

# NEW YORK STATE DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

## NAIL SPECIALTY PRACTICAL EXAMINATION INFORMATION

Address: NYS Department of State, Division of Licensing Services, One Commerce Plaza, P.O. Box 22049, Albany, NY 12201-2049

### 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 through our online services. Applicants are required to schedule their appearance enhancement examinations on the New York State e-Licensing system. In order to schedule your examination, you must have a NY.gov ID account. If you do not have an account, you should go to the NYS License Center (NYSLC) at <https://aca.licensecenter.ny.gov/aca/> and click on the "I need a NY.gov ID" link to create your account. If you already have a NY.gov account, you should go directly to <https://my.ny.gov/> to schedule your examination.

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 the following items:

#### Photo Identification

You must bring a current, valid government-issued form of identification such as a driver's license or passport, containing your photograph.

### 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.

### 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.

### EXAMINATION RESULTS

You will be notified by email once the examination results become available for viewing. Examination results will be available online by utilizing My NY.gov Online Services. If you pass the practical examination and have already passed your written examination, you will automatically receive your New York State Nail Specialty License in the mail. If you fail the exam, you can schedule another examination by utilizing My NY.gov Online Services. 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.

### 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) 474-4429. 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. You will not be allowed to complete the examination if you do not provide the required implements and supplies.

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 allows]**

13. Nail adhesive(s)  
**[NO brush-on allowed]**
14. Fiberglass system: wrap (*six-inch strip; do NOT pre-cut to nail size prior to exam*)  
**[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 crème 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*)\*

**PLEASE NOTE: The use of protective gloves and safety glasses is encouraged but 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.