PROFESSIONAL CREDENTIAL SERVICES, INC.

New Mexico
BOARD OF BARBERS and COSMETOLOGISTS

Manicurist/Pedicurist

Candidate Handbook

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 HANDBOOK

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

STEP TWO: TAKE EXAMINATIONS

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

CONTACT INFORMATION

Professional Credential Services (PCS)

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

Customer Service: (888)822-3272
Email: cosandbar@pcshq.com
Website: http://www.pcshq.com

PSI Exams

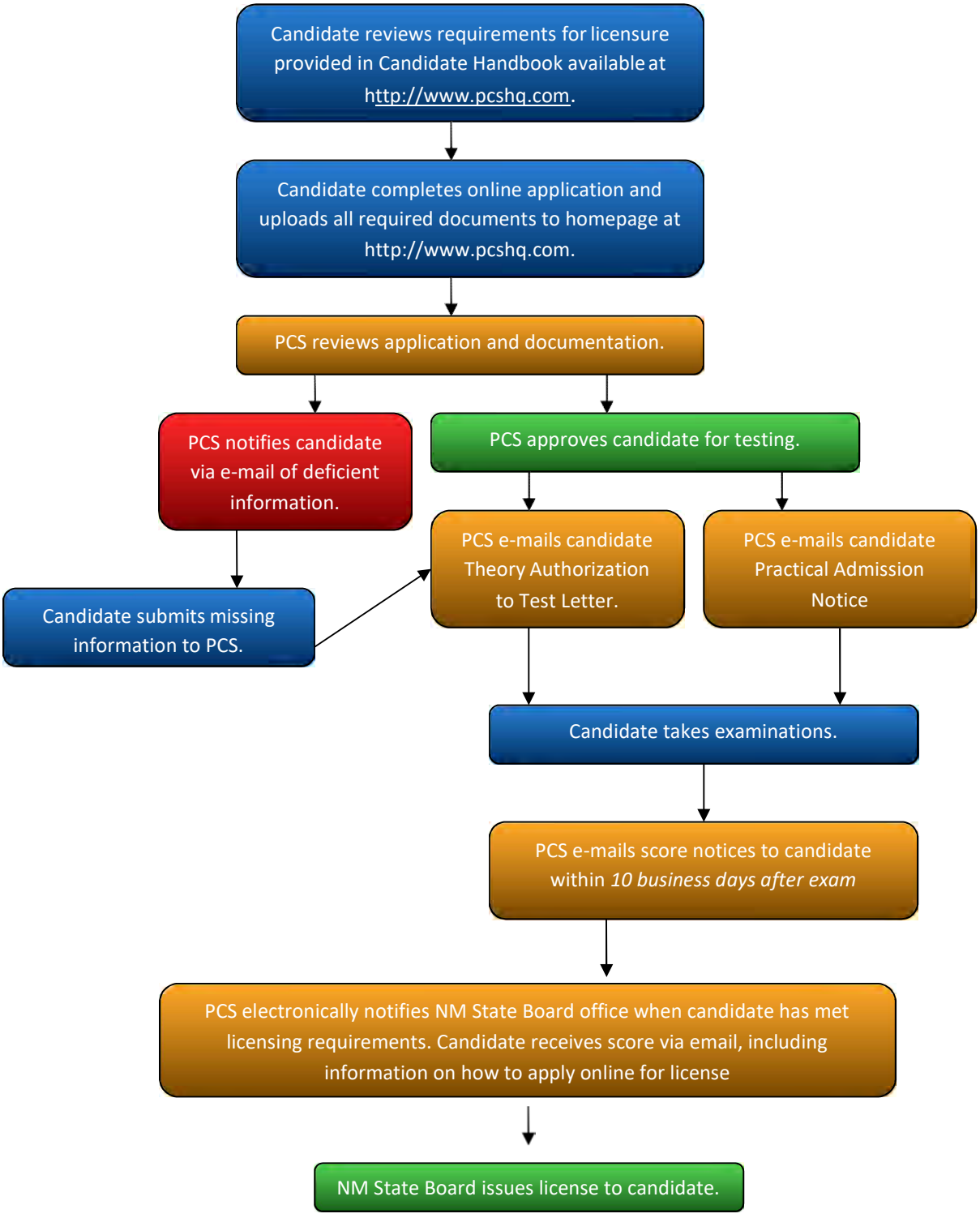
Scheduling: (855) 746-8173
Fax: (702)932-2666
Website: candidate.psiexams.com

New Mexico Regulation and Licensing Department of Barbers and Cosmetologists

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

Telephone: (505)476-4622
Fax: (505)476-4646
Website:
http://www.rld.state.nm.us/boards/Barbers-_and_Cosmetolgists.aspx

Application Process



Introduction

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

State Licensure Requirements

In order to receive a Manicurist/Pedicurist license in the State of New Mexico, you must meet the following requirements:

1. Be at least 17 years of age.
2. Have completed at least the 10th grade or equivalent.
3. Successfully complete a minimum of 400-hour course of instruction in a licensed school.
4. Successfully pass the NIC theory & practical and State Law examinations.

Training Expiration Limit

Candidates will have 1 year (12 months from the date of completion of training to pass all required examinations and obtain license. *Examination scores are only valid within 12 months of your training completion date.*

! *It is YOUR responsibility to be aware of your training hours and application expiration date. If you have questions regarding your training hours and application expiration date, please email PCS immediately at cosandbar@pcshq.com. PCS will not send out reminder notifications for your expiration dates.*

Examination Fees

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

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

Refund Policy

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

All fees are non-refundable.

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

Practical Examination Dates & Locations

The practical exams will be held in Albuquerque, Roswell, and Las Cruces on specific dates. You may view the upcoming dates at www.pcshq.com. Select your state then **PRACTICAL EXAM DATES.**

Please select your preferred location and **TBD** when completing your online application. You will be assigned the next practical examination date in the location you selected once your application has been approved

Special Accommodations

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

First Time Candidates

Application Requirements

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

1. A current 2" x 2" passport type color photo (selfies are not accepted).
2. Copy of Photo Identification Card – must be non-expired Driver's License, State ID Card or U.S. Passport.
3. A New Mexico Transcript of Training*. *(must be notarized or have official school seal)*

   This needs to be up-loaded to your PCS homepage and sent via mail directly to the New Mexico Board Office.

   (If unable to up-load please mail, fax, or email a copy to PCS and send the original via mail to the Board Office.)

   - Out of State candidates may submit an official transcript if the transcript provides a breakdown of hours by subject.

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

Expired License

How to Reinstate an Expired License

1. If you hold a license that has been expired for less than one year, please contact the Board Office at (505)476 4622 or visit http://www.rld.state.nm.us/boards/Barbers_and_Cosmetologists.aspx for further information.
2. If you hold a license that has been expired for more than one year but less than five years, please contact the New Mexico Board Office at 505-476-4622 for more information.
3. If you hold a license that has been expired for more than five years, you must apply to a Board approved school; submit to a scholastic evaluation to determine your training needs; and complete a minimum of 150 hours of remedial education. Upon completion of the remediation, you must apply online with PCS. You are required to take and pass both the theory and practical examinations.

Application Requirements

1. A current 2” x 2” passport type photo. (must be in color)
2. Copy of Photo Identification Card – must be non-expired Driver’s License, State ID Card or U.S. Passport.
3. Copy of Expired License.
4. If expired for more than 5 years, Transcript of Training showing 150 Hours Remedial Education is required.

Reciprocity

How to Reciprocate an Out of State License

If you hold a license in another state and would like to obtain a license in New Mexico, please contact the Board Office at (505) 476 4622 or visit http://www.rld.state.nm.us/boards/Barbers_and_Cosmetologists.aspx for further information.

Foreign Trained Candidates

Foreign candidates who meet the requirements set forth by the New Mexico Board may apply for a license by examination.

Application Requirements

1. A current 2” x 2” passport type photo. (must be in color)
2. Copy of Photo Identification Card – must be non-expired Driver’s License, State ID Card or U.S. Passport.
3. Proof of High School Education
4. Notarized translation of a valid license or certificate from another nation.
5. Notarized translation of certified transcript of training from school or nation.
6. Notarized translation of any other documents that may be required by the Board.

Note: The board requires examination applicants with foreign training who fail any part for the examination to register at a NM Board approved licensed school, submit to a scholastic evaluation to determine their training needs, and complete a minimum of 150 hours of remedial education. Upon completion and proof of the remediation, the applicant will be allowed to re-apply and examine on the failed areas.

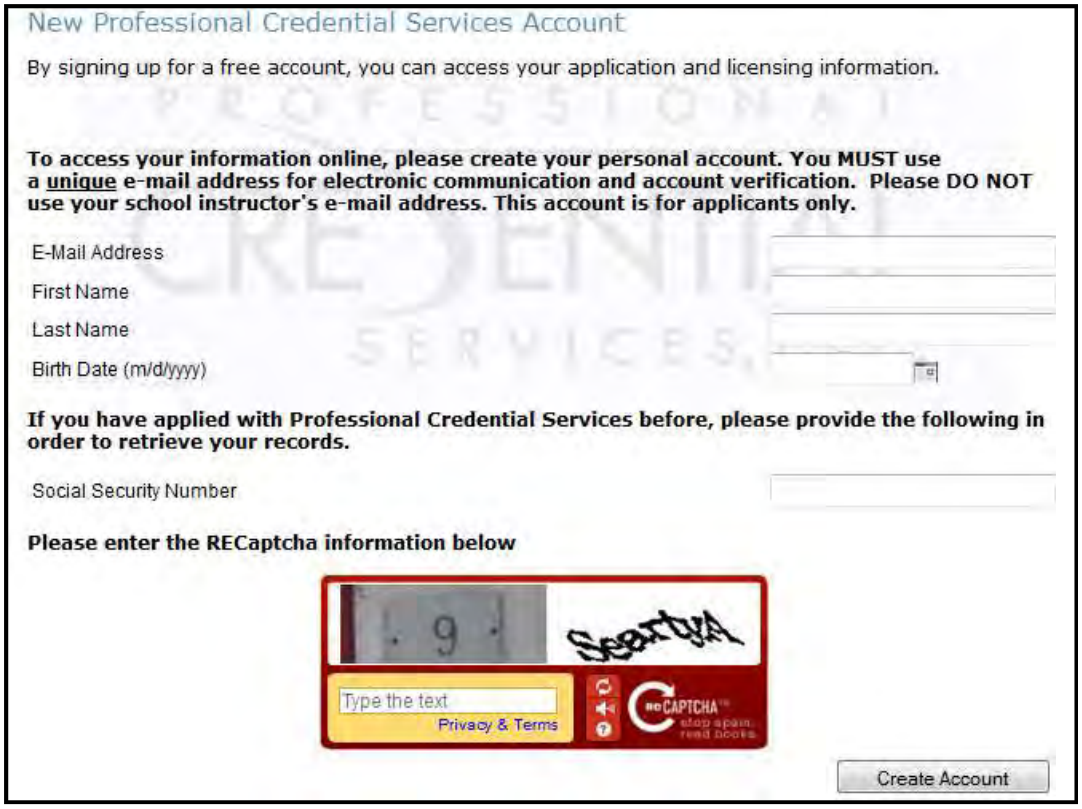
! Translation is only required for documents not written in English.

PCS Account Set-Up

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

1. Go to http://www.pcshq.com
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **New Mexico**
5. Click **Manicurist/Pedicurist**
6. Click **Create an Account** (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 the link in the 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).



PCS Application

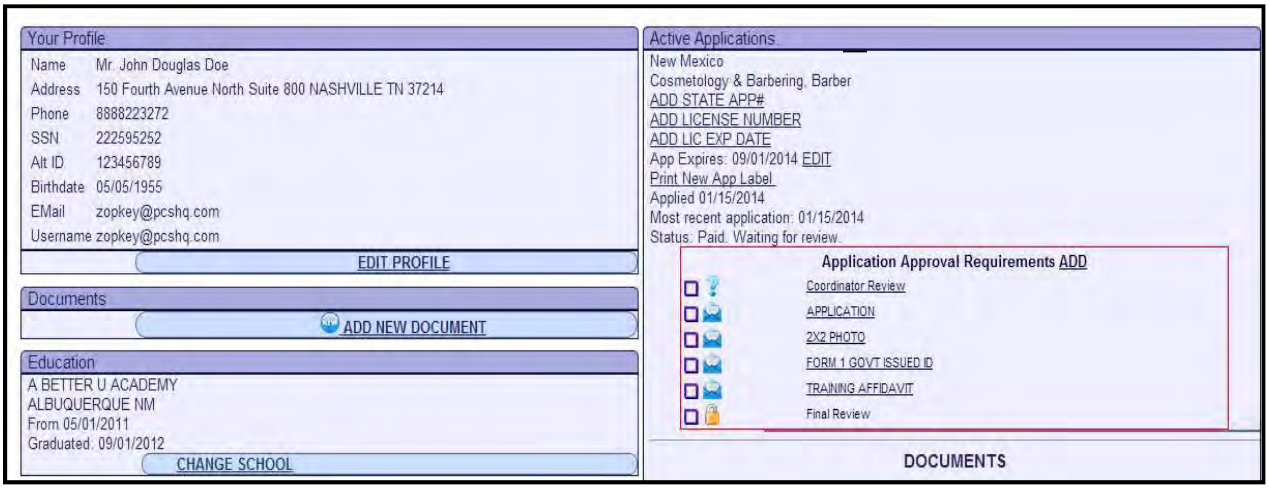
Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Complete steps 1-5 listed above.
2. Click **LOGIN HERE** (if you have already created an account)
3. Enter e-mail address and password provided during account set-up.
4. You are now in the online application; select appropriate license type (i.e. Cosmetology).
5. Continue with online application until all required fields have been completed.
6. Choose the examinations you wish to take.
7. Select Payment Option.
8. You may up-load your 2x2 photo and required documents that are allowed to be a "copy." Original required documents must be mailed.

* You can provide a credit card in order to pay your fees online or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until all required documents, payment, and final approval is received. Incomplete applications will be processed for the next available practical exam date once all required information and final approval is received by PCS.

! **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).



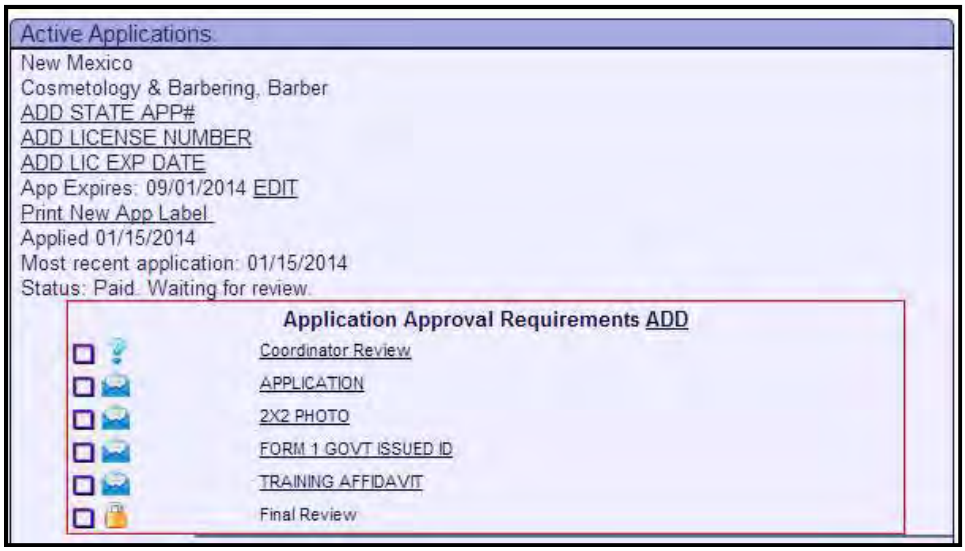
PCS Candidate Homepage

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**

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.



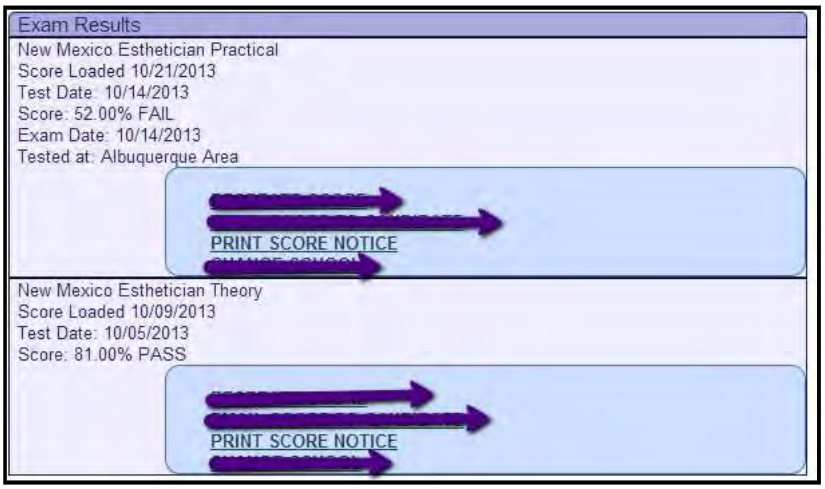
How do I know if my application is approved?

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

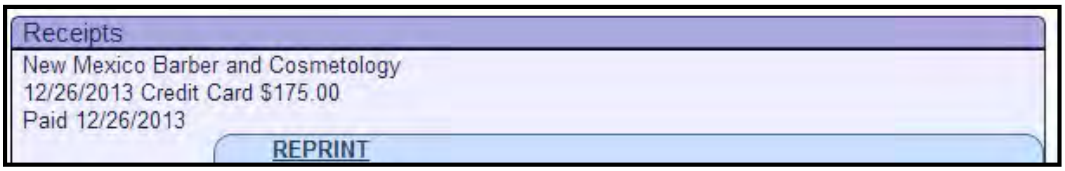
Reprinting Documents

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

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



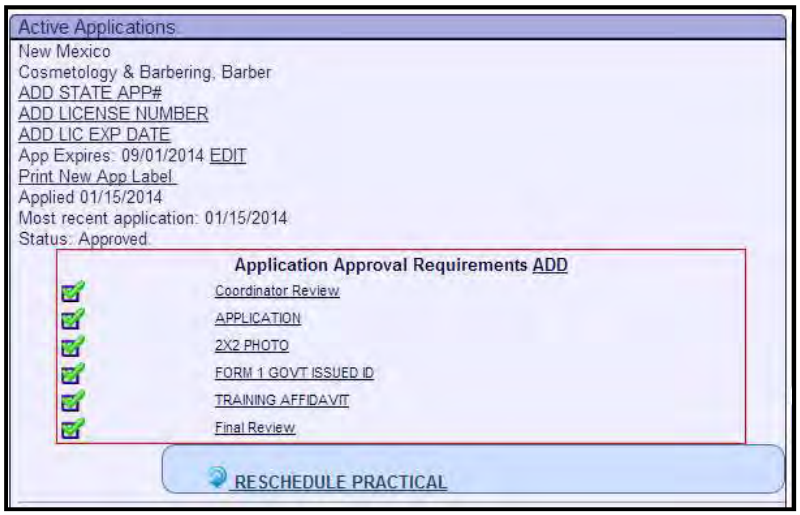
- Click **Reprint** option next to item you wish to print.



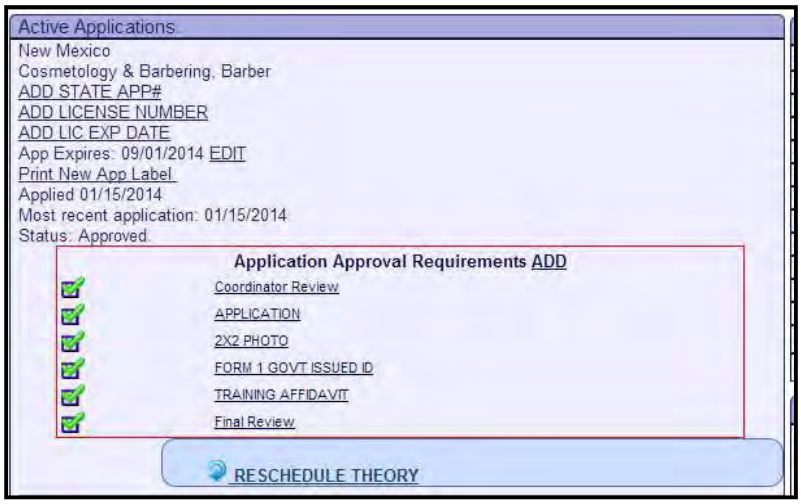
Examination Rescheduling

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

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



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



Examination Scheduling

Theory Examination Scheduling

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

- Schedule online – http://www.psiexams.com
- Schedule with PSI representative at (855) 746-8173 (Monday – Friday 7:30 AM to 8:00 PM EST, Saturday 11:00 AM to 5:00 PM EST)
- Schedule with PSIs Interactive Voice Response System during non-business hours at (855) 746-8173.

Theory Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 3 business days prior to your scheduled date. You may call (855) 746-8173 or fax (702)932-2666. You may also use the automated system using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

If you fail your theory exam and wish to reschedule, please wait until you have received your Official Score Notice by email before paying the rescheduling fee. Please allow at least 10 business days.

If you have paid to reschedule your exam and have not received an email notification from PCS within 5 business days of submission, please contact PCS immediately at cosandbar@pcshq.com.

Practical Examination Scheduling

Please select TBD when completing your application. You will be assigned to the next available practical examination date once your application has been approved. You must be prepared to take the first available practical examination. You will be notified via e-mail of your practical examination date. If you are unable to take your practical examination on the date you are assigned, a rescheduling fee will be required.

Practical Rescheduling Policy

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

! If you have paid to reschedule your exam and have not received an email notification from PCS within 5 business days of submission, please contact PCS immediately at cosandbar@pcshq.com

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or PSI. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and PSI for inquiries regarding the theory examination.

Examination Day Requirements

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

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

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

Acceptable Forms of Identification

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

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

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

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

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

Arrival

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

General Examination Policies

Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **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

Food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

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

State Score Requirements

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

Once you pass both the theory and practical examination, you will receive a *Notice of Completion which will include information regarding how to apply online for your license.* It is not necessary to notify the Board Office once you pass an examination; they are provided score information on a daily basis.

Change of Information

Directions

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

Print your name as it appears on your Application below.

Name: _____

Street: _____

City: _____State: _____Zip: _____

Print your updated name or address below.

Name: _____

Street: _____

City: _____State: _____Zip: _____

Reason for Name Change:_____Divorced_____Married____Other

Print Social Security Number: _____

Sign and Date your Request:

Signature: _____Date: _____

Formal Complaints

Directions

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

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

Send Complaint to:
Professional Credential Services, Inc.
cosandbar@pcshq.com

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

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

Core Domain Services

- Work Area Preparation, Client Preparation, and Set up of Supplies (Client 1)
- Manicure and Polish Application
- Work Area and New Client Preparation, and Set up of Supplies (Client 2)
- Nail Tip Application and Blending
- Sculptured Nail
- Removal of Sculptured Nail
- Blood Exposure Procedure

Mannequins: A mannequin is required for all services. Please see ***Practical Examination Supplies***

Aerosol Products: You are not permitted to use aerosol products at any time during the examination.

Monomer must be low-odor in its original container with the manufacturer's label.

Polymer and primer must be in its original container with manufacturer's label.

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

Dress Code

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

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

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

NATIONAL NAIL TECHNOLOGY
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN (CIB)

Please visit your examination provider's website OR www.nictesting.org 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.

For each NIC National Theory Examination, there are TWO (2) parts to every Candidate Information Bulletin (CIB) stored as separate documents:

- ***Examination Content*** and ***Important Instructions*** – This provides information about the scope of content covered in the Theory examination and information and guidelines related to administration of the Theory examination.
- ***References*** – This provides a list of references used to develop and support the content covered in the examination. The references are always the same for the Theory and Practical examinations.

BE CERTAIN TO DOWNLOAD AND/OR PRINT AND REVIEW BOTH 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. Picture ID is required for re-entry into the 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, watches (of any kind), 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.*

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NAIL TECHNOLOGY THEORY EXAMINATION CONTENT OUTLINE

The following outlines the scope of content covered by the NIC National Nail Technology Theory Examination. The percentages represent the percentage of items from each domain. The examination is comprised of 110 items, of which 100 items are weighted and contribute to the candidate's final score.

1A: Scientific Concepts - Infection Control and Safety Practices (15%)

1. Identify how disease and infection are caused and transmitted
2. Recognize and utilize infection control principles
    a. Levels of infection control
    b. Process of infection control (e.g., dispensing products, disposal of materials)
3. Apply blood exposure procedures
4. Identify adverse reactions to products or services
5. Utilize Safety Data Sheets (SDS)
6. Identify ways to prevent work injuries (e.g., ventilation, ergonomics)

1B: Scientific Concepts - Anatomy and Physiology (15%)

1. Identify functions, parts, and structure of the:
    a. nails
    b. skin
2. Recognize disorders and diseases of the:
    a. nails
    b. skin
3. Recognize signs and symptoms of disorders, diseases, and conditions of the:
    a. nails
    b. skin
4. Identify bones of the:
    a. arms and hands
    b. legs and feet
5. Identify muscles and recognize their functions in the:
    a. arms and hands
    b. legs and feet

1C: Scientific Concepts - Chemistry of Nail Products (10%)

1. Explain purpose and effects of product ingredients
2. Recognize interaction between chemicals
3. Recognize physical changes
4. Recognize chemical reactions

2A: Nail Technology Procedures - Client Consultation and Documentation (5%)

1. Identify elements of a client consultation and documentation
2. Evaluate condition of client's nails and skin
3. Recognize conditions that would prohibit service (contraindications)
4. Determine services or products

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2B: Nail Technology Procedures - Nail Service Tools (8%)

1. Identify purpose and function of:
    a. Nail equipment (e.g., electric file, pedicure basin)
    b. Nail implements (e.g., nail clippers, cuticle pusher)
    c. Nail supplies and materials (e.g., cotton, buffer)
    d. Nail products (e.g., polish, lotion)
2. Follow practices for safe use of tools

2C: Nail Technology Procedures - Nail Service Preparation (5%)

1. Perform set-up of work station service area
2. Perform client and practitioner sanitation

2D: Nail Technology Procedures - Manicure and Pedicure Services (18%)

1. Perform procedures for basic manicure and/or pedicure service
    a. Trim and shape nails
    b. Soak
    c. Cuticle maintenance
    d. Cleanse nails
    e. Buff nails
    f. Exfoliate
    g. 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
    h. Completion of service
2. Recognize purpose and procedures for add-on services
    a. Paraffin
    b. Masks and essential oils
    c. Gel polish
    d. Thermal (e.g., stone, towel)

2E: Nail Technology Procedures - Perform Application Maintenance and Removal Procedures for Nail Enhancement Services (20%)

1. Nail tip
2. Acrylics
3. Light-cured gels
4. Powder dip

2F: Nail Technology Procedures - Perform Post-Service Procedures (4%)

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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.

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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

KEY: 1: A, 2: D, 3: D, 4: A, 5: A, 6: B, 7: C, 8: C, 9: B, 10: C

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NATIONAL NAIL TECHNOLOGY
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.

The 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 contains 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.
- ***References*** – This is 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. **Picture ID is required for re-entry into the examination.**
- Candidates are required to bring a supply kit for their own use.
  - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
  - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed, except when removing materials for a particular service.
  - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
  - All examinations are administered in a testing environment.
  - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
  - **EPA registered, disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.**
- Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:
  - The verbal instructions will be read twice for each section of the examination.
  - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates.

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- Examiners are not allowed to speak 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."
- If a candidate experiences an emergency, 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 candidates have completed all tasks in the section, please step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished.
  - In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination.
  - When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail services) IMMEDIATELY.
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow the NIC Blood Exposure Procedure.

  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 Blood Exposure Procedure, OR go to www.nictesting.org for a current downloadable copy.*
  - **If a candidate does not follow infection control procedures, or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination are not allowed.
  - Exhibiting disruptive behavior.
  - Communicating to other candidates or any examiner.
    - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in the immediate dismissal from the examination and the candidate's actions reported to the proper authorities.*
- **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-manufacturers created labels must be only in English.
  - Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.
  - **EPA-registered disinfectant WIPES that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT SPRAYS ARE NO LONGER ALLOWED IN THE TESTING ENVIRONMENT.** Please refer to the *"Suggested Examination Supplies"* section to see any further state specific requirements for supplies and products.
  - Simulated products are *not* allowed for disinfectants and hand sanitizers.
  - ***NO AEROSOLS OR DISINFECTANT SPRAYS*** are allowed in the testing environment.
  - Candidates **MUST** wear gloves when using disinfectant.

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- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is, however, a section titled *"Suggested Examination Supplies"* provided following the "Content Domains" section of this bulletin for items that a candidate may *possibly* utilize in a section.

NIC MANNEQUIN HAND REQUIREMENTS

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

If your state requires the use of 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 the 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 ***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 Sections).
- The following sections are **new** to the Nail Technology Practical Examination:
  - Removal of Sculptured Nail (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.
- ***Monomer must be low-odor in its original container with manufacturer's label.*** *(Check state specific testing guidelines for product requirements)*
- ***Polymer must be in its original container with manufacturer's label.*** *(Check state specific testing guidelines for product requirements)*
- ***Primer (if used) must be in original container with manufacturer's label.***
- Candidates **MUST** wear gloves when using disinfectant.

NAIL TECHNOLOGY PRACTICAL EXAMINATION CONTENT DOMAIN SECTIONS

The scope of the National Nail Technology Practical Examination includes 7 (seven) core domain sections. The Core Domain Sections are based on the national job analysis.

1. **Work Area Preparation, Client Preparation, and Set Up of Supplies** (15 minutes)
2. **Manicure and Polish Application** (20 minutes)
3. **Work Area and *New* Client Preparation, and Set Up of Supplies** (10 minutes)
4. **Nail Tip Application and Blending** (20 minutes)
5. **Sculptured Nail** (20 minutes)
6. **Removal of Sculptured Nail** (20 minutes)
7. **Blood Exposure Procedure** (Individually Timed, 5 minutes per candidate)

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CONTENT DOMAINS

1. WORK AREA PREPARATION, 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 bactericidal, virucidal, and fungicidal 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."

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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 Performs a basic manicure
2.4 Prepares nails and applies RED nail polish

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."

2.5 Final appearance of the manicure
2.6 Final appearance of polish application

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:
"Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:
"All examiners have indicated they are ready to proceed."
"You will remove the polish from the 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."

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Candidates will be evaluated on the following tasks:

2.7 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."

Proctor – Verbal Instructions: Read when all examiners have indicated they have completed their assessment.
"Examiners please rotate at this time."

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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 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 Service
Removal of 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 bactericidal, virucidal, and fungicidal 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."

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4. NAIL TIP APPLICATION AND BLENDING (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:
(Note to Proctor - Choose any finger)
"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 Prepares for nail tip application
4.4 Selects full-well tip and attaches to nail plate of assigned finger
4.5 Trims, shapes, and blends 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."

4.6 Final appearance of finished nail tip

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:
"Please do nothing until the next verbal instructions are given."

4.7 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."

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5. SCULPTURED NAIL (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:
(Note to Proctor - Choose any finger)
"You will sculpt a nail on the _____ finger."
"You must use a low-odor product." (Check 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. Products *MUST* be in original container and have manufacturer's label in English
5.2 Implements and supplies are visibly clean
5.3 Prepares nail plate for sculptured nail
5.4 Sculpts a nail to extend the free edge of assigned finger
5.5 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."

5.6 Final appearance of sculptured nail

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:
"Please do nothing until the next verbal instructions are given."

5.7 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."

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6. REMOVAL OF SCULPTURED NAIL (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:
"You will perform a removal of the sculptured nail."
"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:

6.1 Sculptured nail removal supplies are labeled in English
6.2 Implements and supplies are visibly clean
6.3 Removes sculptured nail
6.4 Smooths and finishes the natural 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."

6.5 Final assessment of sculptured nail removal

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:
"Please do nothing until the next verbal instructions are given."

6.6 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."

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7. BLOOD EXPOSURE PROCEDURE
(Individually Timed, 5 minutes per candidate)

Proctor – Verbal Instructions: Read to all candidates:
"You will demonstrate the blood exposure procedure."

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

"You are expected to follow all client protection, safety and infection control procedures."
"You will be instructed individually by the examiner to demonstrate the Blood Exposure Procedure."
"You will have 5 minutes to complete this section."
"You will be informed when you have 2 minutes remaining."
"Do not begin to demonstrate the Blood Exposure Procedure until instructed individually by the examiner to do so."
"Turn the hand toward the examiner to indicate you have finished."

(1) "The instructions will be repeated."

Examiner – Verbal Instructions: Read to each candidate individually:
"Please demonstrate the Blood Exposure Procedure."

Candidates will be evaluated on the following tasks:

7.1 First aid supplies and materials are labeled in English
7.2 Removes materials from first aid kit
7.3 Supplies and materials are visibly clean
7.4 Cleans injured area with antiseptic
7.5 Covers injury with dressing that is absorbent and secured
7.6 Disposes of all contaminated supplies
7.7 Candidate protects injury with glove or finger cot

Examiner – Verbal Instructions: Read to each candidate individually:
"Please do nothing until the next verbal instructions are given."

CANDIDATE SUMMARY AND FINAL CLEANUP

Proctor - Verbal Instructions: Read at the conclusion of the examination:
"All examiners have indicated they have completed their assessment."
"Make sure that all kit supplies and disposable materials are taken with you."
"This concludes the National Interstate Council of State Boards of Cosmetology, National Nail Technology Practical Examination."
"Thank you for your participation."

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SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- Original manufacturers' labels MUST have English and may be multi-language
- All other created labels must be only English

SUGGESTED SUPPLIES

- acetone/polish remover
- adhesive
- base coat
- buffer(s)
- candidate supply kit to serve as dry storage area (must be closeable)
- container labeled "items to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- cotton
- cuticle pusher
- cuticle softener
- dappen dish(es)
- EPA-registered disinfectant wipes with manufacturer's label that demonstrate bactericidal, fungicidal, and virucidal properties must be used (must be actual disinfectant wipes)
- finger bowl with water
- first aid kit
- foil removal wraps
- gloves
- hand sanitizer with manufacturer's label (must be real product)
- mannequin hand(s) with artificial nails attached (must be entire hand; cannot have removable digits.)
- massage product
- nail brush
- nail cleanser
- nail clipper and/or tip trimmer
- nail file(s)
- nail form(s)
- nail tips
- oil
- paper towels
- red polish
- sculptured nail brush
- sculptured nail products – monomer, polymer
  Monomer must be low-odor in its original container with manufacturer's label.
  Polymer must be in its original container with manufacturer's label.
  Primer (if used) must be in original container with manufacturer's label.
  (Check state specific testing guidelines for product requirements)
- top coat
- towel(s)

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NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC)
REFERENCES

This list provides the references used to develop and support the content covered in the NIC Theory and Practical examinations.
The references are always the same for the Theory and Practical examinations.

NAIL TECHNOLOGY

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

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Pivot Point International, Inc.
www.pivot-point.com
Contact: Debbie Mack, dmack@pivot-point.com
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As it pertains to publishers of reference materials, no one company's publication listed as a reference for an exam modality is a preferred reference for the examination. When multiple references are listed for an exam modality, all publications have met the same criterion established by the NIC to be approved as a reference for the examination. ***Updated 3.1.2020***