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Commonwealth of Virginia BOARD FOR BARBERS AND COSMETOLOGY

February 2018

Nail Technology

Candidate Information Bulletin

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

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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

Customer Service: (888) 822-3272

Fax: (615) 846-0153

Email: cosandbar@pcshq.com
Website: http://www.pcshq.com

Prometric

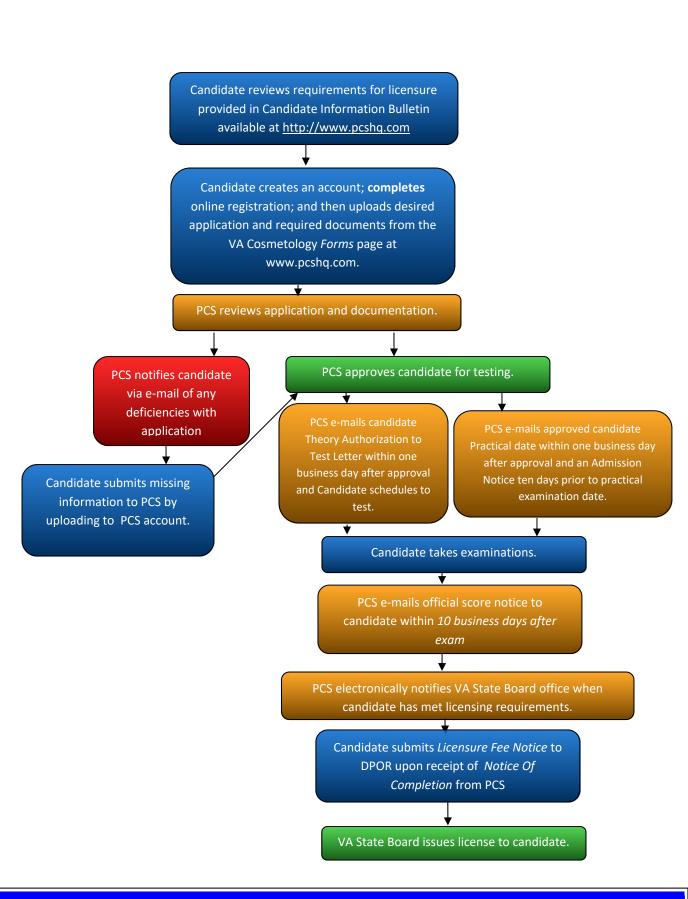
Scheduling: (800) 895-3926 Website: www.prometric.com

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

Email: bchoplicensing@dpor.virginia.gov



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 Nail Technology 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 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 NIC **Theory** and **Practical** examination within one year of the date of your first examination. You must also meet **ONE** of the following requirements:

- 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) <u>and</u> 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 Nail Technician 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 Info: Please be prepared to enter your VA Nail Technician License # and Expiration Date on your Examination and License application. Required Documentation: Completed Training and Experience Verification Form, which you can download from PCS' website, complete as directed and upload to your PCS account.
- 6. Applying to take the Nail Tech *Instructor* examination. **Required Info: Please be prepared to enter your VA Nail Tech License # and Expiration Date on your Examination and License application.**
- 7. Previously licensed in Virginia by examination and past the reinstatement period (two years or more since your previous license expired). *Required Documentation: PCS will obtain 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 registration and paying fees.

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

During the on-line registration process, you will be prompted to pay your fees at the appropriate place within the registration. 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 registration 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 registration 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 registration 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.

2018 Practical Examination Dates and Cities:

Chesapeake	Lynchburg	Richmond	Roanoke	Springfield
Exam Date				
1/8/2018	1/8/2018	1/8/2018	1/22/2018	1/8/2018
1/29/2018	1/22/2018	1/29/2018	1/29/2018	1/22/2018
2/12/2018	2/5/2018	2/12/2018	2/12/2018	2/5/2018
2/19/2018	2/19/2018	2/26/2018	2/26/2018	2/19/2018
3/12/2018	3/5/2018	3/12/2018	3/12/2018	3/5/2018
3/26/2018	3/19/2018	3/26/2018	3/26/2018	3/19/2018
4/9/2018	4/2/2018	4/9/2018	4/9/2018	4/2/2018
4/23/2018	4/16/2018	4/23/2018	4/23/2018	4/16/2018
5/14/2018	5/7/2018	5/14/2018	5/14/2018	5/7/2018
5/21/2018	6/4/2018	5/21/2018	6/11/2018	5/21/2018
6/11/2018	6/18/2018	6/11/2018	6/25/2018	6/4/2018
6/25/2018	7/2/2018	6/25/2018	7/9/2018	6/18/2018
7/9/2018	7/16/2018	7/9/2018	7/23/2018	7/2/2018
7/23/2018	8/6/2018	7/23/2018	8/13/2018	7/16/2018
8/13/2018	8/20/2018	8/13/2018	8/27/2018	8/6/2018
8/27/2018	9/10/2018	8/27/2018	9/17/2018	8/20/2018
9/17/2018	10/1/2018	9/17/2018	9/24/2018	9/10/2018
9/24/2018	10/15/2018	9/24/2018	10/8/2018	9/24/2017
10/8/2018	11/5/2018	10/8/2018	10/22/2018	10/1/2018
10/22/2018	11/19/2018	10/22/2018	11/12/2018	10/15/2018
11/12/2018	12/3/2018	11/12/2018	11/26/2018	11/5/2018
11/26/2018		11/26/2018	12/10/2018	11/19/2018
12/10/2018		12/10/2018	12/17/2018	12/3/2018
12/17/2018		12/17/2018		12/17/2018

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 your application with the required sponsorship information and signatures in place. Once your application has been reviewed and approved, the request for a permit will be processed and forwarded to the Board for final approval and permit issuance. You can expect the temporary permit to be issued approximately five days following approval to take the exam. Temporary Permits are issued only once and are valid for 45 days following the date of your practical examination.

Criminal Convictions

Any Candidate that has a conviction as an adult must indicate this on their application and submit a Criminal Conviction Reporting Form and a State Police Report requested within the last 3 months by uploading to their home page. Juvenile convictions do not need to be reported on the application.

First Time Candidates

Application Requirements

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

- 1. DPOR's Examination and License Application.
- 2. 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.
- 3. **Examination Agreement Form**: Please select a 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.
- 4. A copy of Social Security Card or VA DMV Photo ID (Driver's License). Please upload the document that matches what you provided on the DPOR application.
- 5. Any required documents that coincide with your method of applying for Licensure (i.e. Virginia education requires Training and Experience and Verification form).

- *Individuals with criminal convictions as an adult are required to submit a Virginia State Police Criminal History Report and a criminal conviction reporting form (which you can download from the forms section on PCS' website). The report must include all pages (including the cover sheet) and contain a red stamp. The report may be uploaded to your PCS account if it is in color, to depict the red stamp. Photos of documents will not be accepted.
- ! If you are <u>not</u> 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 (CIB), 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) may be <u>uploaded</u> to your PCS account.

Expired License

How to Reinstate an Expired License

- 1. If your license has been expired for <u>less</u> than <u>two years</u>, contact the Board at (804) 367-8509.
- 2. If your license has been expired for <u>more</u> than <u>two years</u>, 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 registration 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 Create an Account
- 6. *Creating a PCS Account*, enter valid, unique e-mail address, the student's first and last name, date of birth, and Social Security number.
- 7. Enter RECaptcha information as prompted; click Create Account
- 8. Candidate should check their e-mail account for a PCS system generated e-mail.
- 9. Click link in e-mail to verify account information and create PCS password.
- 10. 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).



PCS Registration Form

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. Click Client Portal
- 2. Enter e-mail address and password provided during account set-up.
- 3. You are at PCS Welcome Page
- 4. Click Virginia
- 5. Click on STEP 4 Register and pay for your Exam

Application Approval Process

Once your online registration has been completed and <u>payment has been made</u>, a system generated email will be sent to your email to confirm completion of your registration and that payment has been made. Complete and upload your DPOR application onto your PCS account. PCS will then review your DPOR application and enter any requirements which may be pending, no later than three business days after completion of your application. 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 registration, DPOR application, all required documents, payment and **final approval** must be completed 20 business days prior to the practical examination.
- 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.

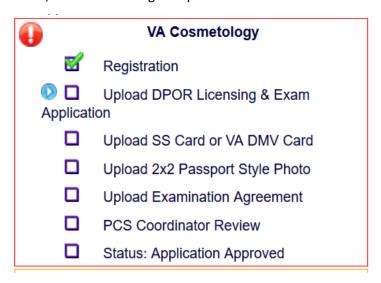
- 1. A Theory Authorization to Test (ATT) letter will be sent via email within one business day.
- 2. A Practical Scheduling Notice will be sent displaying your approved practical scheduled date within one business day.
- 3. A Practical Admission Notice confirming your assigned date, time, and location 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.

PCS Candidate Homepage

Application Status

You may check the status of your online registration 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. Documents can also be mailed to PCS at: Attn: Virginia Cosmetology, P.O. Box 198768 Nashville, TN 37219, but will take longer to process.



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.



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 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.

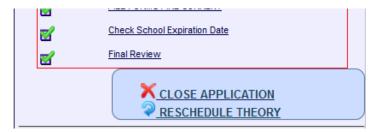
Examination Rescheduling

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 Registrations box.



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



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).
- One (1) form of identification –see list below
- Examination Supplies (if taking practical examination see NIC Content Outline page)
- If you fail to present proper identification, you will not be permitted to test and a rescheduling fee will be required. **NO EXCEPTIONS**

Acceptable Forms of Identification for Exam Day

Your Identification must match the name on your application and exam registration.

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

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*, and a *Licensure Fee Notice*, which will need to be submitted to the DPOR prior to your license being issued.

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 your license.

In Virginia, you must take and pass both the theory and practical examinations within one year of the date of your first scheduled examination. 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.

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

Pending Examinations No examinations are pending. Exam Results Virginia Cosmetology Practical Test Date: 02/20/2017 Score: 92.00% PASS PRINT SCORE NOTICE Virginia Cosmetology Theory Test Date: 02/14/2017 Score: 87.00% PASS PRINT SCORE NOTICE

Click Reprint option next to item you wish to print

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Virginia Board of Barbers and Cosmetologists 10791963-12-3-x
01/12/2017 Credit Card $185.00

PCS Fee(Theory) = $92.00 10791984-12-3-x

PCS Fee(Practical) = $93.00 10791985-12-3-x

(Cash) = $185.00 10791988-12-3-x

Paid 01/12/2017

REPRINT
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Change of Information

Complete the *Change of Address/Name 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 registration 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 (CIB) 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.

Please note that the Virginia State Law questions are only provided in English.

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



NATIONAL NAIL TECHNOLOGY THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY.

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. <u>Picture ID is required for re-entry into examination.</u>
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - o Communicating to other candidates or any examiner.
 - o 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

c.

- 1. Identify mechanics of massage movements
 - a. Effleurage
 - b. Petrissage
 - 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/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 <u>NAIL TECHNOLOGY</u> PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT ADMINISTRATION INSTRUCTIONS

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

National Nail Technology Practical Examination is the licensure examination for Nail Technology, 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 for Nail Technology core services.

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

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. <u>Picture ID is required</u> for re-entry into the examination.
- Candidates are required to bring a supply kit for their own use.
 - o 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.
 - O 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.
 - O Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to
 - All examinations are administered in a testing environment.
 - o Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
 - o Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.

NIC National Nail Technology Practical Examination

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

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

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

NIC National Nail Technology Practical Examination

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

MANNEQUINS ARE REQUIRED FOR ALL SERVICES IN VA

Please refer to your state specific guidelines for mannequin hand requirements.

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

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

SPECIAL ATTENTION

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

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are <u>required</u> to bring and use the following supplies for the appropriate disposal of materials:
 - Ocontainer labeled "To be disinfected"
 - o Container labeled "Soiled linens"
 - o 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 Sections).
- The following sections are **new** to the Nail Technology Practical Examination:
 - o Blood Exposure Procedure (Content Domain Section 6)
- Candidates are expected to brace any time they are working around the eye and mouth areas.
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.
- Monomer must be <u>low-odor/less-odor</u> and factory sealed in its original container with manufacturer's label.
- Polymer and primer must be in its original container with manufacturer's label. (Please check State specific examination provider's guidelines)

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 (10 minutes)

CONTENT DOMAINS

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

Proctor – Verbal Instructions: Read to all candidates:

- "You will prepare your work area for your client."
- "You will set up the universal supplies you will use throughout the examination."
- "You will also set up the supplies for the manicure and polish application."
- "You will prepare your client for the services."
- "You will be expected to follow all client protection, safety and infection control procedures."
- "You will have 15 minutes to complete this section."
- "You will be informed when you have 8 minutes remaining."
- "Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."
- "Turn the hand toward the examiner to indicate you have finished."
- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

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

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

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

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

"Please stop working."

2. MANICURE AND POLISH APPLICATION (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

- "You will perform a manicure and polish application."
- "You will be expected to follow all client protection, safety and infection control procedures."
- "You will have 20 minutes to complete this section."
- "You will be informed when you have 10 minutes remaining."
- "Turn the hand toward the examiner to indicate you have finished."
- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

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

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

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

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

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

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

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

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

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

- "All examiners have indicated they are ready to proceed with the examination."
- "You will remove the polish from all nails and properly dispose of supplies used in the previous section of the examination."
- "You will be expected to follow all client protection, safety and infection control procedures."
- "You will have 5 minutes to complete this section."
- "You will be informed when you have 2 minutes remaining."
- "Turn the hand toward the examiner to indicate you have finished."
- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

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

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

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

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

[&]quot;Please do nothing until the next verbal instructions are given."

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

Proctor – Verbal Instructions: Read to all candidates:

- "You will prepare your work area for a <u>NEW</u> client."
- "You will set up the universal supplies you will use for the remainder of the examination."
- "You will also set up for the following sections of the examination: nail tip application and blending sculptured nail."
- "You will prepare your client for the services."
- "You will be expected to follow all client protection, safety and infection control procedures."
- "You will have 10 minutes to complete this section."
- "You will be informed when you have 5 minutes remaining."
- "Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."
- "Turn the hand toward the examiner to indicate you have finished."
- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

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

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

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

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

"Please stop working."

4. NAIL TIP APPLICATION AND BLENDING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

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

- "You will perform nail tip application and blending."
- "You will apply the nail tip to the finger."
- "You will be expected to follow all client protection, safety and infection control procedures."
- "You will have 20 minutes to complete this section."
- "You will be informed when you have 10 minutes remaining."
- "Turn the hand toward the examiner to indicate you have finished."
- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

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

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

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

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

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

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

"Please do nothing until further instructions are given."

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

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

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

5. SCULPTURED NAIL (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

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

"You will sculpt a nail on the _______finger."

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

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

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

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

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

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

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

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

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

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

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

[&]quot;All examiners have indicated they are ready to proceed."

NIC Nail Technology Practical Examination – Sculptured Nail (continued)

- 5.9 Appearance of finished sculptured nail is smooth, balanced, and even
- 5.10 Cuticle and surrounding skin are free of sculptured product and remain undamaged

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

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

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

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

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

6. BLOOD EXPOSURE PROCEDURE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will demonstrate the blood exposure procedure."

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

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

Candidates will be evaluated on the following tasks:

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

[&]quot;You are expected to follow all client protection, safety and infection control procedures."

[&]quot;You will have 10 minutes to complete this section."

[&]quot;You will be informed when you have 5 minutes remaining."

[&]quot;Turn the hand toward the examiner to indicate you have finished."

NIC Nail Technology Practical Examination – Blood Exposure (continued)

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

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

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

"Please stop working. Please wait until the next verbal instructions are given."

CANDIDATE SUMMARY AND FINAL CLEANUP

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

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

[&]quot;Make sure that all kit supplies and disposable materials are taken with you."

[&]quot;This concludes the National Interstate Council of State Boards of Cosmetology, National Nail Technology Practical Examination."

[&]quot;Thank you for your participation."

SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:

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

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

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

MANICURE AND POLISH APPLICATION SUPPLIES

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

NAIL TIP APPLICATION AND BLENDING SUPPLIES

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

SCULPTURED NAIL SUPPLIES

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

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

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

BLOOD EXPOSURE PROCEDURE SUPPLIES

bag for disposal of blood-contaminated materials