

P R O F E S S I O N A L
CRE  **ENTIAL**
S E R V I C E S , I N C .



Vermont

BOARD OF BARBERS and COSMETOLOGISTS

February 2018

Nail Technology

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

- Contact Vermont Office Professional Regulations (OPR) and complete an application
- Create account with PCS at www.pcshq.com
- Submit required documents to PCS as directed

STEP TWO: TAKE EXAMINATIONS

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

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: Vermont Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Courier Mailing Address

Attn: Vermont Coordinator
25 Century Blvd, Suite 505
Nashville, TN 37214

Customer Service: (888) 822-3272

Fax: (615) 312-3788

Email: cosandbar@pcshq.com

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

IQT Exams

Scheduling: (866) 773-1114

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

Vermont Board of Cosmetology and Barbering

Professional Regulation City Center
89 Main Street, 3rd Floor
Montpelier, Vermont 05620-3402

Main Telephone: (802) 828-1134

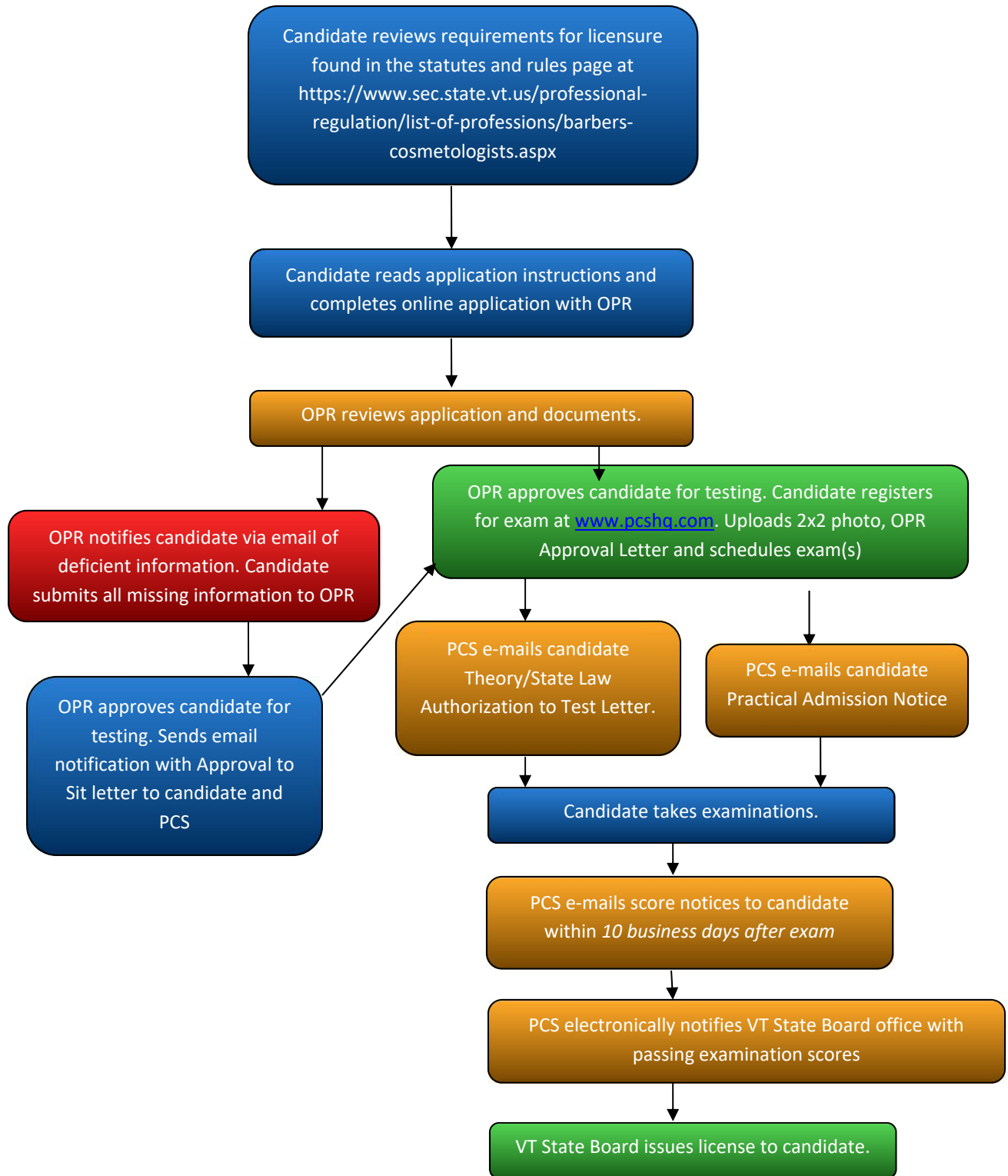
Toll Free: (888) 287-5006

Fax: (802) 828-2465

Website:

<https://www.sec.state.vt.us/professional-regulation/list-of-professions/barbers-cosmetologists.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 Vermont Board for Barbers and Cosmetologists (the “Board”) is responsible for licensing and regulating the profession of Nail Technician in the State of Vermont. 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 Nail Technician (“NIC”) examinations. PCS first requires that candidates submit an on-line Examination and License Application (“Application”). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

In order to receive a Nail Technician license in the State of Vermont, you must meet the following requirements:

1. Be at least 18 years of age.
2. Successfully complete at least the 12th grade or equivalent.
3. Successfully complete a minimum of 400 classroom hours of continuous training for a complete course in Nail Technology; or
4. Successfully complete a 24 month apprenticeship with a licensed Nail Technologist.
5. Successfully pass the NIC theory, practical, state law examinations.

Validity of Scores

! Pursuant to Vermont Board Rule 4.4, passing scores will remain on valid for one year only. If you do not successfully pass the theory, practical, state law examinations within one year, you must re-apply with PCS and retake all examinations.

Your Licensing Application, with the State Board, will remain valid for 6 months.

Examination Fees

(Examination fees listed below do NOT include license fee.)

Examination Type	First Time Fees	Re-Exam Fees
Nail Technician Theory, Practical, & State Law	\$ 250.00	\$ 610.00
Nail Technician Theory	-	\$ 225.00
Nail Technician Practical	-	\$ 225.00
State Law	\$160.00 (endorsement only)	\$160.00

Fees must be paid online with a credit card (Master Card, Visa or Discover) 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 Virginia'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

For current Practical Exam dates, please visit our website.

First Time Candidates

Examination Application Requirements

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

1. A current 2" x 2" passport type color photo (selfies are not accepted).
2. State Board Approval Letter

Apprentice Hours

If you wish to obtain your training via an Apprenticeship, you must submit an Apprenticeship Application to the Vermont Board Office. Once approved by the State, you will complete your training under the supervision of your Apprentice Supervisor. For information, call (802) 828-1134 or visit

<https://www.sec.state.vt.us/professional-regulation/list-of-professions/barbers-cosmetologists.aspx>

Once the above process is complete, you must complete an Examination Application online with PCS and upload the following into your Account Homepage.

1. A current 2" x 2" passport type color photo (selfies are not accepted).
2. State Board Approval to Test Letter

Upon completion of your Examination Application at <http://www.pcshq.com>, PCS will confirm your eligibility with the Vermont State Board office.

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 Vermont Nail Technology page at <http://www.pcshq.com>.

Reinstatement

How to Reinstate an Expired License

1. If your license has been lapsed less than three years, you may renew your license by submitting a renewal application to the Vermont State Board.

For further information, please contact the Board office at (802) 828-1134 or go to <https://www.sec.state.vt.us/professional-regulation/list-of-professions/barbers-cosmetologists.aspx>

2. If your license has been lapsed for more than three years, you must reapply with OPR. Once OPR has approved you to sit for your exams, the Board will issue you an Approval Letter. At this time, you may complete an Examination Application online with PCS at <http://www.pcshq.com>. You are required to take the theory, practical and state law examinations.

Reciprocity

How to Reciprocate an Out of State License

If you hold a license in another state or country, you must submit an endorsement application to the Vermont State Board.

For further information, please contact the Board office at (802) 828- 1134 or go to <https://www.sec.state.vt.us/professional-regulation/list-of-professions/barbers-cosmetologists.aspx>

1. Submit Endorsement Application to the Vermont State Board Office.

Vermont State Laws

www.sec.state.vt.us/professional-regulation/professions/barbers-cosmetologists/statutes-rules

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 **Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Vermont**
5. Click **Nail Technology** (if this is your first time)
6. Click **Apply Online**
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter REcaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click link in e-mail to verify account information and create PCS password.
11. Click **Enable Account**.

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

New Professional Credential Services Account

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

To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.

E-Mail Address

First Name

Last Name

Birth Date (m/d/yyyy)

If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.

Social Security Number

Please enter the REcaptcha information below

Type the text
Privacy & Terms


reCAPTCHA™ stop spam. read books.

Create Account

PCS Application

Once you have created your PCS account, you are then ready to complete the 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)

Your Profile Name <input type="text"/> Address <input type="text"/> Phone <input type="text"/> SSN <input type="text"/> Birthdate <input type="text"/> EMail <input type="text"/> Username <input type="text"/> EDIT PROFILE	Active Applications Vermont Cosmetology & Barbering, Cosmetology ADD STATE APP# ADD LICENSE NUMBER ADD LIC EXP DATE App Expires: 10/24/2014 EDIT Applied 10/24/2013 Most recent application: 10/24/2013 Status: Paid, Waiting for review. Application Approval Requirements ADD <input type="checkbox"/> Coordinator Review <input type="checkbox"/> Official HS Transcript Required <input type="checkbox"/> Professional Training Transcript Required <input type="checkbox"/> 2x2 Photo <input type="checkbox"/> Final Review VIEW APPLICATION FORM CREDENTIAL APPLICATION NEW APPLICATION
Documents EDIT DOCUMENT REMOVE  Application Original Application.pdf Last Changed 10/24/2013 ADD NEW DOCUMENT	Pending Examinations Vermont Cosmetology Practical Exam Date: 01/13/2014 Testing at: Montpelier Region Schedule date: 10/24/2013 WAITING FOR APPLICATION APPROVAL CANCEL RESCHEDULE Vermont Cosmetology State Law Status Pending Schedule date: 10/24/2013 WAITING FOR APPLICATION APPROVAL CANCEL Vermont Cosmetology Theory Status Pending Schedule date: 10/24/2013 WAITING FOR APPLICATION APPROVAL CANCEL
Education SW VT Career Dev. Center Bennington VT From 09/12/2011 Graduated: 06/15/2013 CHANGE SCHOOL	
PCS Contact Information Professional Credential Services P.O.Box 198768 Nashville, Tennessee 37219 (888) 822-3272 vtcos@pcshq.com	
Application Information Vermont Board of Barbers and Cosmetologists	

PCS Candidate Homepage

Logging into your Homepage

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



The screenshot shows the login interface for Professional Credential Services, Inc. At the top right is the logo with the text "PROFESSIONAL CREDENTIAL SERVICES, INC.". The main heading is "Log into your account". Below this are two input fields: "E-Mail Address" and "Password". A "Log In" button is positioned below the password field. A large, semi-transparent watermark of the company logo is visible in the background. Below the input fields, there is a link: "*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here.](#)". At the bottom, a note states: "If you have not previously created a PCS account please go to your [profession and state home page.](#)"

Application Status

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



The screenshot displays the "Active Applications" section. It lists "Vermont Cosmetology & Barbering, Cosmetology" with several links: "ADD STATE APP#", "ADD LICENSE NUMBER", and "ADD LIC EXP DATE". It also shows "App Expires: 10/24/2014 [EDIT](#)", "Applied 10/24/2013", and "Most recent application: 10/24/2013". The status is "Paid. Waiting for review." Below this is a red-bordered box titled "Application Approval Requirements [ADD](#)". Inside this box is a list of requirements, each with a checkbox and a document icon: "Coordinator Review", "Official HS Transcript Required", "Professional Training Transcript Required", "2x2 Photo", and "Final Review". The "Final Review" item has a lock icon next to its checkbox. At the bottom of the red box is a button labeled "VIEW APPLICATION FORM".

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.

The screenshot shows a web interface for 'Active Applications'. The main content area is light blue and contains the following text: Vermont, Cosmetology & Barbering, Cosmetology, ADD STATE APP#, ADD LICENSE NUMBER, ADD LIC EXP DATE, App Expires: 11/14/2014 EDIT, Applied 11/14/2013, Most recent application: 11/14/2013, Status: Approved. Below this is a red-bordered box titled 'Application Approval Requirements ADD'. It contains a list of requirements, each with a green checkmark icon: Coordinator Review, Official HS Transcript Required, Professional Training Transcript Required, 2x2 Photo, and Final Review.

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

The screenshot shows a web interface for 'Exam Results'. It lists three exam entries. The first entry is 'Vermont Esthetician Practical' with exam date 08/12/2013, testing at Montpelier Region, and a 'REACTIVATE' button. The second entry is 'Vermont Esthetician State Law' with score loaded 11/04/2013, test date 10/31/2013, and score 79.00% PASS, with 'PRINT SCORE NOTICE' and 'CHANGE SCHOOL' buttons. The third entry is 'Vermont Esthetician Theory' with score loaded 11/04/2013, test date 10/31/2013, and score 90.00% PASS, with 'PRINT SCORE NOTICE' and 'CHANGE SCHOOL' buttons.

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

The screenshot shows a web interface for 'Receipts'. It displays payment information for the Vermont Board of Barbers and Cosmetologists: 11/14/2013 Credit Card \$275.00, Paid 11/14/2013. A 'REPRINT' button is located at the bottom of the receipt entry.

Examination Rescheduling

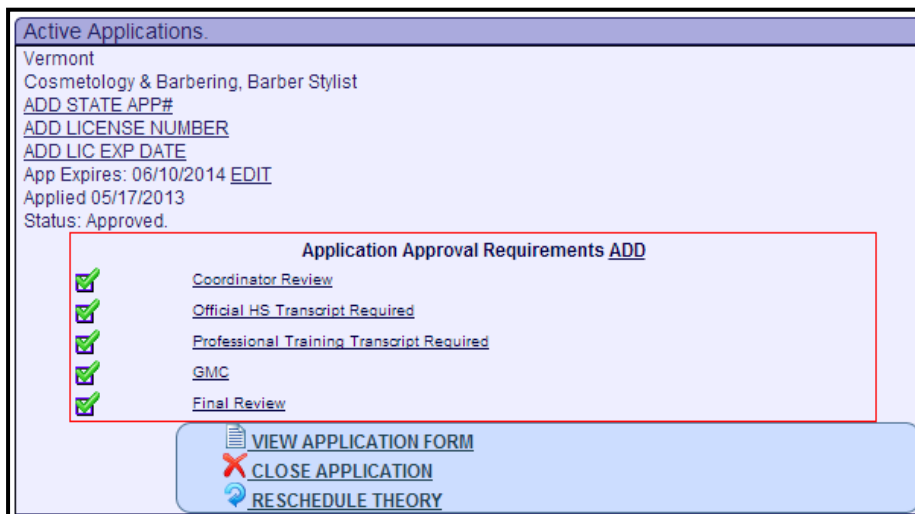
If you have missed or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

- To reschedule practical examination or state law, click **Reschedule Practical or Reschedule State Law** under the Active Applications box.



The screenshot shows the 'Active Applications' section for a Vermont Cosmetology & Barbering, Nail Technician application. The application status is 'Approved'. A red box highlights the 'Application Approval Requirements' section, which includes: Coordinator Review, Official HS Transcript Required, Professional Training Transcript Required, 2x2 Photo, and Final Review. Below this, a blue button bar contains the following options: VIEW APPLICATION FORM, CLOSE APPLICATION (with a red X), RESCHEDULE PRACTICAL, RESCHEDULE STATE LAW, and RESCHEDULE THEORY.

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



The screenshot shows the 'Active Applications' section for a Vermont Cosmetology & Barbering, Barber Stylist application. The application status is 'Approved'. A red box highlights the 'Application Approval Requirements' section, which includes: Coordinator Review, Official HS Transcript Required, Professional Training Transcript Required, GMC, and Final Review. Below this, a blue button bar contains the following options: VIEW APPLICATION FORM, CLOSE APPLICATION (with a red X), and RESCHEDULE THEORY.

Application Approval Process

Once an online application has been completed (**payment has been made**), the coordinator will receive notification. PCS will review your application and enter any requirements which may be pending (i.e. High School Transcript or Verification Affidavit). *If documents are submitted after the online application has been completed, PCS will enter those as received no later than three business days of receipt.*

- If PCS receive an application or a required document which is incomplete or completed incorrectly, PCS will notify you via e-mail and your file will remain pending until all necessary information has been received.
- In order to receive your desired practical examination date, the online application, required documents, payment and **final approval** must be received before the examination deadline.
- Late or incomplete applications will be processed for the next available practical examination once all required information has been received and application is approved.

Examination Notification

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

1. An Authorization to Test (ATT) letter for both the Theory and State Law Examination will be sent via e-mail within one business day.
2. A Practical Admission Notice confirming your assigned date, time, and location will be sent via e-mail 10 business days prior to your examination date.

! If you do not receive any e-mails within the time frame listed above, it is your **responsibility** to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

Examination Scheduling

Theory and State Law Examination Scheduling

Upon receipt of your ATT, you may request to take the theory examination by logging onto the IQT website at <http://www.iqttesting.com>, entering your unique Username and Password, and following the instructions detailed on your letter. You can also contact ISO-Quality Testing (IQT) at (866)773-1114.

Theory Rescheduling Policy

You may reschedule or cancel your theory or state law examination without forfeiting your fee by contacting IQT at least 5 business days prior to your scheduled date. If you are hospitalized or involved in a car accident on the way to the test center, which prevents you from arriving on time, you may submit written documentation to IQT. IQT will advise PCS if a fee will be necessary to reschedule your appointment.

Practical Examination Scheduling

You will request a practical date when completing your on-line application. As long as you have all required information and approved by the deadline date, you will be scheduled to take your examination on the date requested. Otherwise you will be assigned to the **next available** once your application has been approved.

Practical Rescheduling Policy

Rescheduling for the practical examination is not permitted without a re-exam fee unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, 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 IQT. 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 IQT 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) 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. If you arrive past your examination time, you will not be permitted to test and a rescheduling fee will be required.

General Examination Policies

Security Policy

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

Copyrighted Examination Questions

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

Prohibited Items

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

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

Environmental Distracters

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

Examination Results

Score Notices

An official score notice will be e-mailed to you at least 10 business days after your examination date. *An unofficial pass or fail notice will be provided to you by IQT 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 the theory, state law, 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 the theory, state law, and practical examination, you will receive a Notice of Completion.

State Score Requirements

Once all required examinations have been passed, PCS will electronically notify the Vermont 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 Vermont Cosmetology page on PCS' website, www.pcshq.com. All applicable areas of this form should be completed in order for PCS to properly locate and update your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

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

Formal Complaints

Directions

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

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

Send Complaint to:

Professional Credential Services, Inc.
Attn: Vermont 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 Vermont State Board of Barbers and Cosmetologist 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 sealed in its original container 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: The Vermont State Board of Barbers and Cosmetologist requires all candidates to dress professionally, as you would when you are working in a shop. Candidates are required to wear a lab coat (no insignia or reference to training facilities allowed) and closed-toe shoes to the practical examination. Candidates who fail to adhere to this dress code will not be admitted into the examination room (Reschedule fee required)

No exceptions.

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



NATIONAL NAIL TECHNOLOGY
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

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

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

PLEASE REVIEW ALL INFORMATION CAREFULLY.

IMPORTANT INSTRUCTIONS

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

NAIL TECHNOLOGY THEORY EXAMINATION CONTENT OUTLINE

1. **SCIENTIFIC CONCEPTS (40%)**
 - A. Infection Control and Safety Practices
 1. Identify how disease and infection are caused and transmitted
 2. Recognize purpose and/or effects of infection control principles (e.g., cleansing, sanitation, disinfection, sterilization)
 - a. Levels of infection control
 - b. Process of infection control (e.g., dispensing of products, disposal of soiled materials, storage of supplies)
 1. Recognize when cross-contamination occurs
 2. Differentiate between the purpose of single- and multi-use tools
 3. Apply blood exposure/contact procedures
 4. Identify purpose of Material Safety and Data Sheets (MSDS)
 5. Identify ways to prevent work injuries (e.g., ventilation, ergonomics, environment)
 - B. Basic Human Anatomy and Physiology
 1. Identify function and structure of the skin
 2. Differentiate between disorders and diseases of the skin
 3. Identify bones of the arms and hands
 4. Identify bones of the legs and feet
 5. Identify muscles of the arms and hands and their functions
 6. Identify muscles of the legs and feet and their functions

- C. Nail Anatomy and Physiology
 - 1. Identify the parts of the nail (e.g., root, mantle, matrix)
 - 2. Identify function of structures of the nail
 - 3. Differentiate between signs and symptoms of nail conditions, disorders, and diseases

- D. Basic Chemistry of Nail Products
 - 1. Explain purpose and effects of products and ingredients
 - 2. Recognize interaction between chemicals
 - 3. Recognize physical interactions with chemicals
 - 4. Recognize chemical reactions (e.g., overexposure, chemical burn)

2. NAIL TECHNOLOGY PROCEDURES (60%)

- A. Client Consultation and Documentation
 - 1. Identify elements of a client consultation
 - 2. Evaluate condition of client’s nail and skin (i.e., nail assessment)
 - 3. Recognize conditions that would prohibit service (i.e., contraindications)
 - 4. Determine services or products
 - 5. Maintain client records (e.g., service history, client card, health history)

- B. Nail Service Tools
 - 1. Identify function and effects of tools
 - a. Nail equipment (e.g., table, lamp, electric file, pedicure basin)
 - b. Nail implements (e.g., nail clippers, cuticle pusher)
 - c. Nail supplies, products, and materials (e.g., cotton, lotion, towels)
 - 2. Follow practices for safe use of tools (i.e., equipment, implements, supplies)

- C. Nail Service Preparation
 - 1. Perform set-up of work station/service area following infection control procedures
 - 2. Perform sanitation of client's and technician’s hands and/or feet

- D. Manicure and Pedicure Services
 - 1. Perform procedures safely for basic manicure and/or pedicure service
 - a. Shape nails
 - b. Cuticle detailing (e.g., cuticle pushing, removal, conditioning)
 - c. Cleanse nails
 - d. Buff nails
 - e. Exfoliate (e.g., foot file, scrub, AHA)
 - f. Perform basic massage
 - 1. Identify mechanics of massage movements
 - a. Effleurage
 - b. Petrissage
 - c. Friction
 - d. Tapotement
 - 2. Recognize effects of massage types
 - a. Effleurage
 - b. Petrissage
 - c. Friction
 - d. Tapotement
- 2. Recognize purpose and procedures for add-on services
 - a. Paraffin
 - b. Hot oil/lotion
 - c. Masks (e.g., detox, moisture)
 - d. Soak-off gels

- E. Perform Application, Maintenance, and Removal Procedures for Nail Enhancement Services
 - 1. Nail tip
 - 2. Acrylics
 - 3. Light-cured gels

- F. Perform Post-service Procedures Following Infection Control Guidelines

NAIL TECHNOLOGY SAMPLE QUESTIONS

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

1. Pumice stone is used in pedicuring as
 - a. an abrasive.
 - b. a bleach.
 - c. a lubricant.
 - d. an astringent.

2. What is the **FIRST** step in performing a manicure?
 - a. Shape the nails
 - b. Soften the cuticles
 - c. Clean under free edge
 - d. Remove old polish

3. Where should all manicuring cosmetic supplies be kept when not being used?
 - a. On a clean shelf
 - b. On the manicuring table
 - c. In a clean manicuring kit
 - d. In clean, closed containers

4. Which one of the following is a condition in which the cuticle splits around the nail?
 - a. Hangnails
 - b. Pterygium
 - c. Onychophagy
 - d. Onychorrhexis

5. Nerves and blood vessels are found in the nail
 - a. bed.
 - b. wall.
 - c. plate.
 - d. grooves.

6. An antiseptic is used in manicuring to
 - a. bleach the nails.
 - b. treat minor cuts.
 - c. smooth corrugated nails.
 - d. give the nails a high sheen.

7. After each use, manicuring implements should be
 - a. wiped with a towel.
 - b. wiped with a tissue.
 - c. cleansed and disinfected.
 - d. placed in dry storage.

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

Answers

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

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

[CLICK HERE](#)

OR GO TO:

<http://www.iqttesting.com/registrationv2008/quickregister.aspx>

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

NAIL TECHNOLOGY REFERENCES

PRIMARY REFERENCES

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

Milady's Standard Nail Technology

2011, 6th Edition

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

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.cengage.com

Nail Technician

2007 2.1 Edition

Author: Randy Rick

CLiC INTERNATIONAL

396 Pottsville/Saint Clair Highway

Pottsville PA 17901

www.clicusa.com

NIC Infection Control and Safety Standards

Adopted 1998; Revised October 2002, Revised August 2014

National-Interstate Council of State Boards of Cosmetology

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

SUPPORTING REFERENCES

Salon Fundamentals Nails – A Resource for Your Skin Care Career

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

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

www.pivot-point.com

Milady's Standard Nail Technology

2007, 5th Edition, Revised Edition

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

Thompson Delmar Learning Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.com

Nail Technician

2007 1st Edition

Author: Randy Rick

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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.

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 www.nictesting.org. 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. **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 (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment.
 - Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
 - 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:
 - The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors are not allowed to communicate with candidates. Candidates requesting information during the examination will be told one of the following statements:
 - “Do the best you can with what you have available.”
 - “Do as you were taught.”
 - Examiners are not allowed to speak with candidates.
 - 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.
 - 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 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 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, 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.
 - 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.
 - Simulated products are *not* allowed for disinfectants and hand sanitizers.
 - **NO AEROSOLS** are allowed in the testing environment
 - 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 ***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:
 - 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 low-odor/less-odor 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:

“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 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.”

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.”*

“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:

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

5. SCULPTURED NAIL (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

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

“You will sculpt a nail on the _____ finger.”

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

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

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

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

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

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

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

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

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

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

NIC Nail Technology Practical Examination – Sculptured Nail (continued)

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

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

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

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

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

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

6. BLOOD EXPOSURE PROCEDURE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will demonstrate the blood exposure procedure.”

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

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

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 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

NIC Nail Technology Practical Examination – Blood Exposure (continued)

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

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

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

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

CANDIDATE SUMMARY AND FINAL CLEANUP

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

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

“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.”

SUGGESTED EXAMINATION SUPPLIES

Information related to labeling of supplies:

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

EXAMINATION UNIVERSAL/GENERAL SUPPLIES

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

MANICURE AND POLISH APPLICATION SUPPLIES

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

NAIL TIP APPLICATION AND BLENDING SUPPLIES

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

SCULPTURED NAIL SUPPLIES

- mannequin hand(s) with artificial nails attached (Must be entire hand; cannot have removable digits.)
- nail prep solution
- sculptured nail products – monomer, polymer, and primer
 - Monomer must be low-odor/less-odor 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