Business Park Kingstree Building 110 Centerview Drive Columbia, South Carolina 29210

Telephone: (803) 896-4588 Fax: (803) 896-4484 Website: http://www.llr.state.sc.us/POL/Cosmetology



Professional Credential Services, Inc.

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Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The South Carolina Board for Cosmetology (the "Board") is responsible for licensing and regulating the profession of cosmetology in the State of South Carolina. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. PCS first requires that candidates submit an on-line Examination and License Application ("Application"). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

In order to receive a Nail Technicians license in the State of South Carolina, you must meet the following requirements:

- 1. Be at least 16 years of age.
- 2. Have completed at least the 10th grade or equivalent.
- 3. Have completed at least 300 in state or out of state Nail Tech training hours.
- 4. Successfully completed the NIC theory and practical examinations.

Training Hour Expiration

Pursuant to South Carolina Law, all examinations must be taken and passed within 24 months of the date training was completed (or the said hours become invalid).

Foreign Credentials

Effective January 12, 2016 all foreign credentials are required to be evaluated by the following South Carolina Board approved service.

Aequo International	1-844-882-3786	www.aequointernational.com
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Examination Fees

Examination Type	First Time Fees (includes license)	Re-Exam Fees
Nail Tech. Theory & Practical	\$ 175.00	\$ 130.00
Nail Tech. Theory	\$ 115.00	\$ 70.00
Nail Tech. Practical	\$ 105.00	\$ 60.00

Fees may be paid online with a credit card (Master Card, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be reviewed or processed until payment has been received. Incomplete applications will be processed for the next available practical exam date once all required information has been received by PCS.

Refund Policy

Please carefully review this handbook and Virginia's state laws, rules and regulations prior to making payment.

All fees are non-refundable.

! Candidates are especially encouraged to carefully review licensing requirements for testing PRIOR to completing an online application with PCS. <u>If testing is not required, fees are non-refundable.</u>

Location	Examination Date	Application Approval Deadline
Columbia	1/23/2017	1/2/2017
Columbia	2/20/2017	1/30/2017
Columbia	3/20/2017	2/27/2017
Columbia	4/17/2017	3/27/2017
Columbia	5/22/2017	5/1/2017
Columbia	6/19/2017	5/29/2017
Columbia	7/17/2017	6/26/2017
Columbia	8/21/2017	7/31/207
Columbia	9/18/2017	8/28/2017
Columbia	10/16/2017	9/25/2017
Columbia	11/20/2017	10/30/2017
Columbia	12/18/2017	11/27/2017

2017 Practical Examination Dates

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. You may download a copy of this form by going to the Forms Section of the South Carolina Nail Technology page at http://www.pcshq.com.

First Time Candidates

Application Requirements

Once an online application has been completed with PCS, the following items must be submitted to PCS via mail, fax, email, or uploaded to your PCS Homepage.

- 1. A current 2" x 2" passport type <u>color</u> photo (selfies are not accepted).
- 2. Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. Copy of Social Security Card.
 - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
- 4. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show <u>completion</u> of at least the 10th grade. (If name on H.S. education differs from name on application, proof of legal name change is required)
- 5. Affidavit of Eligibility Must be notarized* (See FORMS section at www.pcshq.com)
- 6. Training Affidavit Must be notarized* (See FORMS section at www.pcshq.com)
 - > Enrollment and Graduation dates must include month, day, and year (mm/dd/yyyy).
 - Out of State candidates may submit an official transcript as long as the transcript provides a breakdown of hours by subject. Enrollment and Graduation dates must also be included.

* All documents that require a notary seal may be <u>uploaded</u> to your PCS Homepage as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) must be either mailed to the South Carolina Coordinator, or up-loaded to your Homepage.

Criminal Conviction

Information may be submitted via mail or you can upload to your application by logging into your Homepage.

- If you have a conviction which occurred in the state of South Carolina, you must submit court documents and a SLED report which can be obtained by calling 803-737-9000 or visiting <u>www.sled.sc.gov</u>.
- If you have a conviction which occurred outside the state of South Carolina, you must submit court documents and a criminal history report from the local law enforcement office (in the state where the conviction occurred).

Testing Prior to Completion of Training

- If you attend a private (non-vocational) school within South Carolina and you have completed at least 250 Nail Tech hours, you can take the examinations prior to completing the full 300 hour requirement. *Effective June 17th 2013*.
- Once you have completed the required 300 Nail Tech hours, your school must submit an Affidavit of Completion via mail (See Form Section on the PCS Webpage). You will not receive a Notice of Completion and your application will not be forwarded to the South Carolina State Board Office until this form has been received by PCS.

Expired License

How to Reinstate an Expired License

- 1. If you hold a South Carolina license which has been expired for less than three years, you must contact the South Carolina State Board Office at (803) 896-4588 for information on how to reinstate your license.
- 2. If you hold a South Carolina license which has been expired for three years or longer, you must complete a new online application with PCS and submit all required documents. The full examination must be repeated (practical and theory).

Application Requirements

Once an online application has been completed with PCS, the following items must be submitted to PCS via mail, fax, email, or uploaded to your PCS Homepage.

- 1. A current 2" x 2" passport color photo. (selfies are not accepted)
- Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. Copy of Social Security Card.
 - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
- 4. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show <u>completion</u> of at least the 10th grade. (If name on H.S. education differs from name on application, proof of legal name change is required)
- 5. Affidavit of Eligibility Must be notarized* (See FORMS section at www.pcshq.com)

* All documents that require a notary seal may be <u>uploaded</u> to your PCS Homepage as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) must be either mailed to the South Carolina Coordinator, or up-loaded to your Homepage.

Endorsement License Requirements

Method One: No Examination Required. You must contact the South Carolina State Board Office at (803) 896-4588 for information on how to endorse your out-of-state Nail Technician license.

- You hold a current out of state Nail Technician license.
- You have passed the NIC theory and practical examinations.

! Endorsement candidates are encouraged to carefully review the qualifications for testing PRIOR to completing an online application with PCS. If testing is not required, fees are forfeited.

Method Two: Must complete an online application with PCS and take the NIC Theory and Practical Examinations through PCS.

- You hold a current out of state Nail Technician license.
- You have not passed the NIC Examinations. (Theory and Practical)

Method Three: Must complete an online application with PCS and take the NIC Examination not previously passed. (Theory or Practical)

- You hold a current out of state Nail Technician license.
- You have previously passed either the NIC Theory or Practical Examination.

Endorsement Application Requirements

Method One

Contact the South Carolina State Board office at (803) 896-4588

Methods Two and Three

Once an online application has been completed with PCS, the following items must be submitted to PCS via mail, fax, email, or uploaded to your PCS Homepage.

- 1. A current 2" x 2" passport color photo. (selfies are not accepted)
- 2. Copy of Photo Identification Card must be non-expired Driver's License, State ID Card or U.S. Passport.
- 3. Copy of Social Security Card.
 - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
- 4. Affidavit of Eligibility Must be notarized* (See FORMS section at <u>www.pcshq.com</u>)
- 5. Verification of Licensure from out of state

* All documents that require a notary seal may be <u>uploaded</u> to your Home Page as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

PCS Account Set-Up

Before you are able to complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

- 1. Go to <u>http://www.pcshq.com</u>
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click South Carolina
- 5. Click Nail Technician
- 6. Click Create an Account (if this is your first time)
- 7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
- 8. Enter RECaptcha information as prompted; click Create Account
- 9. Check your e-mail account for a PCS system generated e-mail.
- 10. Click link in e-mail to verify account information and create PCS password.
- 11. Click Enable Account
- A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

New Professional Credential Services Account	
By signing up for a free account, you can access your application and licensing information.	
To access your information online, please create your personal account. You MUST use a <u>unique</u> e-mail address for electronic communication and account verification. Please D use your school instructor's e-mail address. This account is for applicants only.	D NOT
E-Mail Address	1
First Name	
Last Name SERVICES	
Birth Date (m/d/yyyy)	
If you have applied with Professional Credential Services before, please provide the follo order to retrieve your records.	wing in
Social Security Number	
Please enter the RECaptcha information below	
Type the text Privacy & Terms	count
Cleate Act	June

PCS Application

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

- 1. Complete steps 1-5 listed above.
- 2. Click LOGIN HERE (if you have already created an account)
- 3. Enter e-mail address and password provided during account set-up.
- 4. You are now in the online application; select appropriate license type (i.e. Nail Technician).
- 5. Continue with online application until all required fields have been completed.
- 6. Choose the examinations you wish to take.
- 7. Select Payment Option*.
- 8. Once payment is made, further directions will be sent via email.
- You can provide a credit card in order to pay your fees online or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until all required documents, payment, and final approval is received. <u>Incomplete</u> applications will be processed for the next available practical exam date once all required information and final approval is received by PCS.

! You must complete the online application using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License).

- **A unique e-mail address must be provided to create a PCS Account** (i.e. more than one user cannot provide the same e-mail address).
- If you are applying prior to the completion of training, you must indicate this on your online application

Your Profile	Active Applications
Name Address Phone SSN	Vrginia Cosmetology & Barbering; Barbering Applied 08/19/2013 Most recent application: 08/19/2013 Status; Paid: Vading for releve.
All ID Birthdate EMail Username	Application Approval Requirements Coordinator Review Personal Photo Training & Experience Form
Documents Wi BA App Original Document pdf Last Changed 08/21/2013 Personal Photo Document pdf Last Changed 08/21/2013 PA GNC 3 Occumentation Original Document pdf Last Changed 08/21/2013 Document pdf Last Changed 08/21/2013 Original Document pdf Last Changed 08/21/2013	Examination Sile Agreement PCS Water ALL FORMS ARE CURRENT MALL FORMS MALL FORM MALL FORM MALL MALL FORM MALL MALL
Education SPECTRUM BEAUTY ACADEMY LLC ALEXANDRA VA From 10/15/2012 Graduated 07/23/2013 School Licenne Expire: 12/31/2014 Application information Virginia Board of Barbers and Cosmetologists	Pending Examinations Wriginia Barbering Practical Exam Date: 10/14/2013 Testing at: Springfield Area WATTING FOR APPLICATION APPROVAL Wriginia Barbering Theory Status Pending WutTing FOR APPLICATION APPROVAL

PCS Candidate Homepage

Logging into your Homepage

- 1. Go to <u>http://www.pcshq.com</u>
- 2. Click Client Portal
- 3. Enter e-mail address and password
- 4. Click Log In

CREDENTIAL	
Log into your account	
EMail Address ROFESSION	- trant
"If you have forgotten your password or you have received an email from PCS instructing you to create your password, <u>Click Hera.</u>	
f you have not previously created a PCS account please go to your profession and state home page.	

Application Status

You may check the status of your online application 24/7 by logging into your PCS account. As items are received, green check boxes will appear under the Application Approval Requirements section of the Active Applications box.

Active Appli	cations.
South Carolin	а
Barber, Regis	
ADD STATE A	
ADD LICENSE	
ADD LIC EXP	
ADD APP EXP	
Applied 10/30	
	pplication: 10/30/2013
Status: Pald. V	Waiting for review.
	Application Approval Requirements <u>ADD</u>
	Coordinator Review
2	APPLICATION
	2X2 PHOTO
	FORM 1 ID (W/PHOTO)
	HEALTH FORM
	TRAINING AFFIDAVIT
	AFFIDAVIT OF ELIGIBILITY
	Final Review

How do I know if my application is approved?

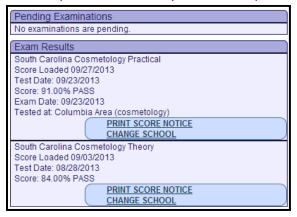
If an application has been approved, a green check will appear in the Final Review Box under Active Applications.



Reprinting Documents

You may reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage.

Click Print Score Notice option next to item you wish to reprint.



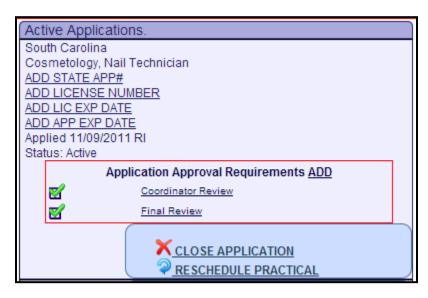
Click Reprint option next to item you wish to print.

Receipts			
South Carolina Board of Cosmetology			
07/30/2013 Check \$165.00			
Paid 07/30/2013	I		
REPRINT			

Examination Rescheduling

If you have missed or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

• To reschedule practical examination, click **Reschedule Practical** under the Active Applications box.



 To reschedule theory examination, click Theory Reschedule under the Active Applications box.

Active Appli	ications.		
South Carolin	18		
Cosmetology	Cosmetology, Nail Technician		
ADD STATE APP#			
ADD LICENS			
ADD LIC EXP			
	01/31/2015 EDIT		
Applied 06/21			
Status: Appro			
	Application Approval Requirements ADD		
1	Coordinator Review		
2	APPLICATION		
1	2X2 PHOTO		
1	FORM 1 ID (W/PHOTO)		
2	FORM 2 ID		
1	HIGH SCHOOL EDUCATION		
2	TRAINING AFFIDAVIT		
2 2	AFFIDAVIT OF ELIGIBILITY		
2	Final Review		
	CLOSE APPLICATION		
	RESCHEDULE THEORY		

Application Approval Process

Once an online application has been completed (**payment has been made**), the coordinator will receive notification and a system generated e-mail will be sent to your e-mail to confirm the successful completion of your application. PCS will review your application and enter any requirements which may be pending (i.e. Training Affidavit, High School Education, etc.) no later than three business days. *If documents are submitted after the online application has been completed, PCS will enter those as received no later than three business days of receipt.*

- If PCS receive an application or a required document which is incomplete or completed incorrectly, PCS will notify you via e-mail and your file will remain pending until all necessary information has been received.
- In order to receive your desired practical examination date, the online application, required documents, payment and **final approval** must be received before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received and application is approved.

Examination Notification

Once your application has been approved, PCS will forward the following notifications via e-mail.

- 1. A Theory Authorization to Test (ATT) letter will be sent via e-mail within one business day.
- 2. A Practical Admission Notice confirming your assigned date, time, and location will be sent via email 10 business days prior to your examination date.

If you do not receive any e-mails within the time frame listed above, it is your **responsibility** to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

Examination Scheduling

Theory Examination Scheduling

Once you have received your ATT letter, you must contact PSI to schedule your theory appointment.

- Schedule online <u>http://www.psiexams.com</u>
- Schedule with PSI representative at (800) 733-9267 (Monday Friday 7:30 AM to 8:00 PM EST, Saturday 11:00 AM to 5:00 PM EST)
- Schedule with PSIs Interactive Voice Response System during non business hours at (800) 733-9267.

Theory Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 2 business days prior to your scheduled date. You may call (800) 733-9267 or fax (702) 932-2666. You may also use the automated system using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

Practical Examination Scheduling

You will request a practical date when completing your on-line application. As long as you have all required information and approved by the deadline date, you will be scheduled to take your examination on the date requested. Otherwise you will be assigned to the **next available** once your application has been approved.

Practical Rescheduling Policy

Rescheduling for the practical examination is not permitted without a re-exam fee unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, your request will be considered when you upload documentation onto your homepage.

Inclement Weather 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 PCS and/or PSI. 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 fee to PCS. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and PSI for inquiries regarding the theory examination.

Examination Day Requirements

What do I need to take with me to the examination?

- Admission Notice (practical) or ATT Letter (theory)
- A current 2" x 2" passport type <u>color</u> photo (selfies are not accepted)
- Two (2) forms of identification one form must be a government issued photo ID (see below)
- Examination Supplies (if taking practical examination see NIC Content Outline page)

If you fail to bring these items, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

Primary ID (current, non-expired Governments Issued ID) Photo copies will not be accepted

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

Secondary ID (signature, non-expired) Photo copies will not be accepted

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

Student ID and employment ID are NOT acceptable forms of Identification.

If you fail to bring proper identification or your names do not match, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

Arrival

! You must arrive at the test center at least forty five (45) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test and a rescheduling fee will be required.

General Examination Policies

Security Policy

Suspected security breaches during either the theory 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. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. <u>No visitors, guests or children are allowed in the test center</u>.

Copyrighted Examination 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

Liquid Monomer containing Methyl Methacrylate (MMA) is prohibited for use during NIC practical examinations. NIC strongly recommends, due to the testing environment, that odorless sculpture nail products be used during the NIC practical examinations.

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. 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.

Examination Results

Score Notices

An official score notice will be e-mailed to you at least 10 business days after your examination date. *An unofficial pass or fail notice will be provided to you by PSI after you take the theory examination.* If you do not receive an e-mail within this time frame, you may print a score notice by logging into your PCS account.

State Score Requirements

The minimum score required to pass both the theory and practical examination is 75. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online. Once you pass both the theory and practical examination, you will receive a *Notice of Completion*.

State Score Requirements

Once all required examinations have been passed, a final review of your application will be performed in order to ensure that all eligibility documents are complete before your materials are sent to the South Carolina Department of Labor Licensing and Regulation (LLR) for the issuing of a permanent license. You may use your *Notice of Completion* to work until you receive your permanent license from LLR.

If you applied prior to completing your training course, an <u>Affidavit of Completion</u> must be submitted from your school to PCS before a final passing score notice (Notice of Completion) will be e-mailed to you, and your application will be forward to LLR.

Change of Information

Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and update your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change. Once completed, this form can be uploaded to your PCS Home Page, or sent to the coordinator via email.

Please upload this document and any other documentation to your account or you can mail to PCS at the address on page 2.

Print your name as it appears on your Application below.

Name:				
Street:				
City:	_State:	Zip:		
Print your updated name or address below.				
Name:				
Street:				
City:	_State:	Zip:		
Reason for Name Change: Divorced Married Other				
Print Social Security Number:				
Sign and Date your Request:				
Signature:		_Date:		

Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 48 hours of incident. Written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Send Complaint to:

Professional Credential Services, Inc. Attn: South Carolina Cosmetology P.O. Box 198768 Nashville, Tennessee 37219-8768

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you within 5-7 business days.

Examination Guidelines

Dress Code

You should dress professionally, as you would when you are working in a shop. You are not allowed to have your name, your school name, or a shop name on your professional attire or kit.

Please see the attached NIC Candidate Information Bulletin for details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.

Best wishes on passing your examinations and a successful career in your chosen profession!



NATIONAL NAIL TECHNOLOGY THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

Please visit your examination provider's website for the most current bulletin prior to testing.

The National Nail Technology Theory Examination is the licensure examination for Nail Technicians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC). This bulletin contains IMPORTANT INFORMATION regarding the examination, including content outline covered by the theory examination, sample questions and answers, and references. The time allowed for the Nail Technology Theory Examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

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. <u>Picture ID is required for re-entry into examination</u>.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Communicating to other candidates or any examiner.
 - Exhibiting disruptive behavior.
 - The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.

NAIL TECHNOLOGY THEORY EXAMINATION CONTENT OUTLINE

1. SCIENTIFIC CONCEPTS (40%)

- A. Infection Control and Safety Practices
 - 1. Identify how disease and infection are caused and transmitted
 - 2. Recognize purpose and/or effects of infection control principles
 - (e.g., cleansing, sanitation, disinfection, sterilization)
 - a. Levels of infection control
 - b. Process of infection control (e.g., dispensing of products, disposal of soiled materials, storage of supplies)
 - 1. Recognize when cross-contamination occurs
 - 2. Differentiate between the purpose of single- and multi-use tools
 - 3. Apply blood exposure/contact procedures
 - 4. Identify purpose of Material Safety and Data Sheets (MSDS)
 - 5. Identify ways to prevent work injuries (e.g., ventilation, ergonomics, environment)
- B. Basic Human Anatomy and Physiology
 - 1. Identify function and structure of the skin
 - 2. Differentiate between disorders and diseases of the skin
 - 3. Identify bones of the arms and hands
 - 4. Identify bones of the legs and feet
 - 5. Identify muscles of the arms and hands and their functions
 - 6. Identify muscles of the legs and feet and their functions

- C. Nail Anatomy and Physiology
 - 1. Identify the parts of the nail (e.g., root, mantle, matrix)
 - 2. Identify function of structures of the nail
 - 3. Differentiate between signs and symptoms of nail conditions, disorders, and diseases
- D. Basic Chemistry of Nail Products
 - 1. Explain purpose and effects of products and ingredients
 - 2. Recognize interaction between chemicals
 - 3. Recognize physical interactions with chemicals
 - 4. Recognize chemical reactions (e.g., overexposure, chemical burn)

2. NAIL TECHNOLOGY PROCEDURES (60%)

- A. Client Consultation and Documentation
 - 1. Identify elements of a client consultation
 - 2. Evaluate condition of client's nail and skin (i.e., nail assessment)
 - 3. Recognize conditions that would prohibit service (i.e., contraindications)
 - 4. Determine services or products
 - 5. Maintain client records (e.g., service history, client card, health history)
- B. Nail Service Tools
 - 1. Identify function and effects of tools
 - a. Nail equipment (e.g., table, lamp, electric file, pedicure basin)
 - b. Nail implements (e.g., nail clippers, cuticle pusher)
 - c. Nail supplies, products, and materials (e.g., cotton, lotion, towels)
 - 2. Follow practices for safe use of tools (i.e., equipment, implements, supplies)
- C. Nail Service Preparation

1.

- 1. Perform set-up of work station/service area following infection control procedures
- 2. Perform sanitation of client's and technician's hands and/or feet
- D. Manicure and Pedicure Services
 - Perform procedures safely for basic manicure and/or pedicure service
 - a. Shape nails
 - b. Cuticle detailing (e.g., cuticle pushing, removal, conditioning)
 - c. Cleanse nails
 - d. Buff nails
 - e. Exfoliate (e.g., foot file, scrub, AHA)
 - f. Perform basic massage
 - 1. Identify mechanics of massage movements
 - a. Effleurage
 - b. Petrissage
 - c. Friction
 - d. Tapotement
 - 2 Recognize effects of massage types
 - a. Effleurage
 - b. Petrissage
 - c. Friction
 - d. Tapotement
 - 2. Recognize purpose and procedures for add-on services
 - a. Paraffin
 - b. Hot oil/lotion
 - c. Masks (e.g., detox, moisture)
 - d. Soak-off gels

- E. Perform Application, Maintenance, and Removal Procedures for Nail Enhancement Services
 - 1. Nail tip
 - 2. Acrylics
 - 3. Light-cured gels
- F. Perform Post-service Procedures Following Infection Control Guidelines

NAIL TECHNOLOGY SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Nail Technology Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

- 1. Pumice stone is used in pedicuring 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 implements 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 5. b 9. b



FOR ASSISTANCE, PLEASE CALL IQT AT 1-866-773-1114. (\$39.00 fee applies)

NAIL TECHNOLOGY REFERENCES

PRIMARY REFERENCES

Salon Fundamentals Nails – A Resource for Your Skin Care Career 2007, 10th printing, 1st Edition, June 2013 Pivot Point International, Inc. World Headquarters 1560 Sherman Avenue, Suite 700 Evanston, IL 60201 800-886-4247 www.pivot-point.com Milady's Standard Nail Technology 2011, 6th Edition Alisha Rimando Botero, Catherine M. Frangie, Jim McConnell, et al Milady 5 Maxwell Drive Clifton Park NY 12065-2919 www.milady.cengage.com

Nail Technician 2007 2.1 Edition Author: Randy Rick CLiC INTERNATIONAL 396 Pottsville/Saint Clair Highway Pottsville PA 17901 www.clicusa.com

NIC Infection Control and Safety Standards Adopted 1998: Revised October 2002, Revised August 2014 National-Interstate Council of State Boards of Cosmetology http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards-_Aug_2014.pdf

SUPPORTING REFERENCES

Salon Fundamentals Nails – A Resource for Your Skin Care Career 2007, 7th printing, 1st Edition, October 2011 Pivot Point International, Inc. World Headquarters 1560 Sherman Avenue, Suite 700 Evanston, IL 60201 800-886-4247 www.pivot-point.com

Milady's Standard Nail Technology 2007, 5th Edition, Revised Edition Catherine M. Frangie, Douglas Schoon, Sue Ellen Schultes plus 11 others Thompson Delmar Learning Milady 5 Maxwell Drive Clifton Park NY 12065-2919 www.milady.com

Nail Technician 2007 1st Edition Author: Randy Rick CLiC INTERNATIONAL 396 Pottsville/Saint Clair Highway Pottsville PA 17901 800-207-5400 www.clicusa.com



NATIONAL <u>NAIL TECHNOLOGY</u> PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

Please visit your official examination provider website OR <u>www.nictesting.org</u>, for the most current bulletin prior to testing.

National Nail Technology Practical Examination is the licensure examination for Cosmetologists, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding the NIC National Cosmetology Practical Examination content and administration for Nail Technology core services.

For each NIC National Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- *Important Instructions and Examination Core Domain Content* This document provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- *Additional Services* These individual documents provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- *References* This document provides a list of references used to develop and support the content covered in NIC examinations.

The references will always be the same for both Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW ALL DOCUMENTS THAT MAKE UP THE NIC EXAMINATION CIB.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

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. <u>Picture ID is required</u> for re-entry into the examination.
- Candidates are required to bring a supply kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.

- Due to standardization of the NIC National Examinations. Proctors and examiners are required to adhere to the following standards:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates. Candidates requesting information during the examination will be told one of the following statements:
 - "Do the best you can with what you have available."
 - "Do as you were taught."
 - Examiners are not allowed to speak with candidates.
 - If a candidate experiences an emergency situation, please notify the proctor by raising your hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidates have completed all tasks in the section, please step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
 - In the event that all candidates complete a section <u>before</u> the time has elapsed, the examiners will proceed to the next section of the examination.
 - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidates will be expected to follow the NIC Health and Safety Standards.

Failure to do so may result in your dismissal from the examination.

- Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards, OR go to <u>www.nictesting.org</u> for a current downloadable copy.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate's actions reported to the proper authorities.
- <u>All supplies must be labeled in English</u>. When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels <u>must have English</u> and may also include other languages. All non-manufacturers created labels must be only in English.
 - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
 - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the *"Suggested Examination Supplies"* section to see any further state specific requirements for supplies and products.

- Simulated products are *not* allowed for disinfectants and hand sanitizers.
- **NO AEROSOLS** are allowed in the testing environment
- Candidates are to perform all tasks, utilizing products and supplies, and as they were taught. There is however, a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin for items that a candidate may possibly utilize in a section.

NIC MANNEQUIN HAND REQUIREMENTS

Please refer to your state specific guidelines for mannequin hand requirements. If your state requires that you use a mannequin head(s) or hand(s):

- If candidates are required to use a mannequin hand(s), it is the candidate's responsibility to come prepared for the examination.
 - Mannequin hands must be an entire hand and cannot have removable digits.
 - Mannequin heads and hands must be approved by the examination state/vendor prior to admittance into examination.

SPECIAL ATTENTION

The following information is vital and specific to the NIC National Nail Technology Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are <u>required</u> to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled "To be disinfected"
 - Container labeled "Soiled linens"
 - Container labeled "Trash"
- It is specified that there is <u>more than one client</u> represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Nail Technology Practical Examination Content Domains Sections).
- The following sections are **new** to the Nail Technology Practical Examination:
- Blood Exposure Procedure (Content Domain Section 6)
- <u>Candidates are expected to brace any time they are working around the eye and mouth areas.</u>
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.

NAIL TECHNOLOGY PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Nail Technology Practical Examination includes 6 (six) core domain sections. The Core Domain Sections are based on the national job analysis.

- 1. Work Area and Client Preparation, and Set Up of Supplies (First client) (15 minutes)
- 2. Manicure and Polish Application (20 minutes)
- 3. Work Area and <u>New</u> Client Preparation, and Set Up of Supplies (Second client) (10 minutes)
- 4. Nail Tip Application and Blending (20 minutes)
- 5. Sculptured Nail (20 minutes)
- 6. Blood Exposure Procedure (10 minutes)

CONTENT DOMAINS

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will prepare your work area for your client."

"You will set up the universal supplies you will use throughout the examination."

"You will also set up the supplies for the manicure and polish application."

"You will prepare your client for the services."

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

"You will have 15 minutes to complete this section."

"You will be informed when you have 8 minutes remaining."

"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."

"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- **1.1** Disinfects all work areas completely with product labeled in English as EPA-registered, hospitalgrade disinfectant
- 1.2 Sanitizes hands with product labeled in English
- 1.3 Universal supplies are labeled in English
- **1.4** Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand: *"Please stop working."*

2. MANICURE AND POLISH APPLICATION (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will perform a manicure and polish application."

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

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

- "You will be informed when you have 10 minutes remaining."
- "Turn the hand toward the examiner to indicate you have finished."
- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

- 2.1 Manicure supplies are labeled in English
- 2.2 Implements and supplies are visibly clean
- 2.3 Sanitizes hand to be manicured with product labeled in English
- 2.4 Shapes free edge to establish uniform length and shape
- 2.5 Immerses all fingernails in bowl of water
- 2.6 Applies cuticle remover
- 2.7 Pushes back cuticle
- 2.8 Cleans under free edge
- 2.9 Brushes or wipes nails to remove product or remaining debris
- 2.10 Buffs nails
- 2.11 Applies cuticle oil
- 2.12 Applies massage product
- 2.13 Performs massage on the fingers, top and palm of the hand demonstrating at *LEAST* 2 different types of massage movements
- 2.14 Cleanse each nail plate with appropriate solution
- 2.15 Applies base coat to cover entire nail plate
- 2.16 Applies red polish to cover entire nail plate
- 2.17 Applies top coat to cover entire nail plate

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand: *"Please stop working. Please do nothing until the next verbal instructions are given."*

- 2.18 Final appearance of polish is smooth and even
- 2.19 Nail plate is entirely covered with red polish
- 2.20 Cuticle and surrounding skin are free of polish and free of injury

NIC Nail Technology Practical Examination – Manicure and Polish Application (continued)

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of nail has been examined:

"Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

"All examiners have indicated they are ready to proceed with the examination."

"You will remove the polish from all nails and properly dispose of supplies used in the previous section of the examination."

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

"You will have 5 minutes to complete this section."

"You will be informed when you have 2 minutes remaining."

"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

2.21 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed: *"All candidates have indicated they have completed this section of the examination, we will now proceed."*

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand: *"Please stop working."*

3. WORK AREA AND <u>NEW</u> CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will prepare your work area for a <u>NEW</u> client."

"You will set up the universal supplies you will use for the remainder of the examination."

"You will also set up for the following sections of the examination:

nail tip application and blending sculptured nail."

"You will prepare your client for the services."

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

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

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

"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."

"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- **3.1** Disinfects all work areas completely with product labeled in English as EPA-registered, hospitalgrade disinfectant
- 3.2 Sanitizes hands with product labeled in English
- 3.3 Universal supplies are labeled in English
- **3.4** Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed: *"All candidates have indicated they have completed this section of the examination, we will now proceed."*

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand: *"Please stop working."*

4. NAIL TIP APPLICATION AND BLENDING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

(Note: Proctor will assign the finger for application of the nail tip)

"You will perform nail tip application and blending."

"You will apply the nail tip to the ______ finger."

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

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

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

"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 4.1 Nail tip application and blending supplies are labeled in English
- 4.2 Implements and supplies are visibly clean
- 4.3 Sanitizes model's hand with product labeled in English
- 4.4 Removes residual nail polish from nail plate with appropriate solution
- 4.5 Removes shine from nail plate
- 4.6 Removes dust from nail plate
- 4.7 Applies nail dehydrator product to nail plate
- 4.8 Selects full-well tip and attaches to nail plate of assigned finger
- 4.9 Trims and shapes nail tip
- 4.10 Blends and finishes nail tip

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand: "*Please stop working. Please do nothing until the next verbal instructions are given.*"

- 4.11 Result of tip selection and application
- 4.12 Cuticle and surrounding skin are free of adhesive
- 4.13 Appearance of finished nail tip

Examiner – Verbal Instructions: Read to candidate individually after the nail tip application and blending has been examined:

"Please do nothing until further instructions are given."

4.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

NIC Nail Technology Practical Examination – Nail Tip Application and Blending (continued)

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

"All examiners have indicated they are ready to proceed."

5. SCULPTURED NAIL (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

(Note: Proctor will assign the finger to be sculpted)

"You will sculpt a nail on the ______finger."

"You must use a <u>manufacturer sealed</u>, <u>low-odor/less-odor</u> monomer (Check your state specific testing guidelines for product requirements.

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

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

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

"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

- 5.1 Sets up sculptured nail supplies. Polymer, monomer, and primer *MUST* be in original container and have manufacturer's label in English.
- 5.2 Implements and supplies are visibly clean
- 5.3 Removes shine from nail plate
- 5.4 Cleanses and dehydrates nail plate
- 5.5 Applies nail form to fit snugly under free edge
- 5.6 Applies nail primer to nail plate
- 5.7 Sculpt a nail to extend the free edge of assigned finger
- 5.8 Shapes, contours and finishes sculptured nail

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand: *"Please stop working. Please do nothing until the next verbal instructions are given."*

NIC Nail Technology Practical Examination – Sculptured Nail (continued)

5.9 Appearance of finished sculptured nail is smooth, balanced, and even

5.10 Cuticle and surrounding skin are free of sculptured product and remain undamaged

Examiner – Verbal Instructions: Read to each candidate individually once the final appearance of nail has been examined:

"Please do nothing until the next verbal instructions are given."

5.11 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

"All examiners have indicated they are ready to proceed."

6. BLOOD EXPOSURE PROCEDURE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will demonstrate the blood exposure procedure."

"You will imagine the following scenario: During a service, your client has sustained a minor cut to the thumb. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure."

"You are expected to follow all client protection, safety and infection control procedures."

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

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

"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."

(2) "You may begin

Candidates will be evaluated on the following tasks:

- 6.1 Blood exposure supplies and materials are labeled in English
- 6.2 Removes materials from first aid kit
- 6.3 Supplies and materials are visibly clean
- 6.4 Candidate wears gloves
- 6.5 Cleans injured area with antiseptic
- 6.6 Covers with dressing that is absorbent and secured
- 6.7 Disposes of all contaminated supplies

NIC Nail Technology Practical Examination – Blood Exposure (continued)

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section. Please wait until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand: *"Please stop working. Please wait until the next verbal instructions are given."*

CANDIDATE SUMMARY AND FINAL CLEANUP

Proctor - Verbal Instructions: Read at the conclusion of the examination:

"All examiners have indicated they have completed their assessment."

"Make sure that all kit supplies and disposable materials are taken with you."

"This concludes the National Interstate Council of State Boards of Cosmetology, National Nail Technology Practical Examination."

"Thank you for your participation."

SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

- candidate supply kit to serve as dry storage area (must be closeable)
- hospital grade (level), EPA-registered disinfectant with manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used (must be actual disinfectant)
- hand sanitizer and manufacturer's label (must be actual hand sanitizer)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- first aid kit
- paper towels

MANICURE AND POLISH APPLICATION SUPPLIES

- mannequin hand(s) with artificial nails attached (Must be entire hand; cannot have removable digits.)
- bowl (finger bowl)
- water
- nail file(s) and/or buffer(s)
- cotton
- cuticle cream/remover
- cuticle pusher
- nail brush
- massage product
- base coat
- top coat
- red polish
- polish remover

NAIL TIP APPLICATION AND BLENDING SUPPLIES

- mannequin hand(s) with artificial nails attached (Must be entire hand; cannot have removable digits.
- nail file(s) and/or buffer(s)
- full-well nail tips
- nail clipper
- adhesive

SCULPTURED NAIL SUPPLIES

- mannequin hand(s) with artificial nails attached (Must be entire hand; cannot have removable digits.)
- nail prep solution
- sculptured nail products monomer, polymer, and primer
 Monomer must be <u>low-odor/less-odor</u> and factory sealed in its original container with manufacturer's label.

Polymer and primer must be in its original container with manufacturer's label. (Please check State specific examination provider's guidelines)

- sculptured nail brush
- dappen dishes
- nail form(s)
- file(s) and/or buffer(s)
- oil

BLOOD EXPOSURE PROCEDURE SUPPLIES

bag for disposal of blood-contaminated materials

COSMETOLOGY & HAIR DESIGN

REFERENCES

Milady Standard Cosmetology 2016 Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

Today's Class: Cosmetology 1, Cosmetology, 2, Basic Esthetics 1 & 2, Nail Technician 2016 Melior, Inc. <u>https://www.todaysclass.com/index.html</u> 877-224-0435

Salon Fundamentals Cosmetology 2014, 3rd Edition, 1st Printing. September 2014 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Cosmetology Career Concepts CLIC International 2014 Pottsville, PA 17901

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology 2012 Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

Salon Fundamentals Cosmetology 2013, 2nd Edition, 8th printing, December 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

BARBERING (BARBER STYLING, BARBER, BARBER 1)

REFERENCES

Milady's Standard Professional Barbering 2011, 5th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Professional Barbering 2006 Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

BODY PIERCING

REFERENCES

APP Procedure Manual 2013 Edition Association of Professional Piercers <u>safepiercing.org</u> Customer Service: <u>info@safepiercing.org</u> 1.888.888.1277

Milady's Standard Esthetics: Fundamentals 2013, 11th Edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

The Piercing Bible March 2009 Elayne Angel http://piercingbible.com/

ELECTROLOGY

REFERENCES *Milady's Hair Removal Techniques: A Comprehensive Manual* 2004 Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Esthetics 2013, 2nd Edition, 11th printing, 2nd Edition, August 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals 2009, 10th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career 2007, 10th printing, 2nd Edition, September 2012 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

ESTHETICS

REFERENCES Milady's Standard Esthetics: Fundamentals 2013, 11th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Esthetics 2013, 2nd Edition, 11th printing, 2nd Edition, August 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals 2009, 10th Edition Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career 2007, 10th printing, 2nd Edition, September 2012 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

ESTHETICS-ADVANCED PRACTICE (AP)

REFERENCES

Milady Standard Esthetics: Advanced 2013 2nd edition Milady <u>www.miladypro.com</u> Customer Service: info@milady.com

800.998.7498 ext. 2700

Skin Care: Beyond the Basics 2012, 4th Edition Mark Lees Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals 2013, 11th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

INSTRUCTOR

REFERENCES

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2014, 14th Edition Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

Mindful Teaching Pro eBook 101.1 – 701.6 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Master Educator Student Course Book 2014, 3rd Edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u>

McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers 2011, 13th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u>

MANAGER

REFERENCES Successful Salon & Spa Management 2012, 6th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology 2016 Milady www.miladypro.com

Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Cosmetology 2014, 3rd Edition, 1st Printing. September 2014 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Cosmetology Career Concepts CLIC International 2014 Pottsville, PA 17901

NAIL TECHNOLOGY

REFERENCES

Today's Class: Nail Technician 2016 Melior, Inc. <u>https://www.todaysclass.com/index.html</u> 877-224-0435

Milady's Standard Nail Technology 2015, 7th Edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Nails 2013, 1st Edition, 10th printing, June 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Nails – Exhibits of Art 2007, 2.1 Edition CLIC International 2014 Pottsville, PA 17901

SUPPLEMENTAL REFERENCES

Milady's Standard Nail Technology 2011, 6th Edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u>

800.998.7498 ext. 2700

Salon Fundamentals Nails 2011, 1st Edition, 7th Printing, October 2011 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Nails – Exhibits of Art 2007, 1st Edition Author: Randy Rick CLIC International 2014 Pottsville, PA 17901

NATURAL HAIR STYLING

REFERENCES

Milady Standard Natural Hair Care and Braiding 2014 Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology 2016 Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

Salon Fundamentals Cosmetology 2014, 3rd Edition, 1st Printing. September 2014 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Cosmetology Career Concepts CLIC International 2014 Pottsville, PA 17901

TATTOOING

REFERENCES

APP Procedure Manual 2013 Edition Association of Professional Piercers <u>safepiercing.org</u> Customer Service: <u>info@safepiercing.org</u> 1.888.888.1277

Milady's Standard Esthetics: Fundamentals 2013, 11th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

WAX TECHNOLOGY (CURRENT) & HAIR REMOVAL TECHNOLOGY (NEW)

REFERENCES

Milady's Standard Esthetics: Fundamentals 2013, 11th Edition Milady www.miladypro.com Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Esthetics 2013, 2nd Edition, 11th printing, 2nd Edition, August 2013 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Milady Standard Esthetics: Advanced 2013 2nd edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2009, 10th Edition Milady <u>www.miladypro.com</u> Customer Service: <u>info@milady.com</u> 800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career 2007, 10th printing, 2nd Edition, September 2012 Pivot Point International, Inc. <u>www.pivot-point.com</u> Contact: Debbie Mack, <u>dmack@pivotpoint.com</u> 800-886-4247

Milady's Hair Removal Techniques: A Comprehensive Manual 2004 Milady www.miladypro.com Customer Service: info@milady.com 800.998.7498 ext. 2700

NIC INFECTION CONTROL AND SAFETY STANDARDS

DISINFECTION

~Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned **AND** disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal (*Formulated for Hospitals*) disinfectant that is mixed and used according to the manufacturer's directions. When allowed by state rule/law, disinfectant sprays **OR** wipes that are bactericidal, virucidal and fungicidal are acceptable forms of disinfection following proper cleaning of the item.

Note: Porous items are considered to be single use items and can **NOT** be disinfected. These items are single use and are to be disposed of in the trash immediately after use.

~Tools, implements, and multi-use items **MUST** stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer's label to be effective.

~All disinfectant solutions must be mixed and changed per the manufacturer's instructions.

HAND WASHING

~Thoroughly wash hands and the exposed portions of arms with soap and water before providing services to each client and anytime hands become contaminated.

NAIL TECHNOLOGY

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

~Due to the testing environment, NIC requires low odor/odorless nail products be used during the NIC National practical examinations.

NIC Blood Exposure Procedure

The following guidelines should be used if a blood exposure should occur during a service:

Who is bleeding?

<u>Client</u>

- 1. Stop Service.
- 2. Put gloves on.
- 3. If appropriate, assist client to sink and rinse the injured area under running water.
- 4. Pat dry with a new, clean, disposable towel.
- 5. Offer/apply antiseptic & adhesive bandage.
- 6. Place all single use items in a bag and place in a trash receptacle.
- 7. Remove all implements from station and properly clean and disinfect.
- 8. Clean and disinfect work area.
- 9. Remove and dispose of gloves.
- 10. Wash hands.
- 11. Return to service.

<u>Licensee</u>

- 1. Stop Service.
- 2. Explain the situation and excuse yourself from the service.
- 3. If appropriate, rinse injured area under running water.
- 4. Pat dry with a new, clean, disposable towel.
- 5. Apply antiseptic & adhesive bandage.
- 6. Put gloves on.
- 7. Place all single use items in a bag and place in a trash receptacle.
- 8. Remove all implements from the work area and properly clean and disinfect.
- 9. Clean & disinfect work area.
- 10. Remove and dispose of gloves.
- 11. Wash hands.
- 12. If necessary cover injured area with a protective finger cot or new glove.
- 13. Return to service.