

NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

NAIL SPECIALTY PRACTICAL TASK LIST FOR EXAMINATION PROCEDURES

This examination is approximately 2 ½ 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 nail specialty practical examination is 70 percent.

Table Set-Up (15 minutes)

10 Tasks Evaluated

Verbal Instructions:

“Welcome to the Nail Specialty Practical Examination. The first portion of the examination is the table setup. Begin by setting up your bag for disposables and sanitizing your work surface. Your model will ask to be seated after you are done sanitizing your work surface. You will then set up your two containers marked “clean” and “dirty” and all implements and supplies needed to complete this portion of the exam. You will use the water from your spray bottle to fill your fingerbowl but will not begin the manicure until instructed to do so. Please have your model stand away from the table until told to be seated. 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 (*a clean, washable outer garment is required*)
- 2) The model's hands and nails are clean and free from obvious nail disease, disorder or injury which should prohibit service
- 3) Disposable towels for cleaning and a pre-mixed, industry related surface sanitizing solution (labeled and in spray container) are provided
- 4) The surface sanitizing solution is applied so that it covers entire surface of work station and station is completely dried before proceeding
- 5) A sealable plastic bag for disposables is firmly secured to a side of the work station within appropriate reach and is used to discard all disposable materials soiled during the sanitation procedure
- 6) A pre-mixed, EPA-approved disinfectant in a covered container labeled “dirty” (clearly and appropriately labeled as a disinfectant) is provided, with enough solution to fully immerse implements after use
- 7) Implements have been transported to the exam site in a covered container labeled "clean"
- 8) A sealable plastic bag and a rigid plastic container are provided in case of blood contamination
- 9) Appropriate manicure toweling is provided and is placed correctly in the center of the table
- 10) Supplies are arranged in an orderly and logical manner (e.g., grouped for order/type of use); toward the sides of table to allow safe and easy access to client; supplies are NOT placed on towel; NOT placed so near table edges that they could easily fall off

Basic Manicure and Preparation for Further Procedures (20 minutes)

20 Tasks Evaluated

Verbal Instructions:

“The next portion of the examination is the basic manicure and preparation for further procedures. You will begin by sanitizing your hands and the hands of your model. Next, shape all the nails of one hand, then soak that hand while shaping the nails of the second hand. (Note: Do not soak the second hand since those nails will later receive advanced procedures.) Soften the cuticles of the first hand and push back the cuticles of both hands. When instructed, you will then massage the hand and arm of the hand that was soaked. You

must demonstrate at least a minimum of two massage movements. You will continue the massage until instructed move on. You will then remove all film from the nails of both hands and spray all nails with a nail antiseptic. Then, buff the nails of the hand that was soaked to produce a shine, and buff or dust the nails of the hand that will receive advanced procedures to remove shine. You may then return any supplies to your kit that are no longer needed and set up supplies for the tip and wrap application portions of the exam. You may empty the water from your finger bowl into the used towel in your bag of disposables. When you are finished, please step back and quietly wait for further instructions from your examiner. You have 20 minutes to complete this procedure and you may now begin."

- 1) An appropriate skin sanitation agent, labeled and in original packaging, is provided
- 2) The applicant sanitizes own hands and model's hands with skin sanitation agent following manufacturer's directions
- 3) All appropriate manicuring supplies and implements are provided by applicant; disposables are unused
- 4) Applicant shapes nails from one side of the model's hands to the other, filing away from the model from outer edge to center of each nail; filing is accomplished with smooth, steady movements; filing is NOT too rough; the nail plate is NOT filed during shaping
- 5) All ten finished nails are smooth, with no jagged edges; all ten finished nails are symmetrically shaped and of similar shape and length
- 6) A fingerbowl is provided and prepared in a sanitary manner with the proper amount of water and/or soap; the model's hand is positioned correctly in fingerbowl; model is comfortable while soaking
- 7) After soaking, the hand is dried thoroughly with a clean towel
- 8) Cuticle softener is applied in a sanitary manner (e.g., spatula, cotton-tipped orangewood stick) and is applied to each nail of the hand receiving the water manicure in light, circular motions, working toward the cuticle and covering all necessary areas
- 9) The cuticle pusher is held properly and cuticles are pushed gently from the nail plate; model shows no sign of discomfort; the cuticles are NOT cut
- 10) The applicant places massage lotion or oil on own hands in a sanitary manner (e.g., spatula, squeeze bottle)
- 11) The applicant uses both hands to perform massage movements and performs all movements gently (surface only)
- 12) At least two different massage movements are demonstrated on the hand and arm for a total of one to two minutes
- 13) All film is removed from the nails and cuticles using a lint-free wipe, cotton-tipped orangewood stick with polish remover or astringent, etc.
- 14) A three-way buffer (or other appropriate buffers) are used to buff the nails receiving the water manicure to produce a shine; the buffer is held correctly and movements are from base to free edge in an "X" pattern; the buffing is light so as not to cause discomfort due to friction/heat
- 15) Buffing produces a shine on all five nails receiving the water manicure
- 16) An appropriate file is used to remove shine from all five nails of the hand that will receive advanced procedures; no extreme pressure is used during the procedure to remove shine
- 17) The shine is removed from all five nails of the hand that will receive advanced procedures
- 18) Nail antiseptic is applied in a sanitary manner (e.g., using a cotton-tipped orangewood stick or spray) either before or after buffing
- 19) During the entire manicure, massage and buffing procedures, the model's hands are held firmly but comfortably; the model is comfortable throughout the procedures
- 20) Safety and infection control are adhered to during all aspects of the manicuring procedure

Tip Application and Shaping (25 minutes)

10 Tasks Evaluated

Verbal Instructions:

"The next portion of the examination is tip application and shaping. You will select and apply three tips to any three fingers of the hand that was NOT soaked. You may alter the shape of the tips to conform to the size of your model's nails. Once the tips have been applied, blend and complete the shaping of each tip. When you are finished, please step back and quietly wait for further instructions. You have 25 minutes to complete this procedure and you may now begin."

- 1) All nail tip supplies and implements necessary to complete tip application and shaping are provided by the applicant
- 2) Each tip is applied at a 45 degree angle and pressed firmly but gently to the nail for approximately 10 seconds until secure; the tips do not cover more than one-half of the nail plate
- 3) The tips fit all three nails correctly from sidewall to sidewall do not lie on any part of the skin; the shape of each tip conforms, or is correctly altered to conform, to the natural nail
- 4) The adhesive is spread over the nail plate or nail well in a sanitary manner (using tip of container, orangewood stick, etc.); applicant has complete control of the adhesive during each application (adhesive does NOT drip, get on cuticle or skin of model or applicant, seams are NOT filled with glue as a result of overglueing, etc.)
- 5) White spots or air bubbles are NOT present on any tip
- 6) Nail tips are trimmed correctly, from side to side with large clippers, or head on with tip cutters; tips are filed in an effective (sawing/back and forth) motion
- 7) When blending each tip, the file is held flat to nail plate so as NOT to damage the plate
- 8) After blending each tip, no visible seams are present; a liquid blending product is NOT used
- 9) All three finished tips are smooth with no jagged edges and all are symmetrically shaped and of similar shape and length
- 10) Safety and infection control are adhered to during the entire tip application procedure

Wrap Application (30 minutes)

10 Tasks Evaluated

Verbal Instructions:

“The next portion of the examination is the wrap application which includes the application of silk and fiberglass wraps to two nails with tips. You will begin by cutting both wraps into basic required shapes and applying one silk over one nail. While the first wrap is drying, apply the fiberglass wrap. You MUST use an activator during the fiberglass procedure. You may NOT use the activator during the silk wrap procedure. You will complete this portion of the exam by shaping and buffing both wrapped nails. Upon completion, please step back to indicate that you are finished and quietly wait for further instructions. You have 30 minutes to complete this procedure and you may now begin.”

- 1) Appropriate fabrics, adhesives, and activator (for fiberglass application only), scissors and abrasives are provided
- 2) Both fabrics are cut to approximate width and shape of nail plate before application
- 3) During all applications, only thin coats of adhesive are applied to entire surface of nails, working from center toward cuticle, using applicator tip; adhesive does NOT get on cuticle or skin of model or applicant at any time during application
- 4) Both fabrics are appropriately placed on the nails (using fingers, tweezers, cellophane, etc.) and excess fabric is trimmed from nail to approximately 1/16 inch from sidewalls and free edge
- 5) Activator is used ONLY during fiberglass application
- 6) When applying activator during fiberglass wrap it is held at proper distance according to manufacturer's directions and is NOT overused; during uses of activator, model does NOT experience unnecessary discomfort
- 7) Both wraps are smooth, free of wrinkles and air bubbles
- 8) An appropriate abrasive is used to shape and refine the wrapped nails; files are used safely
- 9) A three-way or block buffer and/or oil is used alternately on both wrapped nails to produce a high shine; the buffer is NOT used so strongly that it wears through and weakens the wrap
- 10) Safety and infection control are adhered to during the entire wrap application procedure

Acrylic Application (30 minutes)

15 Tasks Evaluated

Verbal Instructions:

“The next portion of the examination is the acrylic application which includes a two-color acrylic overlay applied to a tipped nail and a sculptured nail over a form. The sculptured nail can be either one- or two-color. Begin by returning any supplies to your kit that are no longer needed and setting up your acrylic supplies. You will then prepare your liquid and powder products and apply primer to both nails. Sculpt the natural nail first; while the sculptured nail is drying, apply a two-color acrylic overlay to the tipped nail. Remove the form and shape the sculptured nail; then shape the nail that received the acrylic overlay. Buff and oil both acrylic nails and prepare your work area for polish application. Upon completion, please step back to indicate that you are finished and quietly wait for further instructions.. You have 30 minutes to complete this procedure and you may now begin.”

- 1) All acrylic primer, powder and liquid, bowls, nail forms, brushes, etc., are provided
- 2) Liquid and powder acrylic products are poured into three separate containers without spilling and using appropriate amount for two nails
- 3) Containers of liquid and powder acrylic products are kept covered when not in use
- 4) Primer is applied with appropriate applicator very sparingly, with NO primer touching the clothing, skin or cuticle of the model or applicant
- 5) Primer is kept away from table edges when not being held in hand; primer bottle is closed tightly when not in use
- 6) Primer on both nails is allowed to dry completely (chalky white, shiny depending on product)
- 7) Nail form for sculptured nail is fit snugly under free edge, level with natural nail, and does NOT cut into skin
- 8) Appropriately sized small, medium and large balls are formed by dipping brush into liquid, then powder; all acrylic balls are of appropriate consistency so that they adhere to brush/do not fall off brush when bringing brush to nail
- 9) The first acrylic ball is placed on the free edge of the tip and worked from the free edge area toward the nail bed; subsequent acrylic balls are worked from the center of the nail toward the sidewalls and cuticle; when working acrylic, the brush is held parallel to tip and dabbing or patting strokes rather than brushing strokes are used
- 10) Acrylic does NOT get onto cuticle area or skin
- 11) Form is removed from sculptured nail only after checking that nail is thoroughly dry (makes clicking sounds when lightly tapped)
- 12) Finished french overlay follows natural free edge for a natural look
- 13) After application of oil and minimal buffing, entire surface of both finished nails is smooth, with no lumps or ridges and have no jagged edges; are thinner toward cuticles, free edge and sidewalls for a natural (c-curve) look; are symmetrical and of similar length and shape to other two nails (an appropriate manicure file is used for shaping)
- 14) Dust and residue is removed/cleaned before proceeding with polish application
- 15) Safety and infection control are adhered to during the entire acrylic application procedure

Polish Application and Clean-Up (15 minutes)

5 Tasks Evaluated

Verbal Instructions:

“The last portion of the examination is the polish application and clean-up. You will begin by applying a base coat, two color coats and a top coat of polish to all ten nails; be sure to remove any polish on the skin or cuticle area if necessary. When you have completed the polish application, clean up your work area and pack up all 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 15 minutes to complete this procedure and you may now begin.”

- 1) Correct polish is provided; applied in thin, even coats with minimum strokes (3-5) starts at center of nail; works from cuticle to free edge
- 2) If polish touches skin or cuticle, it is removed with cotton-tipped orangewood stick NOT with finger
- 3) Finished nails have no obvious air bubbles, lines, lumps or spots of missed polish from improper application
- 4) No polish is left on skin or cuticles when polish application is complete
- 5) All supplies and implements are packed up and dealt with properly (contaminated implements have been placed in the "dirty" container) and workstation and area are left in a clean and orderly manner

RELAYED TO EXAMINEES AS THEY LEAVE:

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