Practical Examination Scheduling

NOTE: You may schedule your practical examination either before or after the successful completion of the written examination.

Practical examinations MUST be scheduled online. After your application is approved, an email will be sent to the email address provided on your application. The email will contain a link where you may schedule your exam.

A $15 non-refundable fee is due at the time you schedule your examination. If you need to reschedule your examination, you MUST do so at least six days before your scheduled examination date to avoid penalty (forfeiture of $15 fee). Should you cancel your appointment, arrive late to your scheduled examination, or do not appear for a scheduled examination, you will forfeit the examination fee.

Note: If you have submitted the appropriate documentation to request special testing arrangements, a representative from the Division of Licensing Services will contact you with your exam schedule.

Admittance to the Practical

For admittance to this examination you MUST bring a form of government-issued signature identification which must be photo-bearing. Your identification MUST BE CURRENT (not expired) and from the following list:

- Driver’s license
- State-issued Identification (ex. Non-driver ID)
- IDNYC Card (NYC Identification Card)
- Military ID
- United States Passport
- Employment Authorization Card (issued by U.S. Citizenship and Immigration Services)
- United Stated INS Issued ID
- Certificate of US Citizenship
- Foreign Passport
- Brazilian, Mexican, Honduran or Ecuadorian Consular ID

All appointments MUST be made in EXACTLY the name which appears on your identification. This does not include middle names or middle initials. If your last name is hyphenated, please be sure to include your full name. If your name does not match your ID exactly, we reserve the right to deny you access to the examination.
Preparing for Your Practical

You should arrive for your examination with appropriate attire for providing nail specialty services. Concerning appearance and professionalism, you will be expected to conform to the following regulations:

1) A smock or apron must be worn; hair is pulled back and secured if long enough to interfere with procedures.
2) Closed-toe shoes that cover the top of the foot.
3) NO hand or arm jewelry is permitted (Exception: Wedding rings and wrist watches; no smartwatches allowed).
4) NO gum chewing, cell phone use, or other technological devices are permitted.
5) Hands washed with soap and water prior to your arrival.

You must bring a live model with you to this examination. The model can be either male or female and must be at least 16 years old, agree to submit to all required operations, and be able to receive all procedures included in the examination. Your model must have ten clean and healthy natural nails, free of any artificial product; a free edge of 1/8” to 1/4” is recommended to ensure best results. Please ensure that your model has washed their hands with soap and water prior to arriving at the examination site. (Note: You may bring a model who may interpret examination instructions to you should you require an interpreter. The interpreter/model will only be allowed to provide instructions. Once the procedure begins, no further talking will be allowed.)

You must also bring your own examination supplies and implements as outlined on the supply list. Failure to provide any of the necessary supplies and implements may preclude you from being allowed to perform some of the examination procedures.

The use of personal protective equipment (i.e., masks, safety glasses, etc.) for yourself and your model is encouraged but optional.

Practical Examination Procedures

The nail specialty practical examination consists of a series of tasks that you must perform within an allotted time frame for each procedure. You will be required to demonstrate the following procedures within the specified time:

- Preparation of Work Area (10 minutes)
- Blood Exposure Procedure (10 minutes)
- Basic Manicure and Preparation for Further Procedures (20 minutes)
- Tip Application and Shaping (15 minutes)
- Wrap Application (20 minutes)
- Acrylic Application (30 minutes)
- Polish Application and Clean-Up (15 minutes)

Examination procedure tasks are available on our website at www.dos.ny.gov. The nail specialty practical will take approximately 2 hours to complete. Safety and infection control procedures must be adhered to during the entire examination. You must achieve a score of 70 percent to pass this examination.
Contact Information

You may contact the Department of State’s Practical Examination Unit by calling (518) 473-2740 or, for general information, the Division of Licensing Services at (518) 453-8130. Please feel free to visit our website at www.dos.ny.gov for further licensing information. In the event of inclement weather, please check our website to determine if your exam will be given.

Examination Results

You will be notified by email once the examination results are available. You must login to your NYS License Center account to view your results under the examination section. Applicants who have passed both the written and practical examinations, will be issued a New York State Nail Specialty License in the mail. If you fail the exam, you may login into your NYS License Center account and schedule another examination. Results will NOT be given at the examination or over the telephone. You may not appeal your examination results.

Requesting an Analysis

If you fail your examination, you may request an analysis of your practical examination. An analysis is a report or breakdown of your practical examination scores to assist you in identifying your strengths and weaknesses. You must request an analysis within 60 days of your examination date. We will not provide analyses to individuals who have achieved a passing mark on the practical examination.