

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

C R E D E N T I A L
S E R V I C E S , I N C .



Commonwealth of Virginia
BOARD FOR BARBERS AND COSMETOLOGY

January 2017

Nail Technology
Candidate Information Bulletin

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

Contents

Quick Reference.....	3
Application Process.....	4
Introduction	5
State Licensure Requirements.....	5/6
Examination Fees	6
Refund Policy	6
Practical Examination Dates	7
Special Accommodations.....	8
Temporary Permits	7
First Time Candidates	9
Expired License	9
Endorsement License Requirements.....	9
PCS Account Set-Up	10
PCS Application	11
Logging into your Homepage.....	12
Application Status.....	12
Reprinting Documents	13
Examination Rescheduling.....	14
Application Approval Process	15
Examination Scheduling.....	16
Theory Examination Scheduling	15
Practical Examination Scheduling.....	16
Examination Day Requirements	17
General Examination Policies	19
Examination Results.....	20
Change of Information.....	21
Formal Complaints.....	20
Examination Guidelines	21

Quick Reference

STEP ONE: READ CANDIDATE INFORMATION BULLETIN

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

STEP TWO: TAKE EXAMINATIONS

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

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: Virginia Cosmetology
P.O. Box 198768
Nashville, Tennessee 37219-8768

Courier Mailing Address

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

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

Prometric

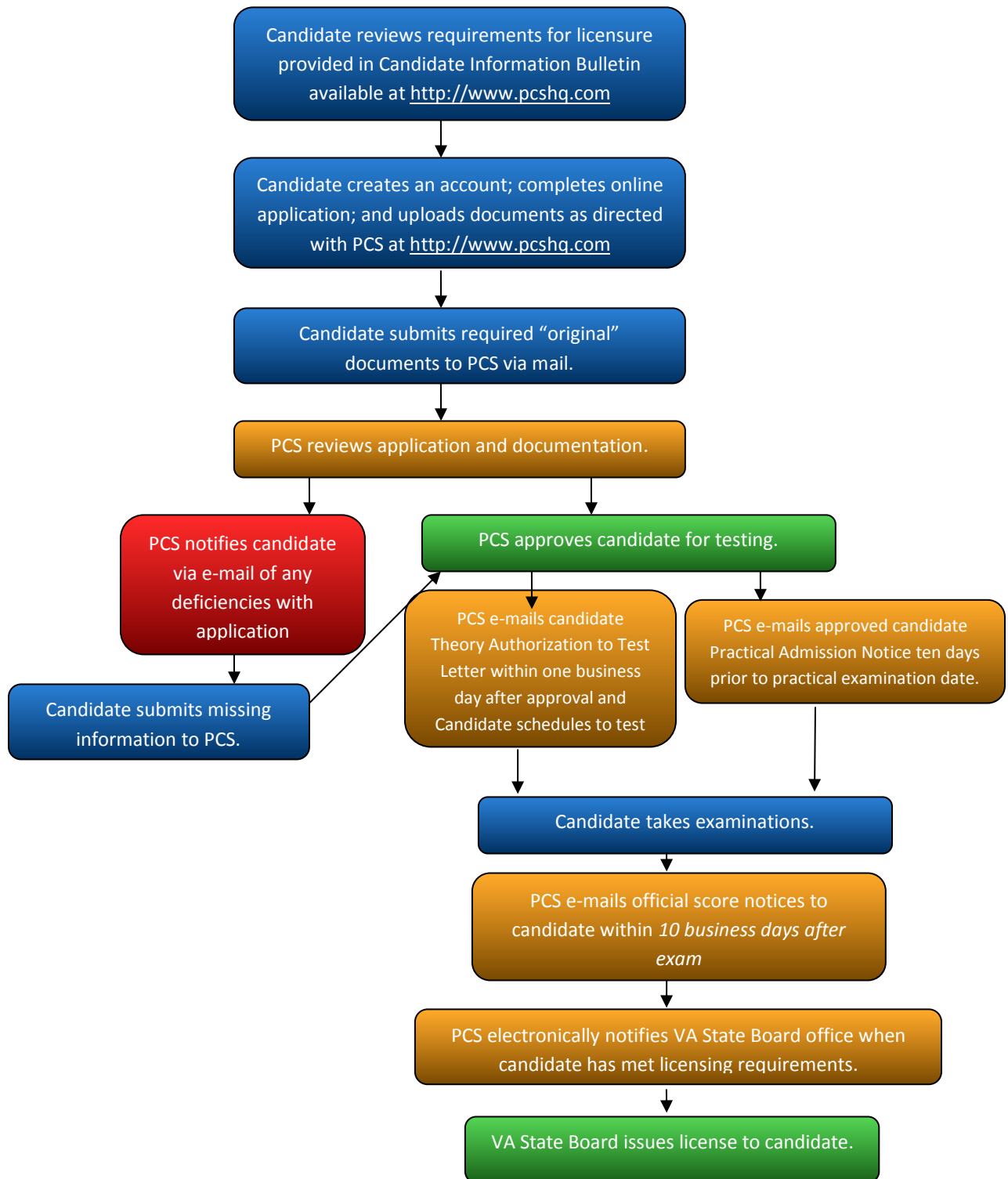
Scheduling: (800) 895-3926
Website: www.prometric.com

Virginia Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400
Richmond, Virginia 23233
Phone: (804) 367-8509
Fax: (866) 245-9693

Web site: www.dpor.virginia.gov
E-mail: bchoplicensing@dpor.virginia.gov

Application Process



Introduction

The *Candidate Information Bulletin* ("CIB") 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 Virginia Board for Barbers and Cosmetology (the Board) is responsible for licensing and regulating the profession of cosmetology in the Commonwealth of Virginia. 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 create an account and then submit an online 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 Technician license in the Commonwealth of Virginia, you must pass both a **Theory** and **Practical** examination within one year of the date of your first examination. You must also meet **ONE** of the following requirements:

1. Completion of an approved nail technician training program in a Virginia licensed nail technician school or a Virginia public school nail technician program approved by the Virginia Department of Education. **Required Documentation: Completed Training and Experience Verification Form, which you can download from PCS' website, complete as directed and upload to your PCS account.**
2. Successful completion of 150 hours of nail technician training which is substantially equivalent to the Virginia program that is obtained outside of the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation: Upload to your PCS account your diploma, official school transcript or written verification from the Licensing Board in the State where the 150 hours were received, any of which should indicate that you successfully completed 150 hours of instruction.**
3. Completion of a substantially equivalent nail technician course (consisting of **less** than 150 hours of training) **and** six months of nail technician work experience. Both training and experience must be obtained outside the Commonwealth of Virginia, but within the United States and its territories. **Required Documentation: Upload to your PCS account your certificate, diploma or other documentation verifying successful completion of the cosmetology course AND a completed Training and Experience Verification Form, which you can download from PCS' website and complete as directed.**
4. Completion of the Virginia apprenticeship program in nail care. **Required Documentation: A completed Department of Labor and Industry Form available from your apprenticeship representative. The original form must be mailed directly to PCS. Copies will not be accepted.**
5. Nail Technician training obtained in any Virginia State Institution. **Required Documentation: Upload a completed Training and Experience Verification Form to your PCS account, which you can download from PCS' website.**

6. Applying to take the Nail Tech *Instructor* examination. **Required Info: Please be prepared to enter your VA License # and Expiration Date when prompted during the application process.**
7. Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). **Required Documentation: Verification from the Virginia Board for Barbers and Cosmetology.**

Examination Fees

Please carefully review this CIB and Virginia's state laws, rules and regulations prior to starting the application and paying fees.

Examination Type	Examination Fees
Theory & Practical	\$185
Theory	\$92
Practical	\$93

During the on-line application process, you will be prompted to pay your fees at the appropriate place within the application. Fees may be paid online with a credit card (MasterCard, 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.

Refund Policy

- Candidates who are determined to be ineligible or who are determined to be eligible for licensure without testing will be issued a refund, less the application processing fee of \$10.
- Candidates who withdraw from the practical examination within 14 days prior to the scheduled day of testing will be issued a refund, less the application processing fee of \$10.
- Candidates who withdraw from the theory examination within five days prior to the scheduled day of testing will be issued a refund, less the application processing fee of \$10.
- Candidates who do not show for any scheduled examination *forfeit all fees paid*, unless an accident or medical emergency occurs (which will require official documentation prior to a refund being issued).
- All refunds are issued to the cardholder and credit card under which payment was initially made.

2017 Practical Examination Dates, Cites and Deadlines:

Chesapeake Area	
Exam Date	Application Deadline
2/13/2017	1/16/2017
2/27/2017	1/30/2017
3/13/2017	2/13/2017
3/27/2017	2/27/2017
4/10/2017	3/13/2017
4/24/2017	3/27/2017
5/8/2017	4/10/2017
5/22/2017	4/24/2017
6/12/2017	5/15/2017
6/26/2017	5/29/2017
7/10/2017	6/12/2017
7/24/2017	6/26/2017
8/14/2017	7/17/2017
8/28/2017	7/31/2017
9/11/2017	8/14/2017
9/25/2017	8/28/2017
10/9/2017	9/11/2017
10/23/2017	9/25/2017
11/13/2017	10/16/2017
11/27/2017	10/30/2017
12/11/2017	11/13/2017
12/18/2017	11/20/2017

Lynchburg Area	
Exam Date	Application Deadline
2/6/2017	1/9/2017
2/20/2017	1/23/2017
3/6/2017	2/6/2017
3/20/2017	2/20/2017
4/3/2017	3/6/2017
4/17/2017	3/20/2017
5/1/2017	4/3/2017
5/15/2017	4/17/2017
6/5/2017	5/8/2017
6/19/2017	5/22/2017
7/10/2017	6/12/2017
7/17/2017	6/19/2017
8/7/2017	7/10/2017
8/21/2017	7/24/2017
9/11/2017	8/14/2017
9/18/2017	8/21/2017
10/2/2017	9/4/2017
10/16/2017	9/18/2017
11/6/2017	10/9/2017
11/20/2017	10/23/2017
12/4/2017	11/6/2017
12/18/2017	11/20/2017

Richmond Area	
Exam Date	Application Deadline
2/13/2017	1/16/2017
2/27/2017	1/30/2017
3/13/2017	2/13/2017
3/27/2017	2/27/2017
4/10/2017	3/13/2017
4/24/2017	3/27/2017
5/8/2017	4/10/2017
5/22/2017	4/24/2017
6/12/2017	5/15/2017
6/26/2017	5/29/2017
7/10/2017	6/12/2017
7/24/2017	6/26/2017
8/14/2017	7/17/2017
8/28/2017	7/31/2017
9/11/2017	8/14/2017
9/25/2017	8/28/2017
10/9/2017	9/11/2017
10/23/2017	9/25/2017
11/13/2017	10/16/2017
11/27/2017	10/30/2017
12/11/2017	11/13/2017
12/18/2017	11/20/2017

Roanoke Area	
Exam Date	Application Deadline
2/13/2017	1/16/2017
2/27/2017	1/30/2017
3/13/2017	2/13/2017
3/27/2017	2/27/2017
4/10/2017	3/13/2017
4/24/2017	3/27/2017
5/8/2017	4/10/2017
5/22/2017	4/24/2017
6/12/2017	5/15/2017
6/26/2017	5/29/2017
7/10/2017	6/12/2017
7/24/2017	6/26/2017
8/14/2017	7/17/2017
8/28/2017	7/31/2017
9/11/2017	8/14/2017
9/25/2017	8/28/2017
10/9/2017	9/11/2017
10/23/2017	9/25/2017
11/13/2017	10/16/2017
11/27/2017	10/30/2017
12/11/2017	11/13/2017
12/18/2017	11/20/2017

Springfield Area	
Exam Date	Application Deadline
2/6/2017	1/9/2017
2/20/2017	1/23/2017
3/6/2017	2/6/2017
3/20/2017	2/20/2017
4/3/2017	3/6/2017
4/17/2017	3/20/2017
5/1/2017	4/3/2017
5/15/2017	4/17/2017
6/5/2017	5/8/2017
6/19/2017	5/22/2017
7/10/2017	6/12/2017
7/17/2017	6/19/2017
8/7/2017	7/10/2017
8/21/2017	7/24/2017
9/11/2017	8/14/2017
9/18/2017	8/21/2017
10/2/2017	9/4/2017
10/16/2017	9/18/2017
11/6/2017	10/9/2017
11/20/2017	10/23/2017
12/4/2017	11/6/2017
12/18/2017	11/20/2017

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 Virginia Cosmetology page at <http://www.pcshq.com>.

Temporary Permits

If you are requesting the Board to issue a Temporary Permit on your behalf, you must properly complete and submit the *Temporary Permit Form* to PCS with the required sponsorship information and signatures in place. You may download a copy of this form by going to the *Forms* Section of Virginia Cosmetology page at <http://www.pcshq.com>. Once the form is completed and uploaded to your account, the request for a permit will be processed and forwarded to the Board for final approval and permit issuance. Temporary Permits are issued only once and are valid for 45 days following the date of your practical examination.

First Time Candidates

Application Requirements

Once an online application has been completed with PCS, the following items must be uploaded to your account with PCS:

1. A current 2" x 2" passport color photo taken within the last six months to reflect your current appearance. It must be sized so that your head is approximately 1 inch from the bottom of the chin to the top of the head. It must be taken in front of a plain, white background and be a full-face view, directly facing the camera with a neutral facial expression. Selfies are not accepted. If these requirements are not met, you will receive notification that you need to submit a new photo and your application will remain incomplete until the photo meets the requirements.
2. **Examination Site Conduct Agreement Form:** Please select practical location and sign the Informed Consent and Waiver Agreement section. Once completed, please upload this Agreement to your account. This form can be found under Virginia's *Forms* section online at www.pcshq.com.

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

! If you are not approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be contacted by PCS and your application will be pending until you make the necessary and requested corrections. If you mail any documentation separate and apart from the application to PCS at the address located on page 3 of this Candidate Information Bulletin, please also make note of this on your home page within your PCS account .

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

Expired License

How to Reinstate an Expired License

1. If your license has been expired for less than **two years**, contact the Board at (804) 367-8509.
2. If your license has been expired for more than **two years**, apply directly with PCS and follow the prompts. You will be required to take both the current theory and practical examinations again.

Endorsement License Requirements

If you hold a license in a state other than Virginia, contact the Board at (804) 367-8509

PCS Account Set-Up

Before you are able to complete an online application with PCS, you must first become a registered user of our system. 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 **Virginia**
5. Click **Nail Technician**
6. Click **Create an Account** (if this is your first time)
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter REcaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click link in e-mail to verify account information and create PCS password.
11. Click **Enable Account**

! A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

New Professional Credential Services Account

By signing up for a free account, you can access your application and licensing information.

To access your information online, please create your personal account. You MUST use a 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

1. 9. 1

Type the text

Privacy & Terms

reCAPTCHA™

stop spam.
read books.

Create Account





PCS Application

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

1. Complete steps 1-5 listed above.
2. Click **LOGIN HERE** (if you have already created an account)
3. Enter e-mail address and password provided during account set-up.
4. You are now in the Virginia online registration page; select appropriate license type (i.e. Cosmetology).
5. Continue with online registration until all required fields have been completed.
6. Choose the examinations you wish to take.
7. 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).

! 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).

Your Profile Name Address Phone SSN Alt ID Birthdate Email Username	Active Applications Virginia Cosmetology & Barbering, Barbering Applied 08/19/2013 Most recent application: 08/19/2013 Status: Paid, Waiting for review.
Documents  VA BA App Original Document.pdf Last Changed 08/21/2013  Personal Photo Document.pdf Last Changed 08/21/2013  PA GMC 3 Documentation Original Document.pdf Last Changed 08/21/2013 ADD NEW DOCUMENT	Application Approval Requirements <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 <input checked="" type="checkbox"/> ALL FORMS ARE CURRENT GMC 3 - OFFICIAL Virginia document indicated by RED STAMP (Click Here for Sample Image): GMC3 - OFFICIAL Virginia document indicated by RED STAMP (Click Here for Sample Image): GMC3 - OFFICIAL Virginia document indicated by RED STAMP (Click Here for Sample Image): Please enter comments (optional), select if this item can be approved or denied, then click Save 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. -- SELECT STATUS -- <input type="button" value="Save"/> <input type="checkbox"/> Final Review <input type="button" value="VIEW APPLICATION FORM"/>
Education SPECTRUM BEAUTY ACADEMY LLC ALEXANDRIA VA From 10/15/2012 Graduated: 07/23/2013 School License Expire: 12/31/2014	Pending Examinations 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
Application Information  Virginia Board of Barbers and Cosmetologists	

PCS Candidate Homepage

Logging into your Homepage

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



The screenshot shows the login interface for Professional Credential Services, Inc. At the top right is the company logo. The main heading is "Log into your account". Below this are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned to the right of the password field. A large, faint watermark of the company logo is visible in the background. Below the login fields, there is a link for users who have forgotten their password or need to create one. At the bottom, there is a link for users who have not previously created an account.

PROFESSIONAL
CRE 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.



The screenshot displays the "Active Applications" section. It lists the state as "Virginia" and the application type as "Cosmetology & Barbering, Cosmetology". Below this, there are links for "ADD STATE APP#", "Valor Act: EDIT", "ADD LICENSE NUMBER", "ADD LIC EXP DATE", "App Expires: 03/12/2017 EDIT", "Print New App Label", and "Applied: 03/12/2013". A red box highlights the "Application Approval Requirements" section, which includes a list of requirements, each with a green checkmark icon and a link to "ADD".

Active Applications.

Virginia
Cosmetology & Barbering, Cosmetology
[ADD STATE APP#](#)
Valor Act: [EDIT](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 03/12/2017 [EDIT](#)
[Print New App Label](#)
Applied: 03/12/2013

Application Approval Requirements [ADD](#)

<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
<input checked="" type="checkbox"/>	ADA
<input checked="" 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 and you will also receive an email notifying you that your application has been approved.

Active Applications.	
Virginia Cosmetology & Barbering, Cosmetology ADD STATE APP# Valor Act: EDIT ADD LICENSE NUMBER ADD LIC EXP DATE App Expires: 03/12/2017 EDIT Print New App Label Applied: 03/12/2013	
Application Approval Requirements ADD	
<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
<input checked="" type="checkbox"/>	ADA
<input type="checkbox"/> ?	Final Review

Reprinting Documents

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

▼ Exam Results
Virginia Cosmetology Practical Score Loaded 02/07/2014 Test Date: 02/03/2014 Score: 87.00% PASS Exam Date: 02/03/2014 Tested at: Richmond Area
RECREATE SCORE EMAIL SCORE TO CANDIDATE PRINT SCORE NOTICE CHANGE SCHOOL

- Click **Reprint** option next to item you wish to print

Receipts
Invoice for Virginia Board of Barbers and Cosmetologists 03/12/2013 \$155.00
REPRINT
Virginia Board of Barbers and Cosmetologists 03/26/2013 Check \$155.00 Paid 03/26/2013
REPRINT

Examination Rescheduling

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

- In order to reschedule your practical examination, click **Reschedule Practical** under the Active Applications box.

Active Applications.

Virginia
Cosmetology & Barbering, Cosmetology
[ADD STATE APP#](#)
Valor Act: [EDIT](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 09/10/2017 [EDIT](#)
[Print New App Label](#)
Applied: 07/08/2003 RE

Application Approval Requirements [ADD](#)

- ☐ [Coordinator Review](#)
- ☐ [Check School Expiration Date](#)
- ☐ [Final Review](#)

[CLOSE APPLICATION](#)
[RESCHEDULE PRACTICAL](#)

- In order to reschedule your theory examination, click **Theory Reschedule** under the Active Applications box.

Active Applications.

Virginia
Cosmetology & Barbering, Cosmetology
[ADD STATE APP#](#)
Valor Act: [EDIT](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 02/28/2017 [EDIT](#)
[Print New App Label](#)
Applied: 12/26/2013

Application Approval Requirements [ADD](#)

- ☒ [Coordinator Review](#)
- ☒ [Personal Photo](#)
- ☒ [Training & Experience Form](#)
- ☒ [Examination Site Agreement](#)
- ☒ [PCS Waiver](#)
- ☒ [ALL FORMS ARE CURRENT](#)
- ☒ [Check School Expiration Date](#)
- ☒ [Final Review](#)

[CLOSE APPLICATION](#)
[RESCHEDULE THEORY](#)

Application Approval Process

- Once your online application has been completed and **payment has been made**, a system generated email will be sent to your email to confirm completion of your application. This does not mean your application has been approved, but rather that you have completed the on-line application successfully. PCS will then review your application and enter any requirements which may be pending, no later than three business days after completion of your application. *If documents are submitted/uploaded 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 email and your file will remain pending until all necessary information has been received.
- In order to receive your desired practical examination date, the online application, required documents, payment and **final approval** must be received before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received and application is approved.

Examination Notification

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

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

! If you do not receive any emails 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

Upon receipt of your ATT letter, you may request to take the theory examination by logging onto the Prometric website at www.prometric.com. Select **SCHEDULE MY TEST** and follow the prompts given for each screen. You will need to enter your eligibility number (identified as *Candidate ID#* on your ATT) listed on your letter. You can also contact Prometric's Toll-Free Telephone Support at (800)895-3926.

Theory Examination Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting Prometric **at least 5 business days** prior to your scheduled date. Fees will be forfeited if you attempt to reschedule in four or less days prior to your scheduled examination. You can call Prometric's automatic system at (800)895-3926 using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

Practical Examination Scheduling

You will request a practical date and location when completing your on-line application. As long as you have all required information and are approved by the deadline date for the examination date selected as outlined in this Information Bulletin previously, you will be scheduled to take your examination on the date requested. Otherwise, you will be assigned to the next practical examination date in the location you selected once your application has been approved.

Practical Rescheduling Policy

You may reschedule your practical examination without forfeiting your fees if you reschedule within 14 days prior to your scheduled examination. If you do not show for your practical examination or show up after the examination has started, you will forfeit your exam fees. Should you be involved in a traffic accident on the way to the test center, suffer a serious personal illness or injury, or a death in your immediate family contact PCS as soon as possible. Upon submitting official documentation acceptable to PCS, PCS at its discretion, may allow you to reschedule without being charged. In the event of a serious personal illness or injury, a note from the treating physician indicating your inability to test will be required. In the event of a death in your immediate family a death certificate will be required.

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 Prometric. If a test center is open for testing, and the location you will be driving from is hazardous, please contact PCS immediately in order to not forfeit your fees. PCS will verify the information you have provided and reschedule you for the next practical examination in your chosen location. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS, or check both the PCS and Prometric web sites for inquiries regarding the closure of any sites for the theory examination.

Examination Day Requirements

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

- Admission Notice (practical) or ATT Letter (theory) (printed and/or via electronically on your phone is acceptable).
- 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 present these items, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

Acceptable Forms of Identification

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

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

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

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

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

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

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

Arrival

!! You must arrive at the test center at least thirty (30) minutes prior to the time that is on your Admission Notice or ATT. If you arrive later, 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 your actions will be reported directly to the Board and to NIC. 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 allowed. 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 emailed to you at least 10 business days after your examination date. *An **unofficial** pass or fail notice will be provided to you by Prometric after you take the theory examination.* If you do not receive your score 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 Virginia Department of Professional and Occupational Regulation (DPOR) for the issuance of a permanent license.

In Virginia, you must take and pass both the theory and practical examinations within one year of initial examination date. Failure to accomplish this will result in your having to start over as a first-time candidate. In addition, if after application is made and you take longer than one year to attempt to schedule any examination, you will forfeit all fees and be required to apply as a first-time candidate, even if your application was approved the first time you applied.

Change of Information

Directions

Complete the *Change of Information Form*, which can be downloaded in the *Forms* section of the Virginia Cosmetology page on PCS' website, www.pcshq.com. 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.

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

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 10 days from the date of the event warranting the complaint. Written complaints 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
- Details of complaint

Send Complaint to:

Professional Credential Services, Inc.
Attn: Virginia Coordinator / COMPLAINT
P.O. Box 198768
Nashville, Tennessee 37219-8768

Complaint Review Process

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

Examination Guidelines

Dress Code

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

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

Theory Examination

The Nail Technology NIC Theory Examination includes Virginia State Laws and Regulations.

10 Virginia State questions are included within the Virginia NIC Theory Examination.

The reference for these questions are found in the Virginia Board for Barbers & Cosmetology Regulations, 18 VAC 41-20, February 1, 2017:

<http://www.dpor.virginia.gov/Boards/BarberCosmo/>. Click on the "Laws and Regulations" tab.

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



NATIONAL NAIL TECHNOLOGY THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY.

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Communicating to other candidates or any examiner.
 - Exhibiting disruptive behavior.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*

NAIL TECHNOLOGY THEORY EXAMINATION CONTENT OUTLINE

1. SCIENTIFIC CONCEPTS (40%)

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

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

2. NAIL TECHNOLOGY PROCEDURES (60%)

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

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

NAIL TECHNOLOGY SAMPLE QUESTIONS

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

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

8. For which one of the following are oil manicures recommended?
- a. Leuconychia
 - b. Split nails
 - c. Brittle nails
 - d. Prevention of infection
9. What is the actively growing part of the nail?
- a. Lunula
 - b. Matrix
 - c. Mantle
 - d. Free edge
10. What should be applied to a split in the nail before wrapping it?
- a. Top coat
 - b. Base coat
 - c. Adhesive glue
 - d. Nail hardener

Answers

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

**TO TAKE THE NIC NAIL
TECHNOLOGY ONLINE
PRACTICE EXAM**

[CLICK HERE](#)

OR GO TO:

[http://www.iqttesting.com/
/registrationv2008/quickre
gister.aspx](http://www.iqttesting.com/registrationv2008/quickregister.aspx)

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

NAIL TECHNOLOGY REFERENCES

PRIMARY REFERENCES

Salon Fundamentals Nails – A Resource for Your Skin Care Career
2007, 10th printing, 1st Edition, June 2013
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
800-886-4247
www.pivot-point.com

Milady's Standard Nail Technology

2011, 6th Edition

Alisha Rimando Botero, Catherine M. Frangie, Jim McConnell, et al

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage.com

Nail Technician

2007 2.1 Edition

Author: Randy Rick

CLiC INTERNATIONAL

396 Pottsville/Saint Clair Highway

Pottsville PA 17901

www.clicusa.com

NIC Infection Control and Safety Standards

Adopted 1998; Revised October 2002, Revised August 2014

National-Interstate Council of State Boards of Cosmetology

http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards- Aug_2014.pdf

SUPPORTING REFERENCES

Salon Fundamentals Nails – A Resource for Your Skin Care Career

2007, 7th printing, 1st Edition, October 2011

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

www.pivot-point.com

Milady's Standard Nail Technology

2007, 5th Edition, Revised Edition

Catherine M. Frangie, Douglas Schoon, Sue Ellen Schultes plus 11 others

Thompson Delmar Learning Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.com

Nail Technician

2007 1st Edition

Author: Randy Rick

CLiC INTERNATIONAL

396 Pottsville/Saint Clair Highway

Pottsville PA 17901

800-207-5400

www.clicusa.com



NATIONAL NAIL TECHNOLOGY
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. 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.

MODEL OR MANNEQUIN(S)

Depending on the state, candidates will either use a mannequin hand, mannequin head, or live model for the examination.

*** Please refer to State guidelines.**

If your state requires that you use a mannequin head(s) or hand(s):

If you are required to use a mannequin head(s), it is the candidate's responsibility to come prepared for the examination. **Mannequin heads that are premarked or presectioned are NOT allowed for any part of the practical examination.**

If you are required to use a mannequin hand(s), it is the candidate's responsibility to come prepared for the examination. **The mannequin hand must be an entire hand and cannot have removable digits.**

Mannequin heads and hands must be approved by the examination provider prior to admittance into examination.

***If your state requires that you use a live model:**

- Models must be at least 15 years of age and cannot be licensed or a student studying in this field.
- Any individual who has received training for or participated in the development or administration of any cosmetology, barbering, or related professions is prohibited from serving as a model.
- Models must be present with the candidate at the beginning of the practical examination.

- The model must present a valid driver's license or State ID card for admittance to the examination.
- The model must be appropriate for examination purposes.
- The model must agree to submit to all areas/sections of the practical examination.
- Models are not permitted to communicate with or assist the candidate during the examination. The models may not communicate with the examiner or proctor during the examination

SPECIAL ATTENTION!

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

- 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).

**NAIL TECHNOLOGY PRACTICAL
EXAMINATION CONTENT DOMAIN SECTIONS**

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

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

**NAIL TECHNOLOGY PRACTICAL EXAMINATION TASK LINES
AND VERBAL INSTRUCTIONS**

1. 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 have turned the hand to indicate 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.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

“Please stop working.”

2. MANICURE AND POLISH APPLICATION (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will 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 turned the hand to indicate 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.”

- 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.”*

Candidates will be evaluated on the following tasks:

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

Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate 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.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

“Please stop working.”

3. 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 of the examination:

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 turned the hand to indicate 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.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

“Please stop working.”

4. NAIL TIP APPLICATION AND BLENDING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“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.”

“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 turned the hand to indicate 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.”

- 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 examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

5. SCULPTURED NAIL (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“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.” *check state testing guidelines for product requirements.*

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

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

“You will be informed when you have 10 minutes remaining.”

“Turn the hand toward the examiner to indicate you have finished.”

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

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

“All candidates have indicated 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.”

- 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 examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

6. BLOOD EXPOSURE PROCEDURE (Untimed)

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.”

SUGGESTED EXAMINATION 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

*** Please refer to State guidelines**

UNIVERSAL SUPPLIES (Also known as General Supplies)

- ☐ 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 materials

NAIL TECHNOLOGY REFERENCES

PRIMARY REFERENCES

Salon Fundamentals – Nails
2007, 10th printing, 1st Edition, June 2013
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
800-886-4247
www.pivot-point.com

Milady's Standard Nail Technology
2011, 6th Edition
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
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

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

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

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

Nails – Exhibits of Art

2007 1st Edition

CLiC INTERNATIONAL

396 Pottsville/Saint Clair Highway

Pottsville PA 17901

www.clicusa.com

COSMETOLOGY & HAIR DESIGN

REFERENCES

Milady Standard Cosmetology

2016

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Today's Class: Cosmetology 1, Cosmetology, 2, Basic Esthetics 1 & 2, Nail Technician

2016

Melior, Inc.

<https://www.todaysclass.com/index.html>

877-224-0435

Salon Fundamentals Cosmetology

2014, 3rd Edition, 1st Printing. September 2014

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Cosmetology Career Concepts

CLIC International

2014

Pottsville, PA 17901

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology

2012

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Cosmetology

2013, 2nd Edition, 8th printing, December 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

BARBERING (BARBER STYLING, BARBER, BARBER 1)

REFERENCES

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

SUPPLEMENTAL REFERENCES

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

BODY PIERCING

REFERENCES

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

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

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

ELECTROLOGY

REFERENCES

Milady's Hair Removal Techniques: A Comprehensive Manual
2004

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

2013, 2nd Edition, 11th printing, 2nd Edition, August 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2009, 10th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career

2007, 10th printing, 2nd Edition, September 2012

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

ESTHETICS

REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

2013, 2nd Edition, 11th printing, 2nd Edition, August 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2009, 10th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career

2007, 10th printing, 2nd Edition, September 2012

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

ESTHETICS-ADVANCED PRACTICE (AP)

REFERENCES

Milady Standard Esthetics: Advanced

2013 2nd edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Skin Care: Beyond the Basics

2012, 4th Edition

Mark Lees

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

INSTRUCTOR

REFERENCES

*McKeachie's Teaching Tips: Strategies, Research,
and Theory for College and University Teachers*
2014, 14th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Mindful Teaching Pro eBook 101.1 – 701.6

2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

SUPPLEMENTAL REFERENCES

Milady's Master Educator

Student Course Book

2014, 3rd Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

*McKeachie's Teaching Tips: Strategies, Research,
and Theory for College and University Teachers*
2011, 13th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

MANAGER

REFERENCES

Successful Salon & Spa Management

2012, 6th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology

2016

Milady

www.miladypro.com

Customer Service: info@milady.com
800.998.7498 ext. 2700

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

Cosmetology Career Concepts
CLIC International
2014
Pottsville, PA 17901

NAIL TECHNOLOGY

REFERENCES

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

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

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

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

SUPPLEMENTAL REFERENCES

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

800.998.7498 ext. 2700

Salon Fundamentals Nails

2011, 1st Edition, 7th Printing, October 2011

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Nails – Exhibits of Art

2007, 1st Edition

Author: Randy Rick

CLIC International

2014

Pottsville, PA 17901

NATURAL HAIR STYLING

REFERENCES

Milady Standard Natural Hair Care and Braiding

2014

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady Standard Cosmetology

2016

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Cosmetology

2014, 3rd Edition, 1st Printing. September 2014

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Cosmetology Career Concepts

CLIC International

2014

Pottsville, PA 17901

TATTOOING

REFERENCES

APP Procedure Manual

2013 Edition

Association of Professional Piercers

safepiercing.org

Customer Service: info@safepiercing.org

1.888.888.1277

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

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

REFERENCES

Milady's Standard Esthetics: Fundamentals

2013, 11th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics

2013, 2nd Edition, 11th printing, 2nd Edition, August 2013

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Milady Standard Esthetics: Advanced

2013 2nd edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

SUPPLEMENTAL REFERENCES

Milady's Standard Esthetics: Fundamentals

2009, 10th Edition

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

Salon Fundamentals Esthetics – A Resource for Your Skin Care Career

2007, 10th printing, 2nd Edition, September 2012

Pivot Point International, Inc.

www.pivot-point.com

Contact: Debbie Mack, dmack@pivotpoint.com

800-886-4247

Milady's Hair Removal Techniques: A Comprehensive Manual

2004

Milady

www.miladypro.com

Customer Service: info@milady.com

800.998.7498 ext. 2700

NIC INFECTION CONTROL AND SAFETY STANDARDS

DISINFECTION

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

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

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

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

HAND WASHING

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

NAIL TECHNOLOGY

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

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

NIC Blood Exposure Procedure

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

Who is bleeding?

Client

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

Licensee

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