

P R O F E S S I O N A L  

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**CRE**  **ENTIAL**  
S E R V I C E S , I N C .



New Mexico

**BOARD OF BARBERS and COSMETOLOGISTS**

**Manicurist/Pedicurist**

Candidate Handbook

September 2014

## Quick Reference

### STEP ONE: COMPLETE ONLINE APPLICATION

- Read Candidate Handbook
- Submit required documents to PCS

### STEP TWO: TAKE EXAMINATIONS

- Schedule Theory Examination with PSI
- Take Practical Examination on date scheduled with PCS

### CONTACT INFORMATION

#### Professional Credential Services (PCS)

*Regular Mailing Address*

Attn: New Mexico Coordinator  
P.O. Box 198768  
Nashville, Tennessee 37219-8768

*Courier Mailing Address*

Attn: New Mexico Coordinator  
150 Fourth Avenue North  
Suite 800  
Nashville, Tennessee 37219

Customer Service: (888) 822-3272

Email: [nmcos@pcshq.com](mailto:nmcos@pcshq.com)

Website: <http://www.pcshq.com>

#### PSI Exams

Scheduling: (800) 733-9267

Fax: (702) 932-2666

Website: [www.candidate.psiexams.com](http://www.candidate.psiexams.com)

#### New Mexico Regulation and Licensing Department of Barbers and Cosmetologists

*Regular Mailing Address*

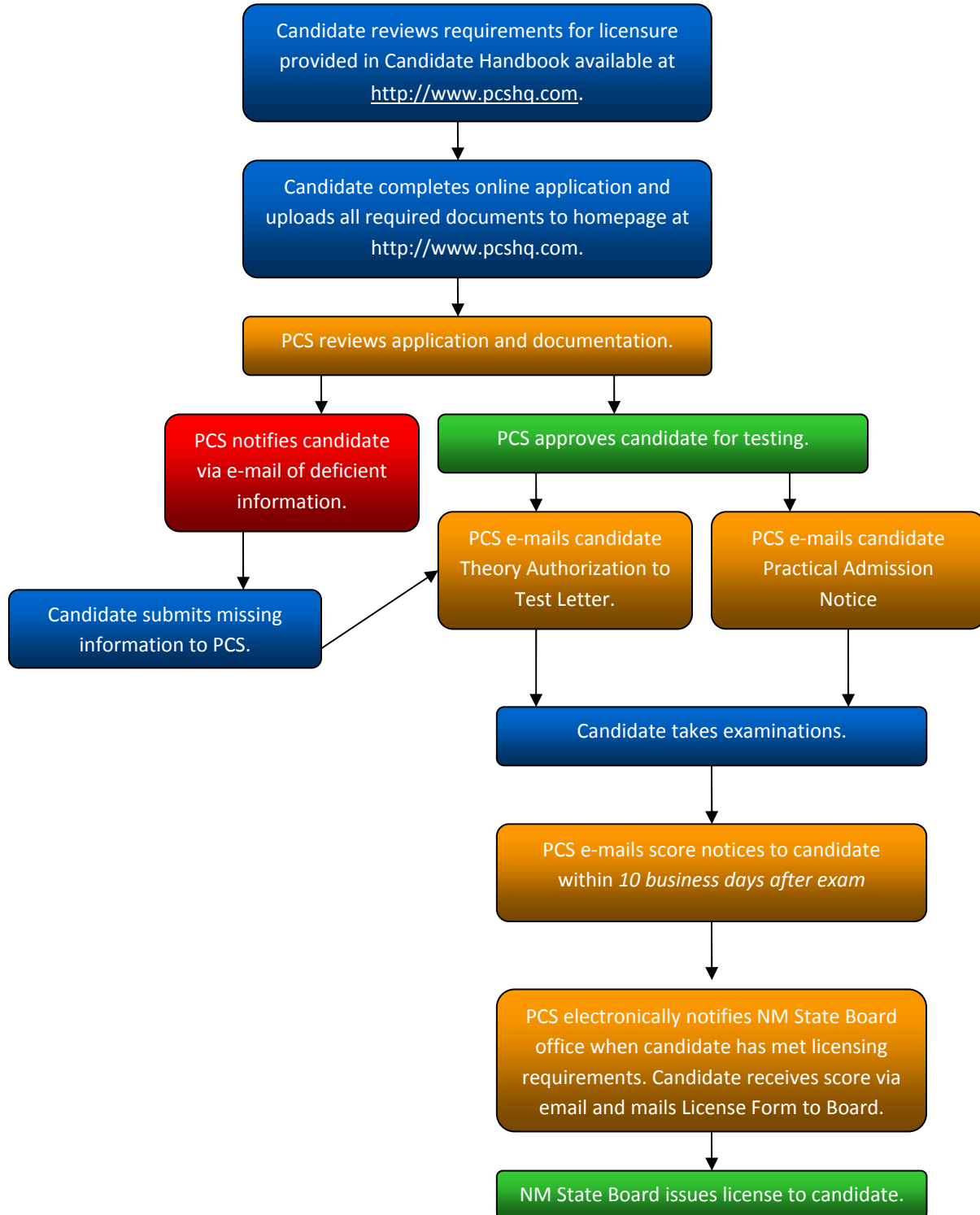
2550 Cerrillos Road, Second Floor  
P.O. Box 25101  
Santa Fe, New Mexico 87504

Telephone: (505) 476-4690

Fax: (505) 476-4646

Website: <http://www.rld.state.nm.us/boards/Barbers-and-Cosmetolgists.aspx>

## Application Process



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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 New Mexico Board of Barbers and Cosmetologists (the “Board”) is responsible for licensing and regulating the profession of Manicurist/Pedicurist in the State of New Mexico. 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 Manicurist/Pedicurist license in the State of New Mexico, you must meet the following requirements:

1. Be at least 17 years of age.
2. Successfully complete a minimum of 350-hour course of instruction in a licensed school.
3. Successfully pass the NIC theory & practical and State Law examinations.

## Training Expiration Limit

! Pursuant to New Mexico Regulation 16.34.2.8A(2)©, all required examinations must be taken and passed within 24 months of the date training was completed. After 24 months you are required to complete a minimum of 150 hours of remedial education; upon completion, you must submit a new application to PCS along with proof of completing these additional hours. *Examination scores are only valid within 24 months of training completion date.*

## Examination Fees

Fees are due at the time you submit your application to PCS. We accept Money Orders, Certified Checks, Visa, Master Card, or Discover. All fees are **non-refundable**.

Examination Type	First Time Fees	Re-Exam Fees
Manicurist/Pedicurist Theory & Practical	\$ 203.00	\$ 203.00
Manicurist/Pedicurist Theory	\$ 130.00	\$ 130.00
Manicurist/Pedicurist Practical	\$ 73.00	\$ 73.00

## Practical Examination Dates

### 2014

Location	Examination Date	Application Deadline
Albuquerque	1/13/2014	12/23/2013
Albuquerque	2/10/2014	1/20/2014
Albuquerque	3/10/2014	2/17/2014
Albuquerque	4/14/2014	3/24/2014
Albuquerque	5/12/2014	4/21/2014
Albuquerque	6/9/2014	5/19/2014
Albuquerque	7/14/2014	6/23/2014
Albuquerque	8/11/2014	7/21/2014
Albuquerque	9/8/2014	8/18/2014
Albuquerque	10/13/2014	9/22/2014
Albuquerque	11/10/2014	10/20/2014
Albuquerque	12/8/2014	11/17/2014

Location	Examination Date	Application Deadline
Las Cruces	1/27/2014	1/6/2014
Las Cruces	3/24/2014	3/3/2014
Las Cruces	5/19/2014	4/28/2014
Las Cruces	7/28/2014	7/7/2014
Las Cruces	9/29/2014	9/8/2014
Las Cruces	11/24/2014	11/3/2014

Location	Examination Date	Application Deadline
Farmington	6/9/2014	5/19/2014

### 2015

Location	Examination Date	Application Deadline
Albuquerque	1/5/2015	12/15/2014
Albuquerque	2/9/2015	1/19/2015
Albuquerque	3/9/2015	2/16/2015
Albuquerque	4/20/2015	3/30/2015
Albuquerque	5/11/2015	4/20/2015
Albuquerque	6/15/2015	5/25/2015
Albuquerque	7/13/2015	6/22/2015
Albuquerque	8/10/2015	7/20/2015
Albuquerque	9/14/2015	8/24/2015
Albuquerque	10/19/2015	9/28/2015
Albuquerque	11/9/2015	10/19/2015
Albuquerque	12/14/2015	11/23/2015

Location	Examination Date	Application Deadline
Las Cruces	1/26/2015	1/5/2015
Las Cruces	3/16/2015	2/23/2015
Las Cruces	5/18/2015	4/27/2015
Las Cruces	7/20/2015	6/29/2015
Las Cruces	9/21/2015	8/31/2015
Las Cruces	11/16/2015	10/26/2015

Location	Examination Date	Application Deadline
Farmington	6/1/2015	5/11/2015

## 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 New Mexico Manicurist/Pedicurist page at <http://www.pcshq.com>.

## Application Requirements

### Professional Training Hours

Once an online application has been completed with PCS, the following items may be uploaded to the candidates homepage.

1. A current 2" x 2" passport type photo. *This may be up-loaded onto your PCS Homepage.*
2. A copy of current Driver's License, Birth Certificate, Visa or Passport. *This may be up-loaded onto your PCS Homepage.*
3. New Mexico Training Affidavit - Must be notarized or include School Seal.
4. NM Transcript of Training - must include a curriculum breakdown of hours, official school seal or be notarized and include the dates training was completed.

! 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, e-mailed to the New Mexico Coordinator, or up-loaded on your Homepage.

## Reinstatement/Reciprocity

### How to Reinstate an Expired License

1. If you hold a license that has been expired for less than one year, please contact the Board Office at (505) 476 4690 or visit [http://www.rld.state.nm.us/boards/Barbers\\_and\\_Cosmetologists.aspx](http://www.rld.state.nm.us/boards/Barbers_and_Cosmetologists.aspx) for further information.
2. If you hold a license that has been expired for more than one year but less than five years, you must complete an online application with PCS. You are required to take and pass the practical examination.
3. If you hold a license that has been expired for more than five years, you must apply to a Board approved school; submit to a scholastic evaluation to determine your training needs; and complete a minimum of 150 hours of remedial education. Upon completion of the remediation, you must apply online with PCS. You are required to take and pass both the theory and practical examinations.

## Reciprocity

### How to Reciprocate an Out of State License

1. If you hold a license in another state and would like to obtain a license in New Mexico, please contact the Board Office at (505) 476 4690 or visit [http://www.rld.state.nm.us/boards/Barbers\\_and\\_Cosmetologists.aspx](http://www.rld.state.nm.us/boards/Barbers_and_Cosmetologists.aspx) for further information.



## 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 <http://www.pcshq.com>
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **New Mexico**
5. Click **Manicurist/Pedicurist**
6. Click **Create an Account** (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 unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.**

E-Mail Address

First Name

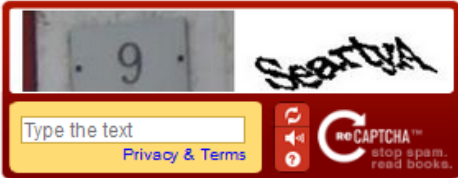
Last Name

Birth Date (m/d/yyyy)

**If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.**

Social Security Number

**Please enter the REcaptcha information below**



Type the text

Privacy & Terms

reCAPTCHA™ stop spam. read books.

## 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 1-6 listed above.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online application; select appropriate license type (i.e. Cosmetology).
4. Continue with online application until all required fields have been completed.
5. Choose the examinations you wish to take.
6. Select Payment Option.


**!** 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).

<b>Your Profile.</b> Name Mr. John Douglas Doe Address 150 Fourth Avenue North Suite 800 NASHVILLE TN 37214 Phone 8888223272 SSN 222595252 Alt ID 123456789 Birthdate 05/05/1955 EMail zopkey@pcshq.com Username zopkey@pcshq.com <a href="#">EDIT PROFILE</a>	<b>Active Applications.</b> New Mexico Cosmetology & Barbering, Barber <a href="#">ADD STATE APP#</a> <a href="#">ADD LICENSE NUMBER</a> <a href="#">ADD LIC EXP DATE</a> App Expires: 09/01/2014 <a href="#">EDIT</a> <a href="#">Print New App Label</a> Applied 01/15/2014 Most recent application: 01/15/2014 Status: Paid. Waiting for review. <table border="1"><tr><td colspan="2"><b>Application Approval Requirements ADD</b></td></tr><tr><td><input type="checkbox"/></td><td><a href="#">Coordinator Review</a></td></tr><tr><td><input type="checkbox"/></td><td><a href="#">APPLICATION</a></td></tr><tr><td><input type="checkbox"/></td><td><a href="#">2X2 PHOTO</a></td></tr><tr><td><input type="checkbox"/></td><td><a href="#">FORM 1 GOVT ISSUED ID</a></td></tr><tr><td><input type="checkbox"/></td><td><a href="#">TRAINING AFFIDAVIT</a></td></tr><tr><td><input type="checkbox"/></td><td><a href="#">Final Review</a></td></tr></table> <a href="#">DOCUMENTS</a>	<b>Application Approval Requirements ADD</b>		<input type="checkbox"/>	<a href="#">Coordinator Review</a>	<input type="checkbox"/>	<a href="#">APPLICATION</a>	<input type="checkbox"/>	<a href="#">2X2 PHOTO</a>	<input type="checkbox"/>	<a href="#">FORM 1 GOVT ISSUED ID</a>	<input type="checkbox"/>	<a href="#">TRAINING AFFIDAVIT</a>	<input type="checkbox"/>	<a href="#">Final Review</a>
<b>Application Approval Requirements ADD</b>															
<input type="checkbox"/>	<a href="#">Coordinator Review</a>														
<input type="checkbox"/>	<a href="#">APPLICATION</a>														
<input type="checkbox"/>	<a href="#">2X2 PHOTO</a>														
<input type="checkbox"/>	<a href="#">FORM 1 GOVT ISSUED ID</a>														
<input type="checkbox"/>	<a href="#">TRAINING AFFIDAVIT</a>														
<input type="checkbox"/>	<a href="#">Final Review</a>														
<b>Documents</b> <a href="#">ADD NEW DOCUMENT</a>															
<b>Education</b> A BETTER U ACADEMY ALBUQUERQUE NM From 05/01/2011 Graduated: 09/01/2012 <a href="#">CHANGE SCHOOL</a>															

## PCS Candidate Homepage

### Logging into your Homepage

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



**PROFESSIONAL  
CREDENTIAL  
SERVICES, INC.**

**Log into your account**

E-Mail Address

Password

\*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here](#).

If 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 Applications.**

New Mexico  
Cosmetology & Barbering, Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 09/01/2014 [EDIT](#)  
[Print New App Label](#)  
Applied 01/15/2014  
Most recent application: 01/15/2014  
Status: Paid. Waiting for review.

**Application Approval Requirements [ADD](#)**

<input type="checkbox"/>	<a href="#">Coordinator Review</a>
<input type="checkbox"/>	<a href="#">APPLICATION</a>
<input type="checkbox"/>	<a href="#">2X2 PHOTO</a>
<input type="checkbox"/>	<a href="#">FORM 1 GOVT ISSUED ID</a>
<input type="checkbox"/>	<a href="#">TRAINING AFFIDAVIT</a>
<input type="checkbox"/>	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.

**Active Applications.**

New Mexico  
Cosmetology & Barbering, Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 09/01/2014 [EDIT](#)  
[Print New App Label](#)  
Applied 01/15/2014  
Most recent application: 01/15/2014  
Status: Approved.

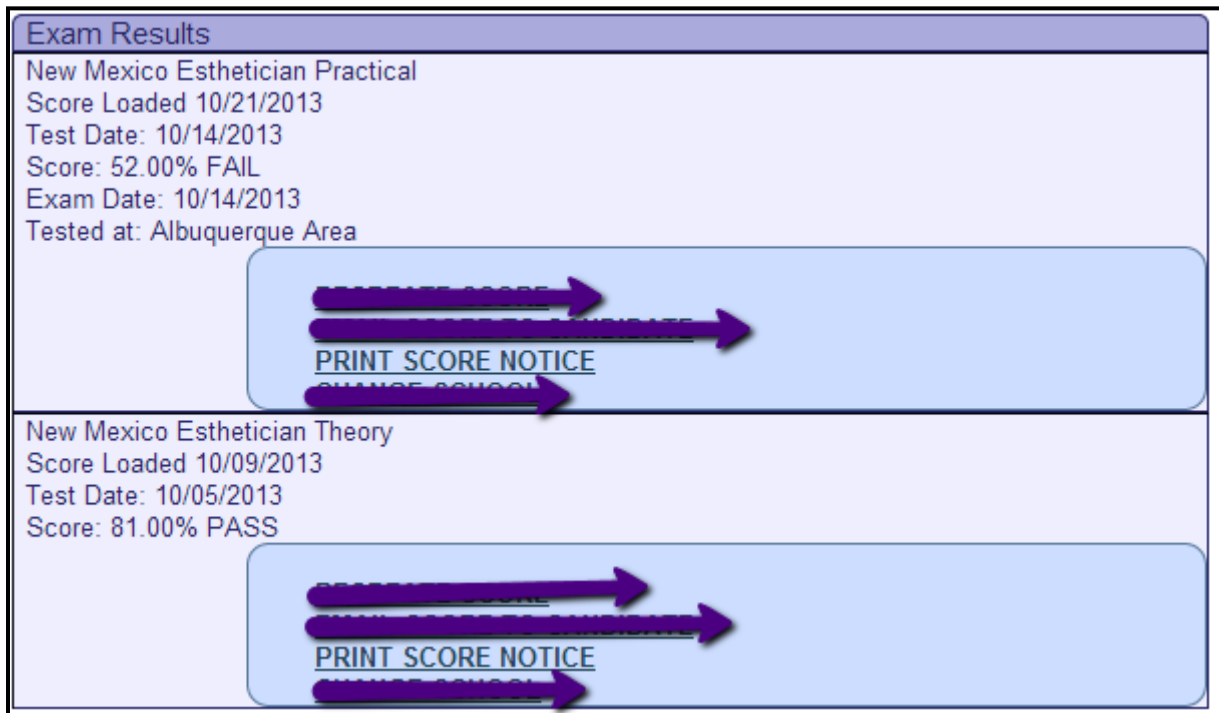
**Application Approval Requirements [ADD](#)**

<input checked="" type="checkbox"/>	<a href="#">Coordinator Review</a>
<input checked="" type="checkbox"/>	<a href="#">APPLICATION</a>
<input checked="" type="checkbox"/>	<a href="#">2X2 PHOTO</a>
<input checked="" type="checkbox"/>	<a href="#">FORM 1 GOVT ISSUED ID</a>
<input checked="" type="checkbox"/>	<a href="#">TRAINING AFFIDAVIT</a>
<input checked="" type="checkbox"/>	Final Review

## Reprinting Documents

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

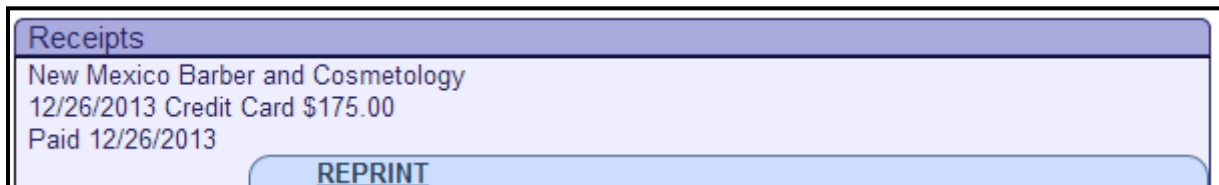
- Click **Print Score Notice** option next to item you wish to reprint a score notice



The screenshot shows a table of exam results. The first entry is for 'New Mexico Esthetician Practical' with a score of 52.00% (FAIL). The second entry is for 'New Mexico Esthetician Theory' with a score of 81.00% (PASS). In both entries, the 'PRINT SCORE NOTICE' button is highlighted with a red arrow pointing to it.

Exam Results
New Mexico Esthetician Practical Score Loaded 10/21/2013 Test Date: 10/14/2013 Score: 52.00% FAIL Exam Date: 10/14/2013 Tested at: Albuquerque Area
New Mexico Esthetician Theory Score Loaded 10/09/2013 Test Date: 10/05/2013 Score: 81.00% PASS

- Click **Reprint** option next to item you wish to print a receipt.



The screenshot shows a receipt for 'New Mexico Barber and Cosmetology' dated 12/26/2013 for a credit card payment of \$175.00. The 'REPRINT' button is highlighted with a red arrow pointing to it.

Receipts
New Mexico Barber and Cosmetology 12/26/2013 Credit Card \$175.00 Paid 12/26/2013

## 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.

Active Applications

New Mexico  
Cosmetology & Barbering, Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 09/01/2014 [EDIT](#)  
[Print New App Label](#)  
Applied 01/15/2014  
Most recent application: 01/15/2014  
Status: Approved.

**Application Approval Requirements [ADD](#)**

- [Coordinator Review](#)
- [APPLICATION](#)
- [2X2 PHOTO](#)
- [FORM 1 GOVT ISSUED ID](#)
- [TRAINING AFFIDAVIT](#)
- [Final Review](#)

[RESCHEDULE PRACTICAL](#)

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

Active Applications

New Mexico  
Cosmetology & Barbering, Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 09/01/2014 [EDIT](#)  
[Print New App Label](#)  
Applied 01/15/2014  
Most recent application: 01/15/2014  
Status: Approved.

**Application Approval Requirements [ADD](#)**

- [Coordinator Review](#)
- [APPLICATION](#)
- [2X2 PHOTO](#)
- [FORM 1 GOVT ISSUED ID](#)
- [TRAINING AFFIDAVIT](#)
- [Final Review](#)

[RESCHEDULE THEORY](#)

## Application Approval Process

Once an online application has been completed (payment has been made), the coordinator will receive notification. PCS will review your application and enter any requirements which may be pending (i.e. High School Transcript or Training Transcript). *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 receives 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, and payment must be received in our office on or before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received.

## 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 e-mail 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 – <http://www.psiexams.com>
- 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.

### 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 in 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 exam once your application has been approved.

### Rescheduling Policy

Rescheduling is not permitted for the practical examination 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, documentation may be e-mailed to your coordinator at [nmcoss@pcshq.com](mailto:nmcoss@pcshq.com) or uploaded to 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 photo (must be color)
- 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 allowed to take the examination and you will forfeit your examination fee.

### Acceptable Forms of Identification

Both forms of Identification must be listed under the same name that is listed on your PCS account.

#### Primary ID (current, non-expired Governments Issued ID)

- 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)

- 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)

### Arrival

You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test.

## 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. **No visitors, guests or children are allowed in the test center.**

### 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

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.

### State Score Requirements

Once you pass both the theory and practical examination, you will receive a *Notice of Completion and a Licensure Fee Notice*. Mail this form with the required fees to the Board Office so that your license can be issued. It is not necessary to notify the Board Office once you pass an examination; they are provided score information on a daily basis.

## 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 updated 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.*

**Email:** [nmcoss@pcshq.com](mailto:nmcoss@pcshq.com)

**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: \_\_\_\_\_

**Print Social Security Number:** \_\_\_\_\_

**Sign and Date your Request:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Formal Complaints

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints should be filed with PCS within 48 hours of incident. Please include the following information along with a detailed description of the incident:

- First and Last Name
- Candidate ID# or email address
- State in which you are applying for a license
- Date and location of incident

### (1) E-Mail Complaint to:

nmcos@pcshq.com

### (2) Mail Complaint to:

Professional Credential Services, Inc.  
Attn: New Mexico Coordinator  
P.O. Box 198768  
Nashville, Tennessee 37219-8768

## Complaint Review Process

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

## National Nail Technology Written Examination

### Scientific Concepts – 45%

#### Understand infection control procedures as it relates to:

- ◇ Bacteria and how they are spread
- ◇ Viruses and how they are spread
- ◇ Fungi and how they are spread
- ◇ Methods of sanitation
- ◇ Methods of disinfection
- ◇ Methods of sterilization
- ◇ Nail services
- ◇ Sanitizing and disinfecting circulating and noncirculating pedicure tubs
- ◇ Dispensing products (e.g., using a spatula)

#### Understand safety procedures as related to:

- ◇ Disposal of soiled materials
- ◇ Storage of supplies
- ◇ OSHA requirements for Material Safety and Data Sheets (MSDS)
- ◇ OSHA requirements for product labeling
- ◇ OSHA requirements for product storage
- ◇ OSHA requirements for ventilation
- ◇ OSHA requirements for product disposal
- ◇ OSHA requirements for blood borne pathogens
- ◇ OSHA requirements for Universal Precautions
- ◇ Preventing work injuries

#### Understand basic human anatomy/physiology as it relates to:

- ◇ The function of the skin
- ◇ The structure of the skin
- ◇ Disorders and diseases of the skin (e.g., abnormal pigmentation, infections, inflammations, lesions)
- ◇ The skeletal system and its function
- ◇ The muscular system and its function
- ◇ The vascular/circulatory system and its function

- ◇ The nervous system and its function

#### Understand nail anatomy/physiology as it relates to:

- ◇ The parts of the nail (e.g., root, mantle, matrix)
- ◇ The structure and composition of the nail (e.g., keratin, layers of the nail, blood supply to the nail)
- ◇ Nail conditions and disorders
- ◇ Nail diseases
- ◇ Signs of infections

#### Understand basic chemistry as it relates to:

- ◇ Adhesion
- ◇ Chemical reactions
- ◇ Physical reaction
- ◇ Product ingredients

#### Understand product function as it relates to:

- ◇ Acetone and non-acetone products
- ◇ Alum
- ◇ Antiseptic
- ◇ Brush cleaners
- ◇ Catalyst/Activator
- ◇ Cuticle cream/oil
- ◇ Exfoliants
- ◇ Gel
- ◇ Moisturizers
- ◇ Monomer
- ◇ Nail polish
- ◇ Polymer
- ◇ Primer
- ◇ Resin/Adhesive
- ◇ Solvent

## National Nail Technology Written Examination

### Nail Technology Procedures – 55%

#### Perform general procedures as it relates to:

- ◇ Client consultation
- ◇ Nail assessment
- ◇ Conditions that would prohibit service (contraindications)
- ◇ Service recommendations
- ◇ Service documentation (e.g., client card)

#### Understand the function of:

- ◇ Nail equipment (e.g., table, lamp, pedicure basin)
- ◇ Nail implements (e.g., nail clippers, cuticle pusher, nippers)
- ◇ Nail supplies, products, and materials (e.g., cotton, lotion, towels)

#### Perform nail service preparation as it relates to:

- ◇ Sanitation and disinfection of work station/service area (e.g., pedicure basin, table)
- ◇ Station set-up
- ◇ Sanitizing technician's hands and client's hands and/or feet

#### Perform manicure services as it relates to:

- ◇ Removing nail polish
- ◇ Clipping and shaping nails safely
- ◇ Softening cuticles in warm soak
- ◇ Using cuticle remover/solvent
- ◇ Pushing back cuticles safely
- ◇ Removing excess cuticle safely
- ◇ Cleaning nails safely
- ◇ Applying cuticle oil/cuticle cream
- ◇ Applying lotion for massage
- ◇ Removing traces of oil or lotion on/under nails safely
- ◇ Buffing nails safely
- ◇ Applying nail polish
- ◇ Paraffin service
- ◇ Hot oil/lotion service

#### Perform pedicure services as it relates to:

- ◇ Removing nail polish
- ◇ Clipping and shaping nails safely
- ◇ Softening cuticles in warm soak

- ◇ Using cuticle remover/solvent
- ◇ Pushing back cuticles safely
- ◇ Removing excess cuticle safely
- ◇ Exfoliating safely
- ◇ Reducing calluses safely
- ◇ Cleaning nails safely
- ◇ Applying cuticle oil/cuticle cream
- ◇ Applying lotion for massage
- ◇ Removing traces of oil or lotion on/under nails safely
- ◇ Buffing nails safely
- ◇ Applying nail polish
- ◇ Paraffin service

#### Perform basic massage movements as it relates to:

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

#### Perform nail enhancement services as it relates to:

- ◇ Tip application
- ◇ Tip trimming
- ◇ Tip blending
- ◇ Removing tip safely
- ◇ Acrylic overlays
- ◇ Acrylic sculptured nails
- ◇ Acrylic maintenance (fill-ins, refills, rebalance)
- ◇ Acrylic backfill (e.g., pink and white maintenance)
- ◇ Removing acrylic safely
- ◇ Wrap overlays
- ◇ Wrap maintenance (fill-ins, refills, rebalance)
- ◇ Removing wrap safely
- ◇ Light-cured gel overlays
- ◇ Light-cured gel sculptured nail
- ◇ Light-cured gel maintenance (fill-ins, refills, rebalance)
- ◇ Light-cured gel backfill (e.g., pink and white maintenance)
- ◇ Removing light-cured gel safely
- ◇ Contouring and shaping nails
- ◇ Using a file/buffer safely
- ◇ Using an electric file safely

## National Nail Technology Written Examination

### 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 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



## National Nail Technology Written Examination

The National Cosmetology examination is the national licensure examination for Nail Technology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). The time allowed for this examination is 90 minutes.

### Answer Key

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

### Nail Technology (Manicuring) References

#### Milady's Standard Nail Technology 6<sup>th</sup> Edition, 2011

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### Salon Fundamental, Nails 2007

Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

#### NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities

NIC, Inc., August 2007  
[www.nictesting.org](http://www.nictesting.org)

### Optional References

#### Milady's Standard Textbook of Cosmetology, 2008

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 730-2214  
[www.Milady.com](http://www.Milady.com)

#### Salon Fundamentals, Cosmetology, 2007

Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

#### NIC Health and Safety Standards

NIC, Inc., October 2002  
[www.nictesting.org](http://www.nictesting.org)

## National Nail Technology Written Examination

### Cleaning & Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities.

The recommended cleaning and disinfecting standard for all circulating and non-circulating tubs or spas are: (the use of eye goggles and nitrile protective gloves are recommended and exposure of the client's feet, or other skin areas of the body to disinfectants should be avoided).

After each client or service:

1. Drain the tub.
2. Clean the tub according to manufacturer's instructions. Take special care to remove all film, especially at the water line. Rinse the tub well.
3. Fill the tub with water.
  - a. Add appropriate disinfectant into the water according to the following:
    - i. At Minimum, use an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions, **EXCEPT TUBS THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS.**
    - ii. **If a Tub has COME IN CONTACT WITH BLOOD OR BODY FLUIDS** at minimum, 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 shall be used.
  - b. Allow the disinfectant to stand for non-circulating tubs or to circulate for circulating tubs for the time specified according to the manufacturer's instructions.
4. **At the end of the day remove all removable parts (filters, screens drains, jets, etc)** clean and disinfect the removable parts as follows:
  - a. Scrub with a brush and soap or detergent until free from debris.
  - b. Rinse.
  - c. Completely immerse in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
  - d. Rinse.
  - e. Air dry.
5. Replace the disinfected parts into the tubs. (drains, jets, etc) or, store them in a disinfected, dry, covered container that is isolated from contaminants.

Salons are choosing to purchase extra drains and removable parts so the parts can immediately be changed out with pre disinfected parts saving time between clients. If so, any part which has COME IN CONTACT WITH BLOOD OR BODY FLUIDS must at minimum be disinfected with 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. Storage as in number 5 above.

**Adopted August 2007**

## State Practical Examination Guidelines

The New Mexico Regulation and Licensing Department Board of Barbers and Cosmetologists requires you to be examined on the following services on the practical examination:

### Core Domain Services

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

### Mannequins

A mannequin hand is required for all services as well as the necessary clamp to properly secure the mannequin hand to a table during the examination.

### Aerosol Products

You are not permitted to use aerosol products at anytime during the examination.

### Kit Size

Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under the table areas.

## Practical Examination Supplies

### Recommended General Supplies

#### ALL SUPPLIES MUST BE LABELED IN ENGLISH

- dry storage kit/container
- hand sanitizer
- mannequin hand(s) with artificial nails attached (trainer hands are NOT permitted)\*
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used\*
- disposal bag for waste materials
- cloth and paper towel(s)
- cotton
- first aid supplies (blood spill kit)
- tape

### Basic Manicure Supplies

- 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
- nail wrap material (non pre-cut fabric)
- filing and buffing implements
- scissors
- accelerator

### Sculptured Nail Supplies

- cuticle pusher
- sculptured nail products (powder, primer, liquid). (The product must be in its original container with the manufacturer's label. NIC strongly recommends, due to the testing environment, that odorless sculptured nail products be used during the NIC practical examinations.)
- sculptured nail brush
- liquid & powder containers
- filing and buffing implements
- sculptured nail forms

### Polish Supplies

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

## National Nail Technology 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.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported 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 supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

### Mannequin(s)

You are required to bring a mannequin hand 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.

## National Nail Technology Practical Examination

### 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 manicure supplies.” “You will be observed for client protection, safety and infection control procedures.” “Upon completion of each section of this examination, please turn the hand toward the examiner to indicate that you are finished.” “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 set up.”*

**Candidates will be evaluated on the following tasks:**

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- 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 manicure section of this examination.” “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

- Shapes free edge safely
- Establishes uniform length and shape

#### Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand completely
- Applies cuticle cream or remover using infection control procedures
  - Pushes back cuticle safely
  - Cleans under free edge safely
  - Buffs nail safely
- Applies cuticle oil using infection control procedures

#### Demonstration of Hand Massage

- Applies massage product using infection control procedures
  - Massages palm, back of hand, and fingers
- Maintains continuous contact while massaging hand
  - Cleanses massage product from each nail plate

#### 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 apply a nail tip to the ring finger.” “You will be observed for 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.” (1) “The instructions will be repeated.” (2) “You may begin.”*

## National Nail Technology Practical Examination

### Nail Tip continued

Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up nail tip supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Selects a nail tip that matches width of nail plate

#### Application of Nail Tip

- Applies nail dehydrator/cleanser to nail plate
- Attaches nail tip to nail plate with nail adhesive
- At least ½ of nail plate remains uncovered
- Trims nail tip safely

#### Demonstration of Filing\Blending

- Shapes free edge safely
- Tip is blended to nail plate safely

#### Final Appearance of Nail

- Cuticle and skin surrounding nail are free from nail adhesive
- Hyponychium is free from nail adhesive
- 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 apply a wrap to the middle finger." "You will be observed for 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." **(1)** "The instructions will be repeated." **(2)** "You may begin."

Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up nail wrap supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Applies nail dehydrator/cleanser to nail plate

#### Application of Nail Wrap Product

- Applies nail adhesive to nail plate
- Applies wrap material over nail plate
- Removes excess wrap material to fit nail plate safely
- Applies nail adhesive over nail wrap
- Applies wrap accelerator safely
- Applies second coat of nail adhesive
- Applies second coat of wrap accelerator safely

#### Demonstration of Filing

- Files nail wrap safely
- Buffs nail wrap safely

#### Final Appearance of Nail Wrap

- Nail plate is covered by wrap
- Cuticle and surrounding skin remains free of nail adhesive
- Finished nail wrap 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

## National Nail Technology Practical Examination

### Sculptured Nail (20 minutes)

NIC strongly recommends, due to the testing environment, that odorless sculptured nail product is used during the NIC practical examinations.

#### 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."*

#### Verbal Instructions:

*"You will now perform the sculptured nail section of this examination, using an odorless product." "You will apply a sculptured nail to the index finger." "You will be observed for 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." (1) "The instructions will be repeated." (2) "You may begin."*

**Candidates will be evaluated on the following tasks:**

#### Preparation

- Sets up sculptured nail supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle of dust

#### Application of Sculptured Nail Product

- Applies nail form to fit snugly under free edge
- Applies primer safely
- Applies sculptured product to extend free edge
- Applies sculptured product to cover nail plate

#### Demonstration of Filing

- Shapes free edge safely
- Files sculptured nail to shape/balance safely
- Buffs sculptured nail safely

#### Final Appearance of Nail

- Finished sculptured nail is smooth, even, and beveled/tapered
- Contour of sculptured nail is balanced
- Nail plate is covered by sculptured nail product
- Cuticle and surrounding skin remains free of

sculptured nail 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 polish all 5 nails." "You will be observed for 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." (1) "The instructions will be repeated." (2) "You may begin."*

**Candidates will be evaluated on the following tasks:**

#### Preparation

- Sets up polish supplies labeled in English

#### Application of Polish

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

#### Final Appearance of Nails

- Final appearance of polish is smooth and even
- Cuticle and surrounding skin remain free of polish

#### 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



## National Nail Technology Practical Examination

### 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."*

### Nail Technology (Manicuring) References

#### Milady's Standard Nail Technology 6<sup>th</sup> Edition, 2011

Milady  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 347-7707  
[www.Milady.com](http://www.Milady.com)

#### Salon Fundamental, Nails 2007

Pivot Point International, Inc.  
Evanston, IL 60201  
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#### NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities

NIC, Inc., August 2007  
[www.nictesting.org](http://www.nictesting.org)

### Optional References

#### Milady's Standard Textbook of Cosmetology, 2008

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5 Maxwell Drive  
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(800) 730-2214  
[www.Milady.com](http://www.Milady.com)

#### Salon Fundamentals, Cosmetology, 2007

Pivot Point International, Inc.  
Evanston, IL 60201  
(800) 886-4247  
[www.pivot-point.com](http://www.pivot-point.com)

#### NIC Health and Safety Standards

NIC, Inc., October 2002  
[www.nictesting.org](http://www.nictesting.org)

## National Nail Technology Practical Examination

### 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.

#### EXAMINERS:

- **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. NIC strongly recommends, due to the testing environment, that odorless sculpture nail products be used during the NIC practical examinations.

**Adopted as amended October 2002**

## Frequently Asked Questions

### General Questions

- 1. What is NIC?**
  - NIC is the abbreviation for the National Interstate Council of State Boards of Cosmetology, Inc. NIC is the founder of national testing for cosmetology, and cosmetology related fields.
- 2. Are the NIC examinations offered in other languages?**
  - **All NIC practical examinations are administered in English.** NIC offers the written examinations in other languages as mandated by State legislation. Please refer to your state's requirements. Many states do not offer alternate languages because the students are learning in English. The pass rate on foreign language examinations is very low.
- 3. What if I do not know what a task means on the NIC practical examination?**
  - All questions and tasks are referenced to all textbooks listed in this Candidate Handbook. The information must be the same in all referenced textbooks in order for it to be used on the examination. NIC has a National Textbook Committee that works with the textbook companies to ensure the information is consistent and correct.
- 4. Will I be evaluated on technique?**
  - NIC examinations do not evaluate technique. The Candidate Handbook lists the tasks that are evaluated.
- 5. What if I have an emergency during the practical examination?**
  - You may ask to speak with the examination proctor if you are experiencing an emergency situation. Problems with the kit or supplies are not an emergency situation and you should do the best you can with what you have available.
- 6. What if I need to use the restroom during the practical examination?**
  - You may ask the examiner to be excused to use the restroom; you will be asked to sign out and back into the examination. The examinations will continue and they will not be permitted extra time.
- 7. What should I do if I cut myself during the examination?**
  - You are expected to follow the NIC Health and Safety Standards; failure to do so may result in your dismissal from the examination. Please refer to the page in this handbook that outlines the NIC Health and Safety Standards procedures.
- 8. What if I forgot to pack something that I need for the practical examination?**
  - In the event that you forget an item or implement or something breaks, you should do the best you can do with what you have available. You should continue as you are able and perform as many tasks as you are able.
- 9. Do kits need to have a cover and does it have to be kept closed during the examination?**
  - Implements and supplies must be in a closed container. Kits must be kept closed at the exam site except when removing or replacing supplies. Suitcases must be zipped shut.

## Frequently Asked Questions

### Specific Nail Tech Practical Questions

1. **Is the Nail Technology practical examination performed on a mannequin hand?**

- The Nail Technology examinations are performed on a mannequin hand. Prior to reporting to the examination, candidates must apply a set of nails to the mannequin's hand. The artificial nails must cover the entire nail bed of each finger. You must provide the necessary clamp required to secure a mannequin hand to the table during the examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examination.

2. **How do I know if I have a trainer hand (mannequin hand with digital fingers)?**

- Mannequin hands with movable joints (digital fingers) are considered trainer hands and are **NOT** permitted. Please see illustration below:



3. **What can I use if I can't find a mannequin hand?**

- You can use a surgical glove filled with corn meal.

4. **Do I need a wet sanitizer for the practical examination?**

- Wet sanitizers are not necessary because candidates cannot perform proper wet disinfection at their stations as they do not have access to hot running water.

5. **How do I hold the "skin" away from the sides of the nail while filing on a mannequin?**

- You should demonstrate positioning their fingers at the sides of the nail while filing. You should not hold the finger on the top or at the knuckle as this does not protect the "skin" at the sides of the nail.

6. **What is the proper way to file the nails safely?**

- The nail file must move from outside edge to center, you should not file back and forth or cut into the corners of the nail.

7. **Do I need to use a finger bowl to soak the mannequin's fingers?**

- You must soak the mannequin's fingers, but do not have to use a finger bowl. The fingers are very stiff and will be easier to soak in a regular bowl or container.

8. **How do I hold the cuticle pusher to avoid damaging the nail plate?**

- You need to hold the cuticle pusher with a little elevation when pushing the cuticle to avoid damaging the nail plate.

## Frequently Asked Questions

9. **How do I determine the proper size nail tip to apply?**

- The nail tip selected must match the width of the nail. If it is too wide you may file it to size. The nail tip cannot cover more than ½ of the nail plate. Less than ½ of the nail plate is fine.

10. **Am I required to cut the nail wrap? Can I file off excess wrap from the tip of the nail?**

- You must demonstrate cutting and trimming the wrap during the examination. You cannot file off excess wrap as it breaks the weave of the fabric.

11. **Am I required to use an “odorless” sculptured nail product?**

- You must use an odorless or low odor sculptured nail product. The product must be in the original container and it must be labeled “odorless or low odor” in English. Candidates will be instructed to open their liquid to verify that the product is “odorless or low odor”. If it is not, you will be instructed to tape the bottle shut and will not be permitted to use it. Candidates will be told to do the best they can with what they have available.

12. **Is it all right if the primer gets on the skin?**

- The primer should only be applied to the nail plate and not on the skin.

13. **How is the nail form applied?**

- The nail form must fit snug under the nail without any gaps.

14. **Does NIC specify how long the sculptured nail must be when completed?**

- You must extend the free edge to be longer than the nail that is attached.

15. **Is it all right to file on top of the sculptured nail product?**

- You must file the sculptured nail product on the top of the nail and then buff the product.

16. **Does the sculptured nail product have to be applied using a particular method?**

- You may apply product as they were taught. NIC does not evaluate technique and they do not specify one ball, two ball, etc.

17. **What will the examiners look for in the finished sculptured nail?**

- The finished nail must taper to a thin edge. The curve of the nail needs to be balanced and not flat.

18. **Do I need to recap the sculptured nail powder and liquid?**

- You must recap the powder and the liquid when they are not in use. The nail filings will contaminate the products.

**19. Can I use one bottle for the base coat and topcoat?**

- The base coat and topcoat can be the same product but it must be labeled base/top coat.

**20. Does the examiner evaluate the polish application and the number of coats applied?**

- You must cover the entire nail plate with polish. Polish on the skin must be cleaned off. The number of coats applied is not evaluated.

**21. When will the examiner check the finished nail?**

- The examiner will check the finished nail when you have turned the hand toward the examiner to indicate that they are finished.

**22. Do I need to recap all bottles and jars during the examination?**

- You must keep all bottles and jars capped when not in use. The glue must be recapped when not in use.