## PROFESSIONAL

# CRE ENTIAL

SERVICES, INC.



## Arizona BOARD OF COSMETOLOGY

September 2018

### **Nail Technology**

Candidate Handbook

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

#### Contents

Quick Reference	3
Application Process	4
Introduction	5
State Licensure Requirements	5
One Year Limit	5
Examination Fees	5
Refund Policy	ε
Special Accommodations	ε
PCS Account Set-Up	ε
PCS Application	7
Logging into your Homepage	8
Registration Status	g
Reprinting Documents	10
Examination Rescheduling	11
Application Approval Process	12
Examination Scheduling	13
Theory Examination Scheduling	13
Practical Examination Scheduling	13
Examination Day Requirements	14
General Examination Policies	15
Examination Results	16
Change of Information	17
Formal Complaints	17
Examination Guidelines	18

#### **Quick Reference**

#### STEP ONE: READ CANDIDATE HANDBOOK

- Apply for Licensure with Arizona Board
- Register for Examinations with PCS

#### 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: Arizona Coordinator

P.O. Box 198768

Nashville, Tennessee 37219-8768

Customer Service: (888) 822-3272

Email: <a href="mailto:cosandbar@pcshq.com">cosandbar@pcshq.com</a>
Website: <a href="http://www.pcshq.com">http://www.pcshq.com</a>

#### **Prometric**

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

#### **Arizona Board of Cosmetology**

Regular Mailing Address

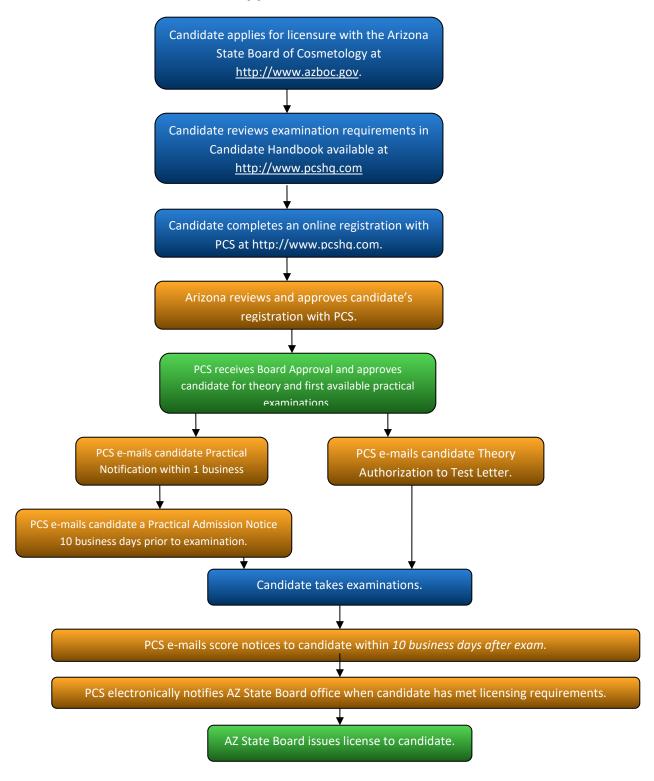
17 W Adams Suite #4400 Tempe, Arizona 85007

Telephone: (480) 784-4539, ext. 240

Fax: (480) 784-4962

Website: <a href="http://www.azboc.gov">http://www.azboc.gov</a>
E-mail: <a href="mailto:azboard@azboc.gov">azboard@azboc.gov</a>

#### **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 Arizona Board for Cosmetology (the "Board") is responsible for licensing and regulating the profession of Nail Technology in the State of Arizona. 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. Any questions regarding your application or eligibility should be directed to the State Board office. The State Board will have the final authority to approve the issuance of a license.

#### **State Licensure Requirements**

#### **Eligibility Requirements**

If you wish to obtain a license in the state of Arizona, please contact the Arizona State Board office at (480) -784-4539, ext. 240 or visit <a href="http://www.azboc.gov">http://www.azboc.gov</a>.

#### Reinstatement

If you wish to reinstate your expired Arizona license, please contact the Arizona State Board office at (480) -784-4539, ext. 240 or visit <a href="http://www.azboc.gov">http://www.azboc.gov</a>.

#### **One Year Limit**

Pursuant to Arizona law, if one year or more elapses between your initial examination and reexamination, you shall take both the written and practical parts of the examination. If you do not pass the theory and practical within one year of the first examination taken you must register again with PCS for both examinations and apply with the Arizona State Board.

#### **Examination Fees**

Examination Type	First Time Fees	Re-Exam Fees
Nail Tech Theory & Practical	\$ 177.00	\$ 177.00
Nail Tech Theory	\$ 100.00	\$ 100.00
Nail Tech Practical	\$ 77.00	\$ 77.00

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 considered complete until payment has been received. Incomplete applications will be processed for the next available practical exam date once all required information has been received by PCS.

You must sit for at least one examination within one calendar year of your registration date with PCS or the examination fees are no longer valid.

#### **Refund Policy**

Please carefully review this handbook and your state laws, rules and regulations prior to making payment. All fees are non-refundable. ! Candidates are especially encouraged to carefully review licensing requirements for testing PRIOR to completing an online application with PCS. If testing is not required, fees are non-refundable.

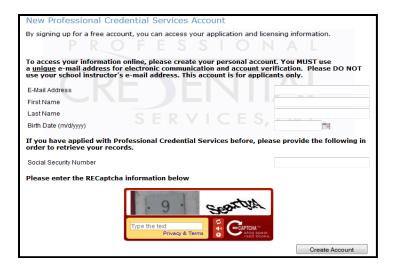
#### **Special Accommodations**

If you require special accommodations under the Americans with Disabilities Act, you must submit a request to the Arizona State Board office (480) -784-4539, ext. 240 or visit <a href="http://www.azboc.gov">http://www.azboc.gov</a>.

#### **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.

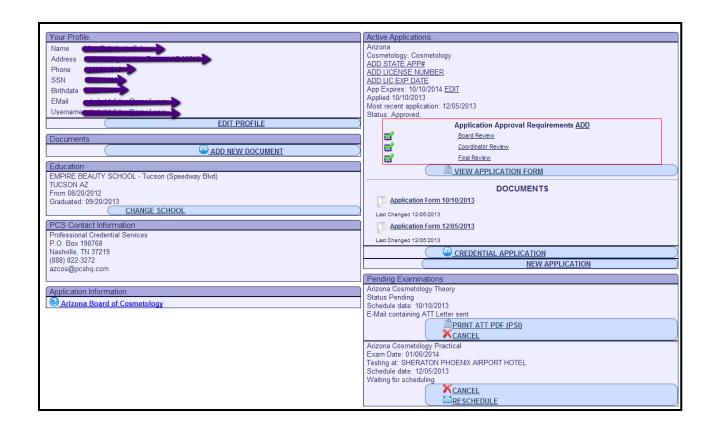
- 1. Go to <a href="http://www.pcshq.com">http://www.pcshq.com</a>
- 2. Click Candidates
- 3. Click Cosmetology & Barbering
- 4. Click Arizona
- 5. Click Nail Technician
- 6. Click **Create an Account** (if this is your first time)
- 7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
- 8. Enter RECaptcha information as prompted; click Create Account
- 9. Check your e-mail account for a PCS system generated e-mail.
- 10. Click 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.
- 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

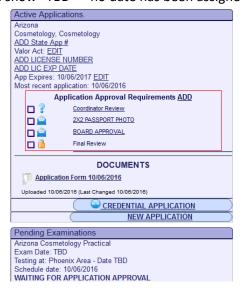


#### **Registration Status**

You may check the status of your online registration 24/7 by logging into your PCS account. As items are received, green checks boxes will appear under the application Approval Requirements section of the Active Applications box.

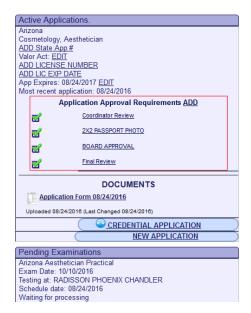
#### **Unapproved Registration**

- Registration will show "Coordinator Review"
- 2x2 Photo
- "Board Review"
- Practical Exam Date will show "TBD" no date has been assigned



#### **Approved Registration**

• Once approved by both the State and PCS, "Final Review" will have a green check and a Practical Exam Date will be assigned.

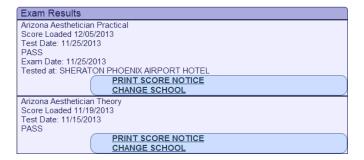


#### **Reprinting Documents**

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

#### Example:

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



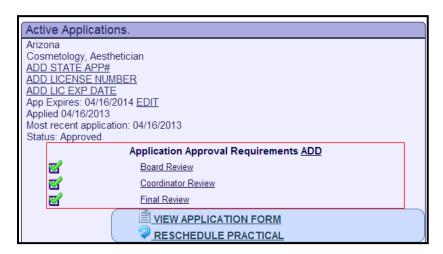
• Click **Reprint** option next to item you wish to print.



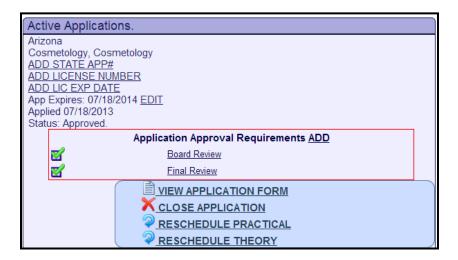
#### **Examination Rescheduling**

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.



#### **Application Approval Process**

Once an online registration has been completed, the State Board Office will receive notification to review your file. If eligible, the State Board Office will approve your registration and notify PCS. PCS will then assign you to the first available practical examination (date based on State Board approval date and seating availability) and forward a notification to Prometric regarding your theory examination.

#### **Examination Notification**

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

- 1. A Theory Authorization to Test (ATT) letter will be sent via e-mail within one business day.
- 2. A Practical Notification providing you with the date of your assigned exam will be sent via e-mail 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 e-mails within the time frame listed above, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

#### **Examination Scheduling**

#### **Theory Examination Scheduling**

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

When you register online, the board approval process will occur. Once you have been approved by the board, you will automatically be scheduled for the first available practical examination date. You <u>must</u> 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.

#### **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 you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and Prometric 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 <u>color</u> 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) Photo Copies will not be accepted

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

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

- 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. Registration will close 15 minutes before the exam start time listed on you Admission Notice. If you arrive after registration has closed, you will not be permitted to test and a rescheduling fee will be required.

#### **General Examination Policies**

#### **Security Policy**

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.** 

#### **Copyrighted Examination Questions**

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

#### **Prohibited Items**

Liquid Monomer containing Methyl Methacrylate (MMA) is prohibited for use during NIC practical examinations. NIC strongly recommends, due to the testing environment, that odorless sculpture nail products be used during the NIC practical examinations.

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for <u>any</u> 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 Prometric 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*.

Once all required examinations have been passed, PCS will electronically notify the Arizona Board office of your status so that your license can be issued.

#### **Change of Information**

Complete the *Change of Address/Name Form*, which can be downloaded in the *Forms* section of the Arizona Cosmetology page on PCS' website, <a href="www.pcshq.com">www.pcshq.com</a>. 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 3.

#### **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.

Attn: Arizona Coordinator

P.O. Box 198768

Nashville, Tennessee 37219-8768

#### **Complaint Review Process**

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

#### **Examination Guidelines**

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

#### **Core Domain Services**

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

**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/less-odor and factory <u>sealed in its original container</u> with the manufacturer's label.

Polymer and primer must be in its original container with manufacture'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 must wear a smock or Medical Scrubs. You are not allowed to have your name, your school name, or a shop name on your professional attire or kit. Candidates must wear both top and bottom scrubs to be admitted into exam. Color and print of scrubs are not specified

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

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, 10<sup>th</sup> printing, 1st Edition, June 2013
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
800-886-4247
www.pivot-point.com

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 1<sup>st</sup> Edition
Author: Randy Rick
CLiC INTERNATIONAL
396 Pottsville/Saint Clair Highway
Pottsville PA 17901
800-207-5400
www.clicusa.com



## NATIONAL *NAIL TECHNOLOGY*PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN (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.

References – This document provides a list of references used to develop and support the content covered in NIC examinations and is available at <a href="https://www.nictesting.org">www.nictesting.org</a>.
 The references will always be the same for both Theory and Practical examinations.

#### 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 the examination.</u>
- 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 the kit.
  - O 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.
  - 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.
    - O 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.

#### **NIC National Nail Technology Practical Examination**

- 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.
  - O 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 <a href="www.nictesting.org">www.nictesting.org</a> 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:
  - o Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - o 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.
  - o 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.
  - 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.

#### 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:
  - o Container labeled "To be disinfected"
  - o Container <u>labeled</u> "**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:
  - 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)

#### **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.*"

<sup>&</sup>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)

<b>Proctor – Verbal Instructions:</b> Read to all candidates:
(Note: Proctor will assign the finger to be sculpted)
"You will sculpt a nail on thefinger."
"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."

<sup>&</sup>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:

## 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:

#### **6. BLOOD EXPOSURE PROCEDURE (10 minutes)**

#### **Proctor – Verbal Instructions:** Read to all candidates:

- (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

<sup>&</sup>quot;Please do nothing until the next verbal instructions are given."

<sup>&</sup>quot;All examiners have indicated they are ready to proceed."

<sup>&</sup>quot;You will demonstrate the blood exposure procedure."

<sup>&</sup>quot;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."

<sup>&</sup>quot;You are expected to follow all client protection, safety and infection control procedures."

<sup>&</sup>quot;You will have 10 minutes to complete this section."

<sup>&</sup>quot;You will be informed when you have 5 minutes remaining."

<sup>&</sup>quot;Turn the hand toward the examiner to indicate you have finished."

#### **NIC National Nail Technology Practical Examination**

#### 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:

<sup>&</sup>quot;All examiners have indicated they have completed their assessment."

<sup>&</sup>quot;Make sure that all kit supplies and disposable materials are taken with you."

<sup>&</sup>quot;This concludes the National Interstate Council of State Boards of Cosmetology, National Nail Technology Practical Examination."

<sup>&</sup>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

#### **NIC National Nail Technology Practical Examination**

#### 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.

- 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