

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 .



Alabama

BOARD OF COSMETOLOGY and BARBERING

Nail Technology

Candidate Handbook

January 2016

Quick Reference

STEP ONE: COMPLETE APPLICATION

- Apply for Licensure with Alabama Board

STEP TWO: TAKE EXAMINATIONS

- Pass Theory Examination with PSI
- Register for Practical Examination with PCS
- Take Practical Examination with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

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

Courier Mailing Address

Attn: Alabama Coordinator
150 Fourth Avenue North
Suite 800
Nashville, Tennessee 37219

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

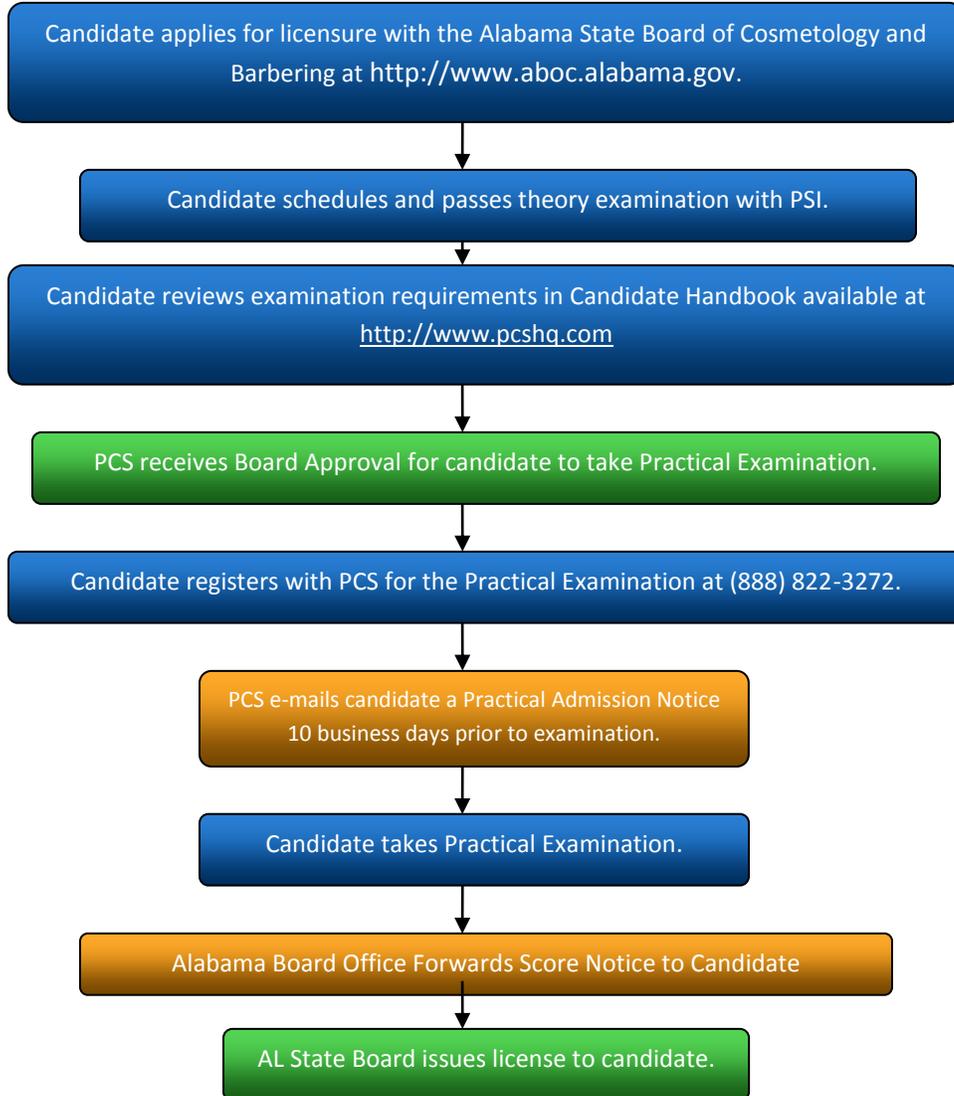
Alabama Board of Cosmetology and Barbering

Regular Mailing Address

RSA Union Building
100 North Union Street, Suite 324
P.O. Box 301750
Montgomery, Alabama 36130-1750

Telephone: (334) 242-1918
Toll-free: (800) 815-7453
Fax: (334) 242-1926
Website: <http://www.aboc.alabama.gov>
E-mail: cosmetology@aboc.alabama.gov

Application Process



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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 Alabama Board for Cosmetology and Barbering (the “Board”) is responsible for licensing and regulating the profession of Nail Technology in the State of Alabama. 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 Alabama, please contact the Alabama State Board office at (800) 815-7453 or visit <http://www.aboc.alabama.gov>

Reinstatement/Reciprocity

If you wish to reinstate your expired Alabama license or receive reciprocity, please contact the Alabama State Board office at (800) 815-7453.

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit a request to the Alabama State Board office.

Practical Examination Dates

2016

Site	Exam Date	Application Deadline
North Alabama	1/4/2016	12/14/2015
	2/1/2016	1/11/2016
	3/7/2016	2/15/2016
	4/4/2016	3/14/2016
	5/2/2016	4/11/2016
	6/6/2016	5/16/2016
	7/11/2016	6/20/2016
	8/1/2016	7/11/2016
	9/12/2016	8/22/2016
	10/3/2016	9/12/2016
	11/7/2016	10/17/2016
	12/5/2016	11/14/2016

Site	Exam Date	Application Deadline
Mobile	1/11/2016	12/21/2015
	2/15/2016	1/25/2016
	3/21/2016	2/29/2016
	4/18/2016	3/28/2016
	5/16/2016	4/25/2016
	6/20/2016	5/30/2016
	7/18/2016	6/27/2016
	8/15/2016	7/25/2016
	9/19/2016	8/29/2016
	10/17/2016	9/26/2016
	11/21/2016	10/31/2016
	12/19/2016	11/28/2016

Site	Exam Date	Application Deadline
Birmingham	1/4/2016	12/14/2015
	2/8/2016	1/18/2016
	3/14/2016	2/22/2016
	4/11/2016	3/21/2016
	5/9/2016	4/18/2016
	6/20/2016	5/30/2016
	7/11/2016	6/20/2016
	8/15/2016	7/25/2016
	9/12/2016	8/22/2016
	10/10/2016	9/19/2016
	11/14/2016	10/24/2016
	12/12/2016	11/21/2016

Site	Exam Date	Application Deadline
Montgomery	1/25/2016	1/4/2016
	2/22/2016	2/1/2016
	3/28/2016	3/7/2016
	4/25/2016	4/4/2016
	5/23/2016	5/2/2016
	6/27/2016	6/6/2016
	7/25/2016	7/4/2016
	8/29/2016	8/8/2016
	9/26/2016	9/5/2016
	10/31/2016	10/10/2016
	11/28/2016	11/7/2016
	12/19/2016	11/28/2016

Practical Examination Registration

Examination Fees

Practical Examination fees are paid directly to the Alabama Board Office

Registration

Once you have passed the Theory Examination with PSI and paid for your practical exam, the Alabama Board Office will forward an Approval File to PCS so that you can register with PCS for the Practical Examination. You must register online at <http://www.pcshq.com> (steps for online registration are outlined on pages 8 - 9).

You must register with PCS using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License, State Issued ID Card).

PCS Account Set-Up

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

1. Go to <http://www.pcshq.com>
2. Click **Applicants & Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Alabama**
5. Click **Nail Technology**
6. Click **Create an Account** (First Time)
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter REcaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click link in e-mail to verify account information and create PCS password.
11. Click **Enable Account**

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 Registration

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 1-6 listed above.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online application; select appropriate license type (i.e. Cosmetology, Esthetician, etc.).
4. Enter Contact Information (Name, Address, and Telephone) valid E-mail address, and select School Attended and enter Graduation Date in appropriate fields; click Next.
5. Choose the examination region and date; click Next.
6. Answer Confirmation Agreement; click Next.

Registration is now complete. The system will take you directly to your Homepage.

The screenshot displays a user's profile page with the following sections:

- Your Profile:** Name: Mr. John Douglas Doe; Address: 159 Fourth Avenue North Suite 800 NASHVILLE TN 37214; Phone: 989223272; SSN: 222595252; Alt ID: 123456789; Birthdate: 05/05/1955; EMail: zopkey@pcshq.com; Username: zopkey@pcshq.com. Includes an **EDIT PROFILE** button.
- Documents:** Includes an **ADD NEW DOCUMENT** button.
- Education:** BLOUNT COUNTY AVC, CLEVELAND AL; From: 05/01/2011; Graduated: 09/01/2012. Includes a **CHANGE SCHOOL** button.
- PCS Contact Information:** Professional Credential Services; P.O. Box 198768; Nashville, TN 37219; (888) 822-3272; alcos@pcshq.com.
- Active Applications:** Alabama Cosmetology, Esthetician; ADD STATE APP#; ADD LICENSE NUMBER; ADD LIC EXPI DATE; App Expires: 09/01/2014 EDIT; Applied: 12/12/2013; Most recent application: 12/12/2013; Status: Paid, Waiting for review. Includes an **Application Approval Requirements ADD** button with a **Final Review** link.
- DOCUMENTS:** Application Form 12/12/2013; Last Changed: 12/12/2013. Includes **CREDENTIAL APPLICATION** and **NEW APPLICATION** buttons.
- Pending Examinations:** Alabama Esthetician Practical; Exam Date: 01/13/2014; Testing at: Birmingham Region; Schedule date: 12/12/2013; WAITING FOR APPLICATION APPROVAL. Includes **CANCEL** and **RESCHEDULE** buttons.

PCS Candidate 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 page for Professional Credential Services, Inc. with the following elements:

- Logo: PROFESSIONAL CREDENTIAL SERVICES, INC.
- Section: **Log into your account**
- Fields: E-Mail Address (with a dropdown arrow), Password, and a **Log In** button.
- Text: ***If you have forgotten your password or you have received an email from PCS instructing you to create your password, [click here](#).**
- Text: **If you have not previously created a PCS account please go to your [profession and state home page](#).**

Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account.

Unapproved Registration

- Registration will show a question mark by “Final Review”
- Practical Exam Date will state “Waiting for Application Approval”

The screenshot shows the 'Active Applications' section for an Alabama Cosmetology Esthetician. The status is 'Paid, Waiting for review'. A red box highlights the 'Application Approval Requirements' section, which contains a question mark icon and the text 'Final Review'. Below this is the 'DOCUMENTS' section, showing 'Application Form 12/12/2013' and 'Last Changed 12/12/2013'. There are buttons for 'CREDENTIAL APPLICATION' and 'NEW APPLICATION'. The 'Pending Examinations' section shows 'Alabama Esthetician Practical' with an exam date of 01/13/2014 and a status of 'WAITING FOR APPLICATION APPROVAL'. At the bottom, there are 'CANCEL' and 'RESCHEDULE' buttons.

Approved Registration

- As long as PCS has received Board Approval, your Registration will be approved by PCS for the Practical Examination within three business days.

The screenshot shows the 'Active Applications' section for an Alabama Cosmetology Esthetician. The status is 'Approved'. A red box highlights the 'Application Approval Requirements' section, which contains a green checkmark icon and the text 'Final Review'. Below this is the 'DOCUMENTS' section, showing 'Application Form 12/12/2013' and 'Last Changed 12/12/2013'. There are buttons for 'CREDENTIAL APPLICATION' and 'NEW APPLICATION'. The 'Pending Examinations' section shows 'Alabama Esthetician Practical' with an exam date of 01/13/2014 and a status of 'Waiting for scheduling'. At the bottom, there are 'CANCEL' and 'RESCHEDULE' buttons.

Registration Approval Process

Once an online registration has been completed, PCS will review this registration and confirm that Board Approval has been received. As long as Board Approval has been received, PCS will approve your registration for the Practical Examination. As long as Board Approval and registration are received by the deadline date outlined on pages 6 and 7 of this Handbook, you will receive your requested date.

Examination Notification

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 an e-mail at least five business days prior to your requested examination date, 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.

Rescheduling Policy

Rescheduling 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, e-mail documentation to your coordinator at alcos@pcshq.com or upload documentation onto your homepage. PCS will review this documentation with the State Board Office and advise you of the procedure to reschedule your examination.

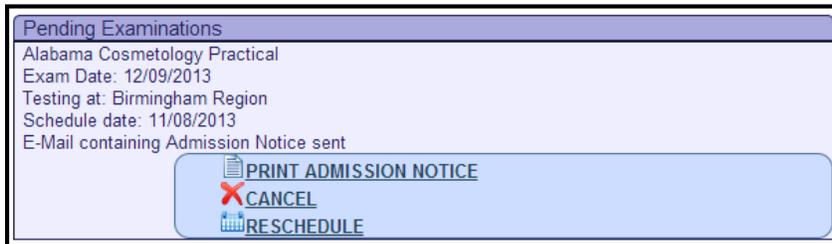
Inclement Weather Policy

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. 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 pay the appropriate fee to the Alabama State Board Office. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS at (888) 822-3272 to make inquiries regarding the practical examination.

Reprinting Admission Letter

If you do not receive your Practical Admission Notice at least 5 business days prior to your scheduled date or if you have misplaced your Practical Admission Notice, you may reprint this document at any time by logging into your PCS Homepage.

- Click **Print Score Notice** option next to item you wish to reprint a score notice.



Pending Examinations

Alabama Cosmetology Practical
Exam Date: 12/09/2013
Testing at: Birmingham Region
Schedule date: 11/08/2013
E-Mail containing Admission Notice sent

 **PRINT ADMISSION NOTICE**
 **CANCEL**
 **RESCHEDULE**

Examination Rescheduling

If you do not attend your scheduled Practical Examination date or if you fail the examination, you must reschedule by sending payment to the Alabama Board Office. Once you have rescheduled with the State Board, they will forward another Approval to PCS. At this point, you may reschedule your Practical Examination online at <http://www.pcshq.com>.

- Click **Reschedule Practical** under Active Applications.



Active Applications.

Arizona
Cosmetology, Aesthetics
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
App Expires: 04/16/2014 [EDIT](#)
Applied 04/16/2013
Most recent application: 04/16/2013
Status: Approved.

Application Approval Requirements [ADD](#)

 [Board Review](#)
 [Coordinator Review](#)
 [Final Review](#)

 **VIEW APPLICATION FORM**
 **RESCHEDULE PRACTICAL**

Examination Day Requirements

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

- Admission Notice
- 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 (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.

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)

- 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)

- 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.

Arrival

! You must arrive at the test center at least thirty (30) 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 forwarded to you from the State Board Office within three (3) weeks of your examination. If you fail the examination, you will receive also receive information on how to reschedule from the Board Office.

State Score Requirements

When you pass the Practical Examination, the State Board Office will automatically send a “Congratulations” letter along with information on how to submit your licensure fee to their office. Once this fee has been received, the State Board Office will issue your license.

Change of Information

Directions

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

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

Email: alcos@pcshq.com

Print your name as it appears on your Application below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print your updated name or address below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print Social Security Number: _____

Sign and Date your Request:

Signature: _____ Date: _____

Formal Complaints

Directions

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

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

Send Complaint to:

1. Email: alcos@pcshq.com

2. Professional Credential Services, Inc.
Attn: Alabama Cosmetology
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.

State Practical Examination Guidelines

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

Core Domain Services

The scope of the Nail Technology Practical Examination includes 6 (six) sections:

- Work Area and Client Preparation, and Set Up of Supplies (First client)
- Manicure and Polish Application
- Work Area and **New Client** Preparation, and Set Up of Supplies (Second client)
- Nail Tip Application and Blending
- Sculptured Nail
- Blood Exposure Procedure

Mannequin(s)

A mannequin hand(s) is required for all services. Please see *Practical Examination Supplies*.

It is the candidate's responsibility to come prepared for the examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

Kit Size

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

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.

National Nail Technology Practical Examination

Important Instructions

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. Picture ID is required for re-entry into examination.
- Candidates are required to bring a kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
 - All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. At the conclusion of the examination, do NOT dispose of waste materials, chemicals, products, or water in the trash receptacles or restrooms.
- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors and examiners are not allowed to communicate with candidates.
 - If you have an emergency situation please notify the proctor.
- Candidates will be given time to set up the universal (also known as general) supplies that they will use for the examination.
- Each section of the examination has a maximum time allowance, except for those specified as untimed sections.
 - Once you have completed all tasks in the section please step back or turn the hand toward the examiner (in the case of nail services) to indicate that you are finished.
 - In the event that all candidates complete the section before the time has elapsed, the examiners will proceed to the next section of the examination.
 - If the timer goes off, you must stop working and step back or turn the hand toward the examiner (in the case of nail services).
- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure, candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
 - *Be sure to contact your examination provider to obtain the most current version of, and any addendums, to the NIC Health and Safety standards.*
 - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**

- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer, created labels must be English only.
 - Original manufacturer's labels are required for certain products such as disinfectants and hand sanitizers.
 - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the "Suggested Examination Supplies" section to see specific requirements for supplies and products.
 - Simulated products are NOT allowed for disinfectants and hand sanitizers.
 - No aerosols are allowed in the testing environment.
 - There is a section titled "Suggested Examination Supplies" provided following the "Content Domains" section of this bulletin.

SPECIAL ATTENTION!

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

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled "to be disinfected"
 - Container labeled "soiled linens"
 - Container labeled "trash"
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Nail Technology Practical Examination Content Domains section).
- The examination includes a blood exposure procedure section (see Nail Technology Practical Examination Content Domains below and Content Domain 6 Blood Exposure Procedure).

National Nail Technology Practical Examination

Work Area and Client Preparation and Set UP of Supplies (15 minutes)

Proctor – Verbal Instructions:

Read to all candidates:

“You will prepare and set up your work area for your client.”

“You will set up the universal supplies that you will use throughout the examination.”

“You will also set up the supplies for the manicure and polish application.”

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

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant
- 1.2 Sanitizes hands with product labeled in English (manufacturer’s label)
- 1.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions:

Read if all candidates indicated that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have indicated they have completed the section of the exam before the time has elapsed: *“Please stop working.”*

Manicure and Polish Application (20 minutes)

Proctor – Verbal Instructions:

Read to all candidates:

“You will now perform manicure and polish application.”

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

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

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

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

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

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 Manicure supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 2.2 Implements and supplies are visibly clean
- 2.3 Sanitizes hand to be manicured with product labeled in English (manufacturer’s label)
- 2.4 Shapes free edge to establish uniform length and shape
- 2.5 Immerses all fingernails in bowl of water
- 2.6 Applies cuticle remover
- 2.7 Pushes back cuticle
- 2.8 Cleans under free edge
- 2.9 Brushes or wipes nails to remove product or remaining debris
- 2.10 Buffs nail
- 2.11 Applies cuticle oil
- 2.12 Applies massage product
- 2.13 Performs massage on the fingers, top and palm of the hand demonstrating at LEAST 2 different types of massage movements
- 2.14 Cleanse each nail plate with appropriate solution (i.e., nail dehydrator, alcohol, nail prep solution)
- 2.15 Applies base coat to cover entire nail plate
- 2.16 Applies red polish to cover entire nail plate
- 2.17 Applies top coat to cover entire nail plate

Proctor – Verbal Instructions:

Read if all candidates have indicated they have completed the section before the timing has elapsed:

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

National Nail Technology Practical Examination

Manicure and Polish Application Continued

Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have turned the hand:

"Please stop working and 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

Examiner – Verbal Instructions:

Read to each candidate individually once the final appearance of nail has been examined:

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

Proctor – Verbal Instructions:

Read to all candidates when examiners have finished checking the final appearance of the nails:

"All examiners have indicated they are ready to proceed with the examination."

"You will have 5 minutes to remove the polish from all nails and properly dispose of supplies used in the previous section of the examination."

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

"You will be informed when you have 2 minutes remaining."

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

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

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

Work Area and NEW CLIENT Preparation and Set UP of Supplies (10 minutes)

Proctor – Verbal Instructions:

Read to all candidates:

"You will prepare your work area for a NEW client."

"You will set up your work area with the universal supplies that you will use for the remainder of the examination."

"You will also set up for the following sections:

- *nail tip application and blending*
- *sculptured nail"*

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

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

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

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

- 3.1 Disinfects all work areas completely with product labeled in English (manufacturer's label) as EPA-registered, hospital-grade disinfectant
- 3.2 Sanitizes hands with product labeled in English (manufacturer's label)
- 3.3 Universal supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 3.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions:

Read if all candidates have indicated they have completed the section before the timing has elapsed:

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

Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have indicated they have completed the section of the examination: *"Please stop working."*

Nail Tip Application and Blending (20 minutes)

Proctor – Verbal Instructions:

Read to all candidates:

"You will now perform nail tip application and blending."

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

"You will apply the nail tip to the _____ finger." (DO

NOT READ: Note to Proctor - Choose any finger)

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

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Nail Tip Application and Blending Continued

*"You will be informed when you have 10 minutes remaining."
"Turn the hand toward the examiner to indicate you have finished."*

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

Candidates will be evaluated on the following tasks:

- 4.1 Nail tip application and blending supplies are labeled in English (If original manufacturer's label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 4.2 Implements and supplies are visibly clean
- 4.3 Sanitizes mannequin/model hand with product labeled in English (manufacturer's label)
- 4.4 Removes residual nail polish from nail plate with appropriate solution
- 4.5 Removes shine from nail plate
- 4.6 Removes dust from nail plate
- 4.7 Applies nail dehydrator product to nail plate
- 4.8 Selects full-well tip and attaches to nail plate of assigned finger
- 4.9 Trims and shapes nail tip
- 4.10 Blends and finishes nail tip

Proctor – Verbal Instructions:

Read if all candidates have indicated they have completed the section before the timing has elapsed:

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

Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have turned the hand:

"Please stop working and 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 (cuticle, surrounding skin, hyponychium)
- 4.13 Appearance of finished nail tip

Examiner – Verbal Instructions:

Read to each candidate individually once the final appearance of nail has been examined:

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

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

Proctor – Verbal Instructions:

Read to all candidates once the assessment has been completed for each candidate and it is time to proceed to next section of examination:

"All examiners have indicated they have completed their assessment and we will now proceed to the next section of the examination."

Sculptured Nail (20 minutes)

Proctor – Verbal Instructions:

Read to all candidates:

*"You will sculpt a nail on the _____ finger." (DO NOT READ: Note to Proctor - Choose any finger)
"You must use low-odor/less-odor product."
"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 indicated they have completed the section before the timing has elapsed:

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

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Sculptured Nail Continued

Proctor – Verbal Instructions:

Read if the timer goes off before all candidates have turned the hand:

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

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

Examiner – Verbal Instructions:

Read to each candidate individually once the final appearance of nail has been examined:

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

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

Proctor – Verbal Instructions:

Read to all candidates once the assessment has been completed for each candidate and it is time to proceed to next section of examination:

“All examiners have indicated they have completed their assessment and we will now proceed to the next section of the examination.”

Blood Exposure Procedure (Untimed)

NIC strongly recommends, due to the testing environment, that odorless sculptured nail product is used during the NIC practical examinations.

Proctor – Verbal Instructions:

Read to all candidates:

“You will now demonstrate the blood exposure procedure.”

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

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

“Do not remove materials from your first aid kit until you are instructed by the examiner to begin the procedure.”

“This is an untimed section.”

“You will be instructed individually by the examiner to demonstrate the blood exposure procedure.”

“Do not begin until you are instructed to do so by the examiner.”

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

Examiner – Verbal Instructions:

Read to each candidate individually:

“Please demonstrate the blood exposure procedure for this scenario.”

Candidates will be evaluated on the following tasks:

- 6.1 Blood exposure supplies and materials are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 6.2 Removes materials from first aid kit
- 6.3 Supplies and materials are visibly clean
- 6.4 Candidate wears gloves
- 6.5 Cleans injured area with antiseptic (e.g., alcohol, hand sanitizer)
- 6.6 Covers with dressing that is absorbent and secured
- 6.7 Disposes of all contaminated supplies

Examiner – Verbal Instructions:

Read to each candidate individually once the blood exposure procedure has been examined:

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

Candidate Summary and Final Clean Up

Proctor - Verbal Instructions:

Read at the conclusion of the examination:

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

“This concludes the National Nail Technology Practical Examination.”

“Make sure that all kit supplies and disposable materials are taken with you.”

“Do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination

Practical Examination Supplies

Universal Supplies (Also known as General 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

- dry storage kit/container
- hand sanitizer with real product and manufacturer's label
- mannequin hand (must be entire hand, cannot have removable digits)
- EPA-registered disinfectant with real product and manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used
- container labeled "to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- cloth and paper towel(s)
- polish remover
- cotton
- first aid kit
- tape

Basic Manicure and Polish Supplies

- bowl for water (finger bowl)
- container of water
- cuticle cream/remover
- files and/or buffers
- cuticle pusher
- nail brush
- massage product
- cuticle oil
- nail cleanser (i.e., nail dehydrator, alcohol, or nail prep solution)
- base coat
- top coat
- red polish
- polish remover
- cotton
- spatula(s)

Nail Tip Application and Blending Supplies

- full-well nail tips
- nail tip clipper
- adhesive
- files and/or buffers
- cuticle oil
- cotton
- polish remover

Sculptured Nail Supplies

- sculptured nail products (monomer, polymer, and primer). The product must be *low-odor/less-odor* and in its original container with the manufacturer's label.
- sculptured nail brush
- dappen dishes
- files and/or buffers
- sculptured nail form(s)
- nail prep solution
- cuticle oil
- cotton

Blood Exposure Procedure Supplies

- first aid kit
- bag for disposal of blood-contaminated materials

Nail Technology (Manicuring) References

PRIMARY REFERENCES

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

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

Nails – Exhibits of Art
2007 2.1 Edition
CLiC INTERNATIONAL
396 Pottsville/Saint Clair Highway
Pottsville PA 17901
www.clicusa.com

NIC Infection Control and Safety Standards
Adopted 1998: Revised October 2002, Revised August 2014
National-Interstate Council of State Boards of Cosmetology
[http://nictesting.org/memberinfo/NIC Health & Safety Standards- Aug 2014.pdf](http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards- Aug 2014.pdf)

SUPPORTING REFERENCES

Salon Fundamentals – Nails
2007, 7th printing, 1st Edition, October 2011
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
800-886-4247
www.pivot-point.com

Milady's Standard Nail Technology
2007, 5th Edition, Revised Edition
Thompson Delmar Learning Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
www.milady.com

Nails – Exhibits of Art
2007 1st Edition
CLiC INTERNATIONAL
396 Pottsville/Saint Clair Highway
Pottsville PA 17901
www.clicusa.com

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NIC Health and Safety Standards Blood Exposure Procedure

If a blood spill should occur, the following steps MUST be followed:

- When possible, injured party should go to sink and rinse injury with running water and “milk” the injury if possible to remove any bacteria that may have entered the wound.
- Supply injured party with antiseptic or single use packet of antibacterial ointment and the appropriate dressing to cover the injury.
- Bag all blood-soiled (contaminated) porous articles and dispose of in trash. Immediately wash and disinfect all non-porous items (do not continue service with these items).

This is the responsibility of the candidate and should be executed as follows:

Candidate/Student/Licensee Injury:

1. **PROTECTION** – If a cut is sustained, stop the service, put on gloves (if appropriate), and clean the injured area.
2. **APPLY** antiseptic to the injured area.
3. **DRESSING** - cover the injury with the appropriate adhesive dressing.
4. **COVER** injured area with finger guard or glove if appropriate.
5. **BAG** and dispose of all contaminated single use items.
6. **REMOVE** gloves and wash hands.
7. **CLEAN** model/client.
8. **CLEAN AND DISINFECT** implements and station.
9. **CLEAN** hands.
10. **RETURN** to the service.

Model/Client Injury:

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area.
4. **APPLY** antiseptic.
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **BAG** and dispose of all contaminated single use items.
7. **CLEAN** and disinfect any implements or surfaces contaminated.
8. **CLEAN** hands.
9. **RETURN** to service.

Examiners:

- Examiner is to use new disposable latex gloves or non-allergenic equivalent when checking that candidate’s service. Bag and dispose used gloves.
- Follow with washing hands.
- Document incident in Blood Exposure Log.

NOTE: Do not allow containers, brushes, nozzles, or liquid styptic container to touch the skin or contact the wound. Use an applicator.

Examiners should also complete an incident report.

Wet Disinfection Standard

1. All tools and implements. Prior to use on any client, all non-porous tools and implements or multi-use items must be cleaned AND disinfected. Items must be cleaned with soap and warm water or a chemical cleaner. The items must then be disinfected by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal (Formulated for Hospitals)* disinfectant that is mixed and used accordingly to the manufacturer’s directions. When allowed by state rule, disinfectant sprays and wipes that are bactericidal, virucidal, and fungicidal, are acceptable forms of disinfection following the cleaning of the item. Note: Items that are porous are not able to be disinfected and must be disposed of after each use.
2. Items MUST stay immersed or visibly moist with disinfectant for the entire contact time listed on the manufacturer’s label to be effective.
3. All disinfectant solution must be changed per the manufacturer’s label or sooner if contaminated.

Dry Storage Standard

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

Hand Washing

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.