

# NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

## NAIL SPECIALTY PRACTICAL EXAMINATION INFORMATION

*NYS Department of State, Division of Licensing Services, One Commerce Plaza,  
PO Box 22001, Albany, NY 12201-2001*

### 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
- United States INS Issued ID
- Certificate of US Citizenship
- Foreign Passport
- Mexican and 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 clean, washable outer garment with at least one-quarter length sleeves is required.
- 2) Closed-toe and closed-heel shoes that cover top of foot (no canvas).
- 3) Avoid bulky or dangling jewelry.
- 4) NO gum chewing or cell phone use is 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.

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.

## 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:

**Table Set-Up** (15 minutes)

**Basic Manicure and Preparation for Further Procedures** (20 minutes)

**Tip Application and Shaping** (25 minutes)

**Wrap Application** (30 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](http://www.dos.ny.gov). The nail specialty practical will take approximately 2 1/2 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](http://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.

## Required Supplies and Implements

You must bring a kit containing the items listed below. All implements must be pre-cleaned and disinfected. All products and supplies need not be new but **must** be in covered, labeled containers (*must be labeled in English*). **The use of personal protective equipment (i.e., masks, gloves, safety glasses, etc.) is encouraged but optional.**

1. Pre-mixed, industry-related, **surface sanitizing agent**, appropriately labeled (include product name) and in spray bottle
2. Pre-mixed, hospital-grade, industry-related **implement disinfectant**, appropriately labeled (include product name) and in appropriate container
3. Sanitizing hand scrub or spray-on for hands (in original, labeled packaging)
4. One plastic spray bottle filled with water
5. Two covered containers marked "clean" and "dirty": one for storing and transporting clean implements; one for transporting contaminated implements
6. Acrylic primer
7. Acrylic powders (white and clear/natural) and acrylic monomer (4 oz.) and eyedropper

**[NO water curable products allowed]**

**IMPORTANT: Effective November 1, 2001, the use of MMA or any products containing MMA is strictly prohibited for use in nail services in New York State and will NOT be allowed for use at this examination.**

8. Two nail forms (metal or paper)
9. Acrylic nail brush
10. Files (coarse, medium, and fine)
11. Three-way buffer and/or buffer block
12. Full well nail tips (minimum - 12)

**[NO cutaways or french tips allowed]**

13. Nail adhesive(s)
14. Fiberglass system: wrap (six-inch strip; do NOT pre-cut to nail size prior to exam) resin gel, and activator/accelerator

**[NO brush-on allowed]**

15. Non-adhesive silk (six-inch strip; do NOT pre-cut to nail size prior to exam)
16. Five inch by five inch plastic sheet for pressing fabric to nail (*optional*)
17. Polish remover - 4 oz. (acetone or non-acetone)
18. Orangewood sticks (approximately 2-5)
19. Three (3) dappen dishes or small containers for acrylic liquid and powder
20. Red creme polish
21. Base coat and top coat (may be the same product only if clear)

**[NO ridge filler allowed]**

22. Fingerbowl (no substitute container allowed)
23. Cotton (enclosed in sealable, plastic bag)
24. Lint-free nail wipes (*optional*)
25. Fabric scissors and nail tip clippers
26. Cuticle solvent or softener
27. Hand cream or oil (for massage)
28. Cuticle oil and/or cuticle cream
29. Cuticle pusher
30. Synthetic manicure nail brush
31. Cloth towel (*optional*)
32. Disposable paper towels (approximately 6)
33. Sealable plastic bag and tape for disposables
34. Nail antiseptic spray
35. Sealable plastic bag and rigid container in case of accidental blood contamination
36. Band-Aids (2-3)
37. Styptic powder or liquid
38. Battery-operated, clip-on light (*optional*) \*

### **\*Testing Environment**

Please note that due to the various locations used throughout New York State for examining applicants, different testing environments will exist. All applicants will be provided with table space to perform required procedures; however conditions such as lighting may differ. Therefore, to ensure that you have adequate lighting to perform required procedures, you will be permitted to bring a battery-operated, clip on light.

## **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.