

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 .



South Carolina  
**BOARD OF COSMETOLOGY**

**Nail Technology**  
Candidate Handbook  
December 2015

## 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: South Carolina Cosmetology  
P.O. Box 198768  
Nashville, Tennessee 37219-8768

##### *Courier Mailing Address*

Attn: South Carolina Cosmetology  
150 Fourth Avenue North  
Suite 800  
Nashville, Tennessee 37219

Customer Service: (888) 822-3272

Fax: (615) 846-0153

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

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

#### PSI Exams

Scheduling: (800) 733-9267

Fax: (702) 932-2666

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

#### South Carolina Board of Cosmetology

Department of Labor, Licensing, and Regulation

##### *Regular Mailing Address*

P.O. Box 11329  
Columbia, South Carolina 29211-1329

##### *Courier Mailing Address*

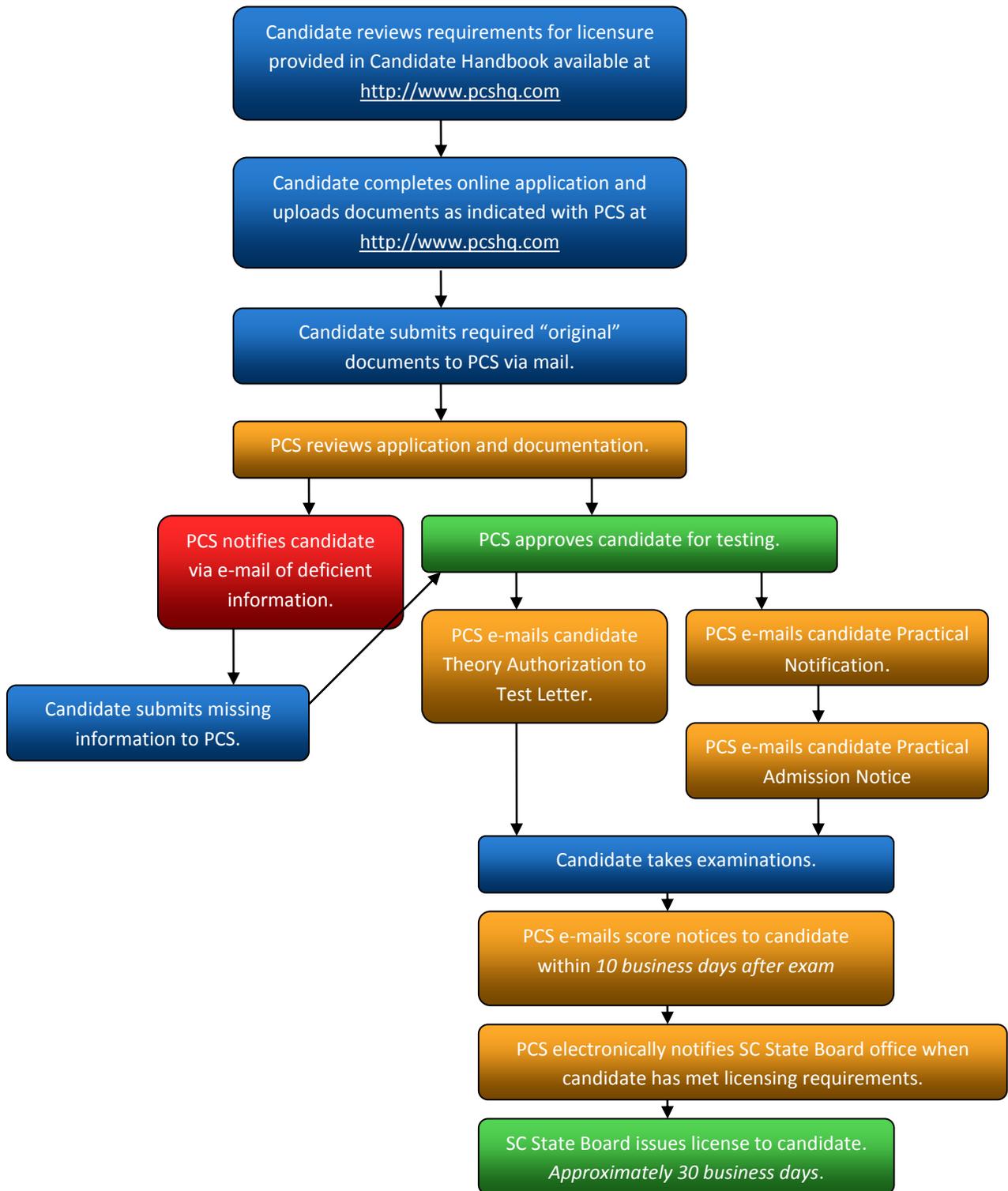
Synergy Business Park  
Kingstree Building  
110 Centerview Drive  
Columbia, South Carolina 29210

Telephone: (803) 896-4588

Fax: (803) 896-4484

Website: <http://www.llr.state.sc.us/POL/Cosmetology>

## 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 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 10<sup>th</sup> 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

Any foreign credentials are required to be evaluated by one of the following South Carolina Board approved services.

- |  |                |  |
|--|----------------|--|
| 1. Aequo International                   | 1-844-882-3786 | <a href="http://www.aequointernational.com">www.aequointernational.com</a> |
| 2. Educational Credential Evaluators     | (414) 289-3400 | <a href="http://www.ece.org">http://www.ece.org</a>                        |
| 3. International Consultants of Delaware | (215) 222-8454 | <a href="http://www.icdeval.com">http://www.icdeval.com</a>                |
| 4.                                       |                |  |

## 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
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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 considered complete 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 your 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. If testing is not required, fees are non-refundable.**

## Practical Examination Dates 2016

Location	Examination Date	Application Deadline
Columbia	1/11/2016	12/21/2015
Columbia	2/15/2016	1/25/2016
Columbia	3/21/2016	2/29/2016
Columbia	4/4/2016	3/14/2016
Columbia	5/16/2016	4/25/2016
Columbia	6/20/2016	5/30/2016
Columbia	7/18/2016	6/27/2016
Columbia	8/15/2016	7/26/2016
Columbia	9/19/2016	8/29/2016
Columbia	10/17/2016	9/26/2016
Columbia	11/21/2016	10/31/2016
Columbia	12/19/2016	11/28/2016

## 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 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. Copy of High School Diploma, High School/College Transcript, or G.E.D. High School Transcript must show completion of at least the 10<sup>th</sup> 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](http://www.pcshq.com))
6. Training Affidavit – Must be notarized\* (See FORMS section at [www.pcshq.com](http://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 uploaded 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, e-mailed to the South Carolina Coordinator, or up-loaded on 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 [www.sled.sc.gov](http://www.sled.sc.gov).
- 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 17<sup>th</sup> 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 type photo. (must be color)
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 completion of at least the 10<sup>th</sup> 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](http://www.pcshq.com))

\* All documents that require a notary seal may be uploaded 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, e-mailed to the New Mexico Coordinator, or up-loaded on 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

1. 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 type photo. (must be color)
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 [www.pcsHQ.com](http://www.pcsHQ.com))
5. Verification of Licensure from out of state

\* All documents that require a notary seal may be uploaded 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 <http://www.pcshq.com>
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **South Carolina**
5. Click **Cosmetology Related Professions**
6. Click **Nail Technician**
7. Click **Create an Account** (if this is your first time)
8. *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.
9. Enter REcaptcha information as prompted; click **Create Account**
10. Check your e-mail account for a PCS system generated e-mail.
11. Click link in e-mail to verify account information and create PCS password.
12. Click **Enable Account**

### 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**



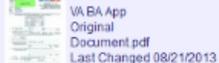
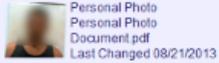
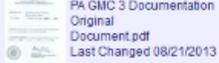
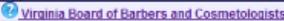
Create Account

## 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. 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. Incomplete applications will be processed for the next available practical exam date once all required information and final approval is received by PCS.

<b>Your Profile</b> Name Address Phone SSN Alt ID Birthdate EMail Username	<b>Active Applications</b> Virginia Cosmetology & Barbering, Barbering Applied 08/19/2013 Most recent application: 08/19/2013 Status: Paid, Waiting for review.
<b>Documents</b>  VA BA App Original Document.pdf Last Changed 08/21/2013  Personal Photo Personal Photo Document.pdf Last Changed 08/21/2013  PA GMC 3 Documentation Original Document.pdf Last Changed 08/21/2013 <a href="#">ADD NEW DOCUMENT</a>	<b>Application Approval Requirements</b> <input checked="" type="checkbox"/> Coordinator Review <input checked="" type="checkbox"/> Personal Photo <input checked="" type="checkbox"/> Training & Experience Form <input checked="" type="checkbox"/> Examination Site Agreement <input checked="" type="checkbox"/> PCS Waiver ALL FORMS ARE CURRENT <b>GMC 3 - OFFICIAL, Virginia document indicated by RED STAMP. (Click Here for Sample Image); otherwise NOTIFY DPOR FOR APPROVAL, ONCE DOCUMENTATION</b> Please enter comments (optional), select if this item can be approved or denied, then click Save <div style="border: 1px solid gray; padding: 5px;"><p>DPOR - please review this out of state criminal history documentation. Since he does not reside in VA I am not requesting the VA criminal history.</p></div> <p>-- SELECT STATUS -- <input type="button" value="Save"/></p> <input type="checkbox"/> Final Review <a href="#">VIEW APPLICATION FORM</a>
<b>Education</b> SPECTRUM BEAUTY ACADEMY LLC ALEXANDRIA VA From 10/15/2012 Graduated: 07/23/2013 School License Expire: 12/31/2014	<b>Pending Examinations</b> Virginia Barbering Practical Exam Date: 10/14/2013 Testing at: Springfield Area WAITING FOR APPLICATION APPROVAL Virginia Barbering Theory Status Pending WAITING FOR APPLICATION APPROVAL
<b>Application Information</b> 	

## 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.**

South Carolina  
Barber, Registered Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 10/30/2013  
Most recent application: 10/30/2013  
Status: Paid. Waiting for review.

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

<input type="checkbox"/>		<a href="#">Coordinator Review</a>
<input checked="" type="checkbox"/>		<a href="#">APPLICATION</a>
<input type="checkbox"/>		<a href="#">2X2 PHOTO</a>
<input type="checkbox"/>		<a href="#">FORM 1 ID (W/PHOTO)</a>
<input type="checkbox"/>		<a href="#">HEALTH FORM</a>
<input type="checkbox"/>		<a href="#">TRAINING AFFIDAVIT</a>
<input type="checkbox"/>		<a href="#">AFFIDAVIT OF ELIGIBILITY</a>
<input type="checkbox"/>		<a href="#">Final Review</a>

### 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.**

South Carolina  
Cosmetology, Cosmetology  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 08/14/2015 [EDIT](#)  
Applied 07/30/2013  
Status: License Ready

**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 ID (W/PHOTO)</a>
<input checked="" type="checkbox"/>	<a href="#">FORM 2 ID</a>
<input checked="" type="checkbox"/>	<a href="#">HIGH SCHOOL EDUCATION</a>
<input checked="" type="checkbox"/>	<a href="#">TRAINING AFFIDAVIT</a>
<input checked="" type="checkbox"/>	<a href="#">AFFIDAVIT OF ELIGIBILITY</a>
<input checked="" type="checkbox"/>	<a href="#">Prior to Hours (VOC)</a>
<input checked="" type="checkbox"/>	<a href="#">Final Review</a>

## 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

Pending Examinations
No examinations are pending.
Exam Results
South Carolina Cosmetology Practical Score Loaded 09/27/2013 Test Date: 09/23/2013 Score: 91.00% PASS Exam Date: 09/23/2013 Tested at: Columbia Area (cosmetology)
<a href="#">PRINT SCORE NOTICE</a> <a href="#">CHANGE SCHOOL</a>
South Carolina Cosmetology Theory Score Loaded 09/03/2013 Test Date: 08/28/2013 Score: 84.00% PASS
<a href="#">PRINT SCORE NOTICE</a> <a href="#">CHANGE SCHOOL</a>

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

Receipts
South Carolina Board of Cosmetology 07/30/2013 Check \$165.00 Paid 07/30/2013
<a href="#">REPRINT</a>

## 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.

South Carolina  
Cosmetology, Nail Technician  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 11/09/2011 RI  
Status: Active

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

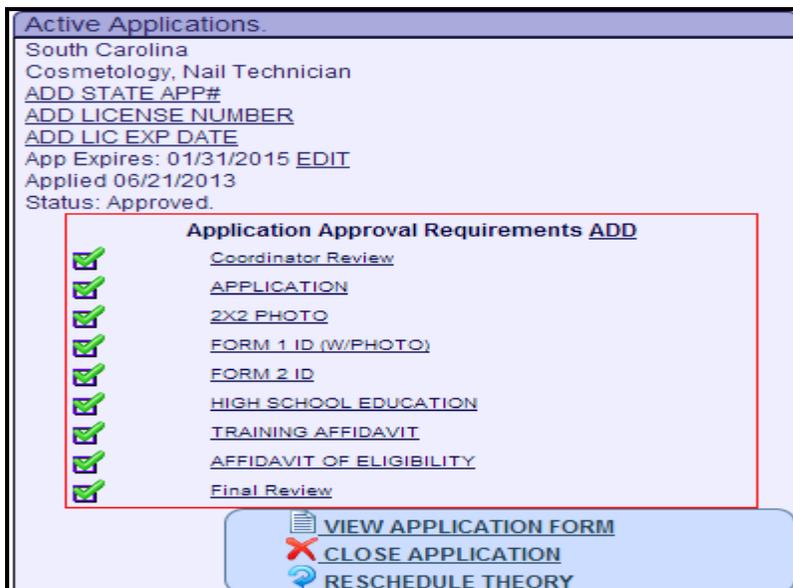
[Coordinator Review](#)

[Final Review](#)

 [CLOSE APPLICATION](#)

 [RESCHEDULE PRACTICAL](#)

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



Active Applications.

South Carolina  
Cosmetology, Nail Technician  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
App Expires: 01/31/2015 [EDIT](#)  
Applied 06/21/2013  
Status: Approved.

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

[Coordinator Review](#)

[APPLICATION](#)

[2X2 PHOTO](#)

[FORM 1 ID \(W/PHOTO\)](#)

[FORM 2 ID](#)

[HIGH SCHOOL EDUCATION](#)

[TRAINING AFFIDAVIT](#)

[AFFIDAVIT OF ELIGIBILITY](#)

[Final Review](#)

 [VIEW APPLICATION FORM](#)

 [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.

## 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.

### 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 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 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, documentation must be faxed to (615) 846-0153 to the attention of the SC Coordinator; e-mailed to your coordinator at [sccos@pcshq.com](mailto:sccos@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 color 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.

### 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)

- 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)

**!** 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.

### 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 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. **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

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 *Affidavit of Completion* must be submitted from your school to PCS before a final passing score notice (Notice of Completion) will be e-mailed to you.

## 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.*

Email: [sccos@pcshq.com](mailto:sccos@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

### 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:

1. Email: [sccos@pcshq.com](mailto:sccos@pcshq.com)
2. 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.

## National Nail Technology Written Examination

### 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)

### 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. 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
  - 1. 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

## Nail Technology Procedures Continued

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

## 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

## Answer Key

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

## National Nail Technology Written Examination

### Nail Technology (Manicuring) References (Theory)

#### PRIMARY REFERENCES

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*Salon Fundamentals Nails – A Resource for Your Skin Care Career*  
2007, 10<sup>th</sup> 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](http://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](http://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](http://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](http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards- Aug 2014.pdf)

#### SUPPORTING REFERENCES

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*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](http://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](http://www.milady.com)

*Nail Technician*  
2007 1<sup>st</sup> Edition  
Author: Randy Rick  
CLiC INTERNATIONAL  
396 Pottsville/Saint Clair Highway  
Pottsville PA 17901  
800-207-5400  
[www.clicusa.com](http://www.clicusa.com)

## State Practical Examination Guidelines

The South Carolina State Board of Cosmetology requires you to be examined on the following services on the practical examination:

### Core Domain Services

The scope of the Nail Technology Practical Examination includes 6 (six) sections:

- Work Area and Client Preparation, and Set Up of Supplies (First client)
- Manicure and Polish Application
- Work Area and **New Client** Preparation, and Set Up of Supplies (Second client)
- Nail Tip Application and Blending
- Sculptured Nail
- Blood Exposure Procedure

### Mannequins

A mannequin hand(s) is required for all services. Please see *Practical Examination Supplies*.

It is the candidate's responsibility to come prepared for the 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.

### Kit Size

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

### 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.

## 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. Picture ID is required for re-entry into examination.
- Candidates are required to bring a 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 should bring a container of water if needed for any section of the examination. At the conclusion of the examination, do NOT dispose of waste materials, chemicals, products, or water in the trash receptacles or restrooms.
- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- The verbal instructions will be read twice for each section of the examination.
  - With the exception of verbal instructions, the proctors and examiners are not allowed to communicate with candidates.
  - If you have an emergency situation please notify the proctor.
- Candidates will be given time to set up the universal (also known as general) supplies that they will use for the examination.
- Each section of the examination has a maximum time allowance, except for those specified as untimed sections.
  - Once you have completed all tasks in the section please step back or turn the hand toward the examiner (in the case of nail services) 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.
  - If the timer goes off, you must stop working and step back or turn the hand toward the examiner (in the case of nail services).
- 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, 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.*
  - **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.
  - 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 your immediate dismissal from the examination and your actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer, created labels must be English only.
  - Original manufacturer's labels are required for certain products such as 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 specific requirements for supplies and products.
  - Simulated products are NOT allowed for disinfectants and hand sanitizers.
  - No aerosols are allowed in the testing environment.
  - There is a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin.

### **SPECIAL ATTENTION!**

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

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- Candidates will be evaluated on proper designation of materials that are disposed. You are required 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 **more than one client** 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 section).
- The examination includes a blood exposure procedure section (see Nail Technology Practical Examination Content Domains below and Content Domain 6 Blood Exposure Procedure).

## National Nail Technology Practical Examination

### Work Area and Client Preparation and Set UP of Supplies (15 minutes)

#### Proctor – Verbal Instructions:

Read to all candidates:

*“You will prepare and set up your work area for your client.”*

*“You will set up the universal supplies that you will use throughout the examination.”*

*“You will also set up the supplies for the manicure and polish application.”*

*“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.”*

*“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 (manufacturer’s label) as EPA-registered, hospital-grade disinfectant
- 1.2 Sanitizes hands with product labeled in English (manufacturer’s label)
- 1.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only 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 indicated that they have completed the section before the timing has elapsed:

*“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

#### Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have indicated they have completed the section of the exam before the time has elapsed: *“Please stop working.”*

### Manicure and Polish Application (20 minutes)

#### Proctor – Verbal Instructions:

Read to all candidates:

*“You will now perform 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 (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 2.2 Implements and supplies are visibly clean
- 2.3 Sanitizes hand to be manicured with product labeled in English (manufacturer’s label)
- 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 nail
- 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 (i.e., nail dehydrator, alcohol, nail prep 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 indicated they have completed the section before the timing has elapsed:

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

## National Nail Technology Practical Examination

### Manicure and Polish Application Continued

#### Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have turned the hand:

*“Please stop working and 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

#### 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.”*

#### Proctor – Verbal Instructions:

Read to all candidates when examiners have finished checking the final appearance of the nails:

*“All examiners have indicated they are ready to proceed with the examination.”*

*“You will have 5 minutes to 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 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.”*

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

### Work Area and NEW CLIENT Preparation and Set UP of Supplies (10 minutes)

#### Proctor – Verbal Instructions:

Read to all candidates:

*“You will prepare your work area for a NEW client.”*

*“You will set up your work area with the universal supplies that you will use for the remainder of the examination.”*

*“You will also set up for the following sections:*

- *nail tip application and blending*
- *sculptured nail”*

*“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.”*

*“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 (manufacturer’s label) as EPA-registered, hospital-grade disinfectant
- 3.2 Sanitizes hands with product labeled in English (manufacturer’s label)
- 3.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only 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 indicated they have completed the section before the timing has elapsed:

*“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”*

#### Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have indicated they have completed the section of the examination: *“Please stop working.”*

### Nail Tip Application and Blending (20 minutes)

#### Proctor – Verbal Instructions:

Read to all candidates:

*“You will now perform nail tip application and blending.”*

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

*“You will apply the nail tip to the \_\_\_\_\_ finger.” (DO*

**NOT READ:** Note to Proctor - Choose any finger)

*“You will have 20 minutes to complete this section.”*

## National Nail Technology Practical Examination

### Nail Tip Application and Blending Continued

*"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 (If original manufacturer's label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 4.2 Implements and supplies are visibly clean
- 4.3 Sanitizes mannequin/model hand with product labeled in English (manufacturer's label)
- 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 indicated they have completed the section before the timing has elapsed:

*"All candidates have indicated that 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 and 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 (cuticle, surrounding skin, hyponychium)
- 4.13 Appearance of finished nail tip

#### 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."*

- 4.14 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 the assessment has been completed for each candidate and it is time to proceed to next section of examination:

*"All examiners have indicated they have completed their assessment and we will now proceed to the next section of the examination."*

### Sculptured Nail (20 minutes)

#### Proctor – Verbal Instructions:

Read to all candidates:

*"You will sculpt a nail on the \_\_\_\_\_ finger." (DO NOT READ: Note to Proctor - Choose any finger)  
"You must use low-odor/less-odor product."  
"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 indicated they have completed the section before the timing has elapsed:

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

## National Nail Technology Practical Examination

### Sculptured Nail Continued

#### Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have turned the hand:

*“Please stop working and do nothing until the next verbal instructions are given.”*

- 5.9 Appearance of finished sculptured nail is smooth, balanced, and even
- 5.10 Cuticle and surrounding skin are free of sculptured product (cuticle, surrounding skin, hyponychium) 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 the assessment has been completed for each candidate and it is time to proceed to next section of examination:

*“All examiners have indicated they have completed their assessment and we will now proceed to the next section of the examination.”*

### Blood Exposure Procedure (Untimed)

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

#### Proctor – Verbal Instructions:

Read to all candidates:

*“You will now 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 will be expected to follow all client protection, safety and infection control procedures.”*

*“Do not remove materials from your first aid kit until you are instructed by the examiner to begin the procedure.”*

*“This is an untimed section.”*

*“You will be instructed individually by the examiner to demonstrate the blood exposure procedure.”*

*“Do not begin until you are instructed to do so by the examiner.”*

**(1)** *“The instructions will be repeated.”*

#### Examiner – Verbal Instructions:

Read to each candidate individually:

*“Please demonstrate the blood exposure procedure for this scenario.”*

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

- 6.1 Blood exposure supplies and materials are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only 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 (e.g., alcohol, hand sanitizer)
- 6.6 Covers with dressing that is absorbent and secured
- 6.7 Disposes of all contaminated supplies

#### Examiner – Verbal Instructions:

Read to each candidate individually once the blood exposure procedure has been examined:

*“Please do nothing until the next verbal instructions are given.”*

### Candidate Summary and Final Clean Up

#### Proctor - Verbal Instructions:

Read at the conclusion of the examination:

*“All examiners have indicated they have completed their assessment.”*

*“This concludes the National Nail Technology Practical Examination.”*

*“Make sure that all kit supplies and disposable materials are taken with you.”*

*“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*

## National Nail Technology Practical Examination

### Nail Technology (Manicuring) References (Practical)

#### PRIMARY REFERENCES

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*Salon Fundamentals – Nails*

2007, 10<sup>th</sup> 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](http://www.pivot-point.com)

*Milady's Standard Nail Technology*

2011, 6th Edition  
Milady  
5 Maxwell Drive  
Clifton Park NY 12065-2919  
[www.milady.cengage.com](http://www.milady.cengage.com)

*Nails – Exhibits of Art*

2007 2.1 Edition  
CLIC INTERNATIONAL  
396 Pottsville/Saint Clair Highway  
Pottsville PA 17901  
[www.clicusa.com](http://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](http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards- Aug 2014.pdf)

#### SUPPORTING REFERENCES

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*Salon Fundamentals – Nails*

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](http://www.pivot-point.com)

*Milady's Standard Nail Technology*

2007, 5th Edition, Revised Edition  
Thompson Delmar Learning Milady  
5 Maxwell Drive  
Clifton Park NY 12065-2919  
[www.milady.com](http://www.milady.com)

*Nails – Exhibits of Art*

2007 1<sup>st</sup> Edition  
CLIC INTERNATIONAL  
396 Pottsville/Saint Clair Highway  
Pottsville PA 17901  
[www.clicusa.com](http://www.clicusa.com)

## Practical Examination Supplies

### Universal Supplies (Also known as General 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*

- dry storage kit/container
- hand sanitizer with real product and manufacturer's label
- mannequin hand (must be entire hand, cannot have removable digits)
- EPA-registered disinfectant with real product and manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used
- container labeled "to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- cloth and paper towel(s)
- polish remover
- cotton
- first aid kit
- tape

### Basic Manicure and Polish Supplies

- bowl for water (finger bowl)
- container of water
- cuticle cream/remover
- files and/or buffers
- cuticle pusher
- nail brush
- massage product
- cuticle oil

- nail cleanser (i.e., nail dehydrator, alcohol, or nail prep solution)
- base coat
- top coat
- red polish
- polish remover
- cotton
- spatula(s)

### Nail Tip Application and Blending Supplies

- full-well nail tips
- nail tip clipper
- adhesive
- files and/or buffers
- cuticle oil
- cotton
- polish remover

### Sculptured Nail Supplies

- sculptured nail products (monomer, polymer, and primer). The product must be low-odor/less-odor and in its original container with the manufacturer's label.
- sculptured nail brush
- dappen dishes
- files and/or buffers
- sculptured nail form(s)
- nail prep solution
- cuticle oil
- cotton

### Blood Exposure Procedure Supplies

- first aid kit
- bag for disposal of blood-contaminated material

## National Cosmetology Practical Examination

### NIC Health and Safety Standards Blood Exposure Procedure

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

- When possible, injured party should go to sink and rinse injury with running water and “milk” the injury if possible to remove any bacteria that may have entered the wound.
- Supply injured party with antiseptic or single use packet of antibacterial ointment and the appropriate dressing to cover the injury.
- Bag all blood-soiled (contaminated) porous articles and dispose of in trash. Immediately wash and disinfect all non-porous items (do not continue service with these items).

This is the responsibility of the candidate and should be executed as follows:

#### Candidate/Student/Licensee Injury:

1. **PROTECTION** – If a cut is sustained, stop the service, put on gloves (if appropriate), and clean the injured area.
2. **APPLY** antiseptic to the injured area.
3. **DRESSING** - cover the injury with the appropriate adhesive dressing.
4. **COVER** injured area with finger guard or glove if appropriate.
5. **BAG** and dispose of all contaminated single use items.
6. **REMOVE** gloves and wash hands.
7. **CLEAN** model/client.
8. **CLEAN AND DISINFECT** implements and station.
9. **CLEAN** hands.
10. **RETURN** to the service.

#### Model/Client Injury:

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area.
4. **APPLY** antiseptic.
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **BAG** and dispose of all contaminated single use items.
7. **CLEAN** and disinfect any implements or surfaces contaminated.
8. **CLEAN** hands.
9. **RETURN** to service.

#### Examiners:

- Examiner is to use new disposable latex gloves or non-allergenic equivalent when checking that candidate’s service. Bag and dispose used gloves.
- Follow with washing hands.
- Document incident in Blood Exposure Log.

**NOTE: Do not allow containers, brushes, nozzles, or liquid styptic container 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. 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 accordingly to the manufacturer’s directions. When allowed by state rule, disinfectant sprays and wipes that are bactericidal, virucidal, and fungicidal, are acceptable forms of disinfection following the cleaning of the item. Note: Items that are porous are not able to be disinfected and must be disposed of after each use.
2. Items MUST stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer’s label to be effective.
3. All disinfectant solution must be changed per the manufacturer’s label or sooner if contaminated.

#### Dry Storage Standard

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

#### Hand Washing

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.