It is recommended that you pack your supplies in sealable plastic bags, grouped and labeled for each respective procedure. These supplies may remain in your transport bag or plastic storage container until they are needed to perform each procedure and as you are instructed (for your comfort, we suggest that you consider a rolling travel system). If your workstation has ample room, you may set up all supplies (except makeup) during the preparation of the work area. All implements/equipment should be disinfected/cleaned prior to packing. Supplies intended for single use should be new/unused. Products that are not required to be in original containers MUST be labeled in English and may also be labeled in another language of choice. (Note: All sharp implements MUST be transported in a rigid container labeled ‘clean’. Used implements MUST be removed in a rigid container labeled ‘dirty’.)

Important: If you arrive at the examination site after the specified starting time, you will not be admitted into the examination and will forfeit the examination fee. Please plan on arriving at least 15 minutes prior to your scheduled examination time.

Professional Appearance & Client (Model) Preparation:

PROFESSIONAL APPEARANCE
☐ Clean uniform, lab coat, scrub top, or smock (with ¾ sleeves or less; no long sleeves) must be worn; hair accessory to pull back hair if necessary
  Suggestion: Avoid bringing or wearing items that associate you with a school, salon, or any other affiliation.
  Reminder: For safety reasons, you are required to wear closed-toe shoes that cover the top of the foot.

CLIENT (MODEL) PREPARATION
☐ Live model (male or female) – must be at least 16 years old and agree to receive all exam procedures
  Note: If using a male model, they must be cleanly shaven (no facial hair).
 ☐ Client (model) must have clean skin, free of makeup and obvious disease or disorder.
  ☐ A few stray eyebrow hairs that can be removed during the tweezing portion of the exam.
  ☐ No jewelry may be worn (exception: wedding rings).

Preparation of Work Area and Model (15 minutes)
☐ Water, labeled (may be in the original bottle or a spray bottle) – to be used throughout exam
  Note: Liquid sanitizer must be purchased premixed.
  ☐ EPA-approved sanitizer solution in original, labeled packaging (liquid, spray, wipes, etc.) –
  Note: Certain sanitizers may not be used (check before arrival)
  ☐ Disposable paper towels (to dry work station, line tray, etc.)
  ☐ Two large towels or two sheets (large enough to cover treatment bed down to model’s feet) -
  Note: Sheets may both be flat or one fitted and one flat.
  ☐ Towel (to cover top of treatment chair/bed)
  ☐ Head drape or head draping material (for model)
  ☐ Spa wrap or salon gown (for model)
  ☐ Spatula (for tucking model’s hair into head draping)
  ☐ Plastic bag large enough for disposables, labeled ‘disposables/trash’
  ☐ Tape to secure trash bag to work area
☐ Spray-on implement sanitizer (or alcohol wipes) in original packaging (for exam purposes; to be used in case of implement contamination)
☐ Two (2) covered containers marked ‘clean’ and ‘dirty: one for storing and transporting clean implements; one for transporting contaminated implements (both containers MUST be labeled in English but may also be labeled in another language of choice)
☐ Hand sanitizer (in labeled, original bottle/dispenser or packet) – to be used throughout exam
☐ Battery-operated magnifying lamp (optional)* - Note: Shared magnifying lamps are provided.
☐ Small clock (optional)*

**Removal of Superfluous Hair (15 minutes)**
☐ Disposable protective gloves (minimum of 2 sets)
☐ Oil or cleansing cream (small amount needed to soften brow area prior to tweezing)
☐ Tweezers
☐ Mild antiseptic or witch hazel (to be used prior to waxing)
☐ Cotton balls/pads or dry wipes
☐ Eight (8) muslin waxing strips (2 test strips, 4 regular strips, and 2 for upper lip)
☐ Disposable wooden spatulas (minimum of 8-10)
☐ Brow Mapping Tool (stick, spatula, etc.)
☐ Talcum powder/cornstarch or other appropriate powder for waxing procedure
☐ Small jar of honey (will be used to simulate a soft wax product)
☐ Soothing lotion/cream (to be used after waxing)

**Facial (60 minutes)**
*NOTE: All facial products should be suitable for model’s skin type.*
☐ Massage cream or oil
☐ Facial cleanser, skin toner or astringent, and day protection
☐ Facial treatment mask
☐ Spatulas (as needed)
☐ Roll of cotton or equivalent (i.e., cotton 4x4 wipes) torn into appropriate-sized pieces, pre-moistened and transported in a resealable plastic bag
☐ Two (2) small bowls (one will be used to hold cleansing pads; the second one is optional and may be used to hold cotton prior to discarding)
☐ Eye pads (6-8 or 3 sets) – to protect model’s eyes from magnifying lamp (to be used during facial/analyzing, extraction, and treatment mask)
☐ Disposable protective gloves (2 sets)
☐ Disposable cleaning pads, cotton, cotton 4x4 wipes, or sponges
☐ Light Visor (optional)*

**Make-Up Application (20 minutes) & Clean Up (10 minutes)**
☐ Disposable brushes/applicators (mascara, lip, and eye) or set of new make-up brushes – *Note: Cotton may be used for powder and blush application rather than disposable applicators; brushes cannot be disinfected and MUST be single-client use only.*
☐ Cotton and/or cotton swabs – optional (note: cotton swabs may be used for eyeshadow application)
☐ Disposable brow brush (may be a new, unused mascara wand)
☐ Pencil sharpeners(s) – for eyebrow, lip, and eye liner
☐ Spatulas (as needed)
NOTE: All make-up products MUST be in original containers/packaging.

Make-up to include:
☐ Foundation
☐ Concealer
☐ Mascara
☐ Lip Color
☐ Lip Pencil
☐ Eyeshadow (at least two shades; one for highlighting or contouring)
☐ Eyeliner (mechanical pencils may NOT be used)
☐ Eyebrow Color
☐ Cheek Color
☐ Face Powder