

# NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

## ESTHETICS PRACTICAL TASK LIST FOR EXAMINATION PROCEDURES

This examination is approximately 2 hours long. Each procedure is given a specific time allotment as indicated below; these procedures will be demonstrated on a live model which you must provide.

The examiner will provide verbal instructions prior to the demonstration of each procedure. It is expected that safety and infection control will be practiced throughout the entire course of this examination. The passing score for the esthetics practical examination is 70 percent.

### **Preparation of Work Area & Model (15 minutes)**

#### **15 Tasks Evaluated**

##### **Verbal Instructions:**

*"Welcome to the Esthetics Practical Examination. The first portion of the examination is the preparation of your work area and your model. Begin by providing your model with an appropriate gown; the model will then be directed to the changing area by the exam supervisor. While your model is changing, you will sanitize your work area and set up all exam supplies. After the work area has been sanitized and set up, you will be instructed to drape your model. You should then prepare your model. When you are finished, please step back and quietly wait for further instructions. You have 15 minutes to complete this procedure and you may now begin."*

- 1) The applicant is neat, clean and appropriately dressed, with no hand or arm jewelry (except wedding rings and wrist watches)
- 2) The model's skin is clean and free of all visible make-up and obvious skin disease or serious disorder
- 3) Disposable towels for cleaning and a pre-mixed, industry related surface sanitizing solution (labeled and in spray container) are provided
- 4) The sanitizing solution is applied to cover the entire surface of the treatment chair and work table and both are completely dried before proceeding
- 5) A sealable plastic bag for disposables is firmly secured to a side of the work station within appropriate reach
- 6) The disposal bag is used to discard all disposable materials soiled during the sanitation procedure
- 7) Implements that require disinfection (e.g., tweezers) have been transported to the exam site in a covered container labeled "clean"
- 8) Supplies are arranged in an orderly and logical manner (e.g., grouped for order/type of use)
- 9) Supplies are NOT placed so near table edges that they could easily fall off
- 10) All creams, lotions, cosmetics, cotton, etc. are labeled and in appropriate containers
- 11) Model is properly prepared for draping (shoes removed; no jewelry on face or neck) and top of chair covered with towel
- 12) Model's body is properly draped: shoulders exposed; body below shoulder area completely protected
- 13) An appropriate head drape or head draping material is provided
- 14) Model's head is draped securely but not too tight with no hair protruding
- 15) Safety and infection control are adhered to during all aspects of the preparation procedure (e.g., hair tucked into head drape with spatula)

## Removal of Superfluous Hair (15 minutes)

### 17 Tasks Evaluated

#### Verbal Instructions:

*The next portion of the examination is the removal of superfluous hair. You will demonstrate a simulated wax on the upper lip using two waxing strips. You will then continue by performing a demonstration on the forearm of your model using four strips. Once the waxing demonstration is complete, you will be directed to tweeze your model's eyebrows. When you are finished, please step back and quietly wait for further instructions from your examiner. You have 15 minutes to complete this procedure and you may now begin."*

- 1) All appropriate simulated waxing and tweezing products and implements have been provided by applicant
- 2) Applicant's hands are sanitized before touching the model's skin in full view of the model
- 3) The area of the skin which will be waxed is cleansed and powdered to remove all excess oil before waxing
- 4) A small amount of simulated wax product is applied to the back of the hand to "test" the temperature before applying to the model's skin
- 5) An appropriate amount of wax is taken on the spatula and the spatula is scraped so that wax is only on one side and does not drip
- 6) The spatula is held at the appropriate angle (45-degree angle/not flat) while applying wax
- 7) Wax is applied in the direction of hair growth, in proper thickness, and to area no larger than size of strip
- 8) Wax is not applied over warts, moles, abrasions or irritated or inflamed skin
- 9) The strip is placed directly over the wax and smoothed in the direction of hair growth with enough free edge to grip easily
- 10) The skin is held taut with one hand while the other hand grasps the free edge of the strip and pulled in opposite direction of hair growth
- 11) The brow area is softened by applying a small amount of oil or cleansing cream prior to tweezing
- 12) The skin is held taut with one hand while the brow is tweezed with the other hand
- 13) All brow hair is tweezed in the direction in which it grows
- 14) Brows are shaped appropriately for model's eye and brow characteristics and are well-shaped and symmetrical
- 15) After tweezing is completed, no stray hairs remain between brows and the brows are not over tweezed
- 16) The model is comfortable throughout the tweezing procedure
- 17) Safety and infection control procedures are adhered to during all aspects of both the waxing and tweezing procedures

## Facial (60 minutes)

### 23 Tasks Evaluated

#### Verbal Instructions:

*"The next portion of the examination is the facial. You will begin by cleansing and toning the face of face of your model. When the cleaning and toning is complete, you will be instructed to analyze analyze your model's skin using the provided magnifying lamp. After the analyzation, you will be be asked to perform a facial massage demonstration to include at least four different massage strokes. You may be asked to repeat this procedure to allow adequate time for examiner ratings. ratings. Following the facial massage, you will be asked to simulate the manual extraction of comedones (actual extraction is not required) followed by the application of a treatment mask. Lastly, you will remove the mask and apply daytime protection. Your model will then be instructed instructed to return to the changing room to change back into their clothes while you prepare for the the make-up portion of the exam. When you are finished, please step back and quietly wait for*

for further instructions. You have 60 minutes to complete this procedure and you may now begin.”  
begin.”

- 1) All products and implements necessary for the facial procedures, including pre-made pads, are provided
- 2) The cleansing product is applied in appropriate amounts and correct manipulations are used to cover the entire neck and face area
- 3) Appropriate pads or sponges are used to remove the cleansing product from the face and are changed regularly
- 4) The cleansing product is removed completely from the entire neck and face area using correct manipulations
- 5) During the entire application and removal of cleanser, manipulations are gentle, smooth and consistent, using the correct amount of pressure
- 6) Eye pads are placed over the model's eyes to protect them from the light of the magnifying lamp
- 7) The skin of the entire face and neck is analyzed under the magnifying lamp
- 8) A small section of the facial skin is taken between the fingers and slightly stretched to analyze skin texture
- 9) Applicant correctly demonstrates effleurage movements on appropriate parts of neck and/or face
- 10) Applicant correctly demonstrates petrissage movements on appropriate parts of neck and/or face
- 11) Applicant correctly demonstrates friction movements on appropriate parts of neck and/or face
- 12) Applicant correctly demonstrates tapotement/percussion movements on appropriate parts of neck and/or face
- 13) All massage movements are performed gently, using both hands at all times, and the model is comfortable throughout the procedure
- 14) Massage oil or cream is removed from the model's skin totally and in an appropriate manner
- 15) Gloves are used during the simulation of manual comedone extraction
- 16) The magnifying lamp is used during the simulation of manual comedone extraction
- 17) Cotton pads of appropriate thickness (not tissue), saturated with astringent or toner, are used for simulated comedone extraction
- 18) Skin is sprayed or wiped with astringent or toner after comedone extraction
- 19) Treatment mask is appropriate for model and is applied correctly (with spatula or hands NOT brush)
- 20) Eye pads are used to protect the eyes during the treatment mask application
- 21) Treatment mask is removed appropriately (sponges OK but must be disposed or offered to model at the end of exam)
- 22) Daytime protection is appropriate for the model and is applied correctly
- 23) Safety and infection control are adhered to during all aspects of the facial procedures

## **Make Up Application and Clean-Up (30 minutes)**

### **15 Tasks Evaluated**

#### **Verbal Instructions:**

*“The last portion of the examination is the make-up application and clean-up. You will demonstrate a complete day-time make-up on your model. When your make-up application is completed, you may begin cleaning your work area and packing up your supplies. Upon completion, please step back to indicate that you are finished and quietly wait for further instructions. You will be told when you may leave your work area and upon dismissal, will be allowed to discard your bag of disposables on your way out of the exam room. You have 30 minutes to complete this procedure and you may now begin.”*

- 1) All necessary make-up products and disposable applicators have been provided
- 2) Corrective make-up is applied appropriately for the model and is properly blended into the foundation
- 3) Foundation, in a color appropriate to model's skin tone, is applied thinly and evenly over the entire face and is completely blended
- 4) Powder is appropriately applied to the face to set the foundation
- 5) Cheek color is applied at the correct facial points, is correctly blended and is complimentary to the model
- 6) At least two shades of eyeshadow are applied to the eyes and one is used for highlighting or contouring
- 7) Eyeshadow colors are complimentary to the model, blended correctly and applied in a manner appropriate to the model's eye shape and size
- 8) Eyeliner is applied in a thin, even line; the fingers are used to hold the eye steady during the application
- 9) Mascara is applied correctly and in the right amount
- 10) The eyebrows are brushed upward and then across in the direction of hair growth
- 11) Brow color is applied with light, hair-like strokes in an appropriate shade and brushed to remove excess color resulting in a natural look
- 12) The lips are outlined correctly for the size and shape of the model's lips and correctly filled with lip color; colors are appropriate to the overall look
- 13) Safety and sanitation are adhered to during all aspects of the make-up application procedure
- 14) All disposable and non-disposable supplies and implements are made ready for appropriate disposal or transportation away from exam site
- 15) Workstation and surrounding area are left in a clean and orderly manner

**RELAYED TO EXAMINEES AS THEY LEAVE:**

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