

**NAIL SPECIALTY PERFORMANCE OBJECTIVES**

**Orientation ..... 4 hours**

**0.1 School Rules and Regulations**

- List school rules and regulations.
  - Define salon conduct.

**0.2 Qualities of the Professional Nail Specialist**

- Describe the characteristics the professional nail specialist should possess.

**0.3 Code of Ethics**

- Define professional ethics.

**0.4 Familiarization of School Facilities and Supplies**

- Identify work areas.
- Identify equipment.
- Identify hand tools and implements.
- Locate and identify supplies and materials.

**0.5 New York State Law, Rules, and Regulations**

- Provide and discuss New York State Law, rules, and regulations.

**SUBJECT 1 - Safety and Health ..... 8 hours**

**1.1 Local, State, and Federal Safety Codes**

- Identify local, state, and federal safety codes.
- Identify the fire escape routes.

**1.2 Salon/Clinic Rules and Regulations**

- List shop rules and regulations.
- Follow procedures.
- Identify regulations.
- Discuss the Americans With Disabilities Act as it applies to nail specialist salons.

**1.3 General Salon/Clinic Safety**

- Identify general shop safety rules.
- Demonstrate safety procedures.
- Define the various classes of fire and the types of extinguisher.
- Pass a shop and safety test.
- Discuss ventilation.

**1.4 First Aid**

- List safety rules and regulations.
- Follow safety procedures.
- Assimilate first aid techniques.

**1.5 Hazardous Materials Communications (HAZMAT)**

- Recognize types of hazard classes, physical and health hazards on the job, routes of entry, methods of control, emergency precautions, label provisions, and symbolism.
- Become aware of the requirements of the Hazard Communication Standard, and any other local or state regulations or laws and what they require.
- Locate specific information concerning hazardous materials; read and understand the hazard warnings found on container labels; and locate, read and use a Material Safety Data Sheet.
- State the Right to Know Laws.
- Identify, read, and describe the material safety equipment to be used in the specific instructional setting as outlined by OSHA.

**SUBJECT 2 - Anatomy and Physiology of the Nail, Hand, Arm,**

**Foot & Legs ..... 10 hours**

- Explain how an understanding of anatomy and physiology will help nail specialists be better professionals.

**2.1 Cell Metabolism and Structure**

- Describe the purpose of cells within the human body.
- Describe cell metabolism and explain the difference between the two phases of metabolism.

**2.2 Tissues and Organs**

- Name the different types of body tissue and explain the function of each type.
- Name the most important organs of the body and explain the function of each organ.

**2.3 Systems of the Body and Their Relationship**

- Identify the body systems and their functions.

**2.4 Histology of the Skin and Its Function**

- Describe the characteristics of healthy skin.
- List the functions of the skin.
- Describe the epidermis and dermis.
- Explain how the skin is nourished.

**2.5 Bones, Muscles, Nerves of the Hand, Arm, Leg and Foot**

- Identify and describe the bones, muscles, and nerves of the hands, arms, legs and feet.
- List the ways in which muscles are stimulated.
- Name the types of muscles that are affected by massage.

**2.6 Nail Structure**

- Identify the parts of the nail.

**SUBJECT 3 - Bacteria and Infectious Diseases; Nail, Foot, Skin**

**Disorders and Diseases ..... 10 hours**

**3.1 Infections and Their Prevention**

- Define bacteria and describe their appearance.
- Identify the types and sources of bacterial infections.
- Explain the difference between pathogenic and nonpathogenic bacteria.
- Identify the main groups of pathogenic bacteria and describe each of them.
- Describe how pathogens enter the body and the body fights infection.
- Be able to recognize infectious disease and when to refer client to physician.
- Explain the ways that nail specialists can fight infections within the salon.

**3.2 Immunity**

- Define immunity and human disease carrier.
- Name the different types of immunity.

**3.3 AIDS Awareness**

- Explain how it is possible to transfer AIDS in the salon.

**3.4 Hepatitis**

- Define the viruses.
- Explain how the viruses are spread and what the symptoms are.

**3.5 Viruses**

- Give examples of common infections caused by viruses.

**3.6 Mold and Fungus**

- Define mold and fungus.
- Describe the appearance of nail mold at its various stages of development.

**3.7 Disorders of the Nails and Skin**

- Define the term nail disorder.
- Identify the nail disorders that can be serviced by nail technicians and those that cannot.
- Define lesion.
- Describe the characteristics of eczema and psoriasis.
- Define melanoma.

**3.8 Foot Disease**

- Define athlete's foot.

**SUBJECT 4 - Methods of Infection Control . . . . . 10 hours**

- Describe the various methods of sterilization, sanitation, and disinfection.
- Identify the differences between sterilization, sanitation, and disinfection.
- Select, formulate, and use methods of sanitation that pertain to the nail specialist industry.
- Explain why good sanitation practices are necessary.

**4.1 Chemical Methods of Sanitation**

- Identify chemical methods of sanitation.
- List safety rules for chemical methods of sanitation.

**4.2 Physical Methods of Sanitation**

- Identify physical methods of sanitation.
- List safety rules for physical methods of sanitation.

**4.3 Sanitary Rules and Regulations**

- List sanitary regulations pertaining to nail technicians.
- Prepare and use sanitizers demonstrating proper procedures.

**4.4 Bloodborne Pathogen Infection Control**

- Discuss bloodborne pathogen infection control.

**SUBJECT 5 - Client Consultation . . . . . 4 hours**

- Explain the purpose of client consultation.
- Describe the appearance of healthy nails.
- Determine when it is necessary to refer a client to a physician.

**5.1 Client Lifestyle Profile**

- Explain why knowing a client's lifestyle is helpful in making decisions about products and services.

**5.2 Diagnosis of Skin Type and Nail Plate Type and Shape**

- Describe the information that should be gathered on the client health/record card.
- Make proper diagnosis of skin type, nail plate type, and shape.

**5.3 Nail Services**

- Identify types of nail services.

**5.4 Nail Service and Product Usage**

- Prescribe client nail service and product usage.

**SUBJECT 6 - Manicuring and Hand/Arm Massage . . . . . 20 hours**

- Identify the equipment, implements, materials, and cosmetics needed for a manicure and explain what they are used for.
- Describe the basic table set-up.

**6.1 Basic Manicure**

- List the steps in the pre-service and post service for a water manicure.
- Demonstrate the procedure and precautions for a water manicure.
- Practice safety and sanitation procedures.
- Prepare client.
- Give client consultation.
- Give service.
- Record data.

**6.2 Men's Manicure**

- List and demonstrate the procedures for men's manicures.
- Practice safety and sanitation procedures.
- Prepare client.
- Give client consultation.
- Give service
- Record data.

**6.3 Conditioning Manicures**

- List and demonstrate the procedures for a conditioning manicure.
- List the steps in the pre-service and post service for a paraffin treatment.
- Demonstrate the procedure and precautions for a paraffin treatment.
- Practice safety and sanitation procedures.
- Prepare client.
- Give client consultation.
- Give service.
- Record data.

**6.4 Nail Shape and Color Analysis**

- Describe the four basic nail shapes.
- Identify primary, secondary, and tertiary colors.
- Distinguish between warm and cool colors.
- Classify depth and tonal colors.
- Recognize color and its application to daily use.
- Select and use colors that are harmonious and contrasting.
- Identify and compare effects of light on color.
- Select and formulate colors to achieve varied effects and desired results.
- Read and interpret color chart.
- Select colors for corrective use.

**6.5 Types of Massage**

- Identify the five types of massage.
- List the purpose of each type of massage.
- Give the five basic massage manipulations.

**6.6 Massage of the Hand/Arm**

- Massage the hands and arms using effleurage, petrissage, friction, percussion and vibration.

**SUBJECT 7 - Pedicuring . . . . . 15 hours**

**7.1 Pedicuring Procedures**

- Identify the equipment and materials needed for a pedicure and explain what they are used for.
- List the steps in the pedicure pre-service procedure.
- Demonstrate the procedures and precautions for a pedicure.
- Describe the technique to use in filing toenails.
- Practice safety and sanitation procedures.
- Prepare client.
- Give client consultation.
- Give service.
- Record data.

**7.2 Procedure for Paraffin Treatment**

- List the steps in the pre-service and post service for a paraffin treatment.
- Demonstrate the procedure and precautions for a paraffin treatment.
- Practice safety and sanitation procedures.
- Prepare client.
- Give client consultation.
- Give service.
- Record data.

**7.3 Massage and Manipulation**

- Review types of massage and manipulations.

**7.4 Massage of the Foot/Leg**

- Demonstrate the ability to perform foot massage properly.

**SUBJECT 8 - Tip Application and Design ..... 12 hours**

**8.1 Technology of Nail Tips**

- Identify the supplies needed for nail tips and explain what they are used for.
- Identify the two types of nail tips.

**8.2 Tip Adhesives**

- Describe tip adhesives.

**8.3 Tip Fitting and Design**

- Demonstrate tip fitting and design techniques.

**8.4 Procedure for Tip Application**

- Demonstrate the procedure and precautions to use in applying nail tips.
- Prepare client.
- Give client consultation.
- Give service.
- Record data.

**8.5 Nail Tipping on Problem Nails**

- Demonstrate nail tipping on problem nails.

**8.6 Tip Removal**

- Describe the proper maintenance of tips.
- Demonstrate the proper removal of tips.

**SUBJECT 9 - Nail Wraps ..... 25 hours**

- List four kinds of nail wraps.
- Explain benefits of using silk, linen, fiberglass, and paper wraps.
- List the supplies used in paper wrap.
- Demonstrate proper procedures for paper wrap application.

**9.1 Silk, Fiberglass, and Linen Procedures**

- Describe and demonstrate silk, fiberglass, and linen procedures.
- Prepare client.
- Give client consultation.
- Give service.
- Record data.

**9.2 Surface Wrapping Natural Nail and Mending**

- Describe and demonstrate techniques for surface wrapping natural nails and mending.
- Prepare client.
- Give client consultation.
- Give service.
- Record data.

**9.3 Tip Overlay Wrapping**

- Describe and demonstrate tip overlay wrapping.
- Prepare client.
- Give client consultation.
- Give service.
- Record data.

**9.4 Liquid Nail Wrap**

- Define liquid nail wrap and describe its purpose.

**9.5 Maintenance**

- Describe maintenance of fabric wrap.
- Explain how fabric wrap is used for crack repair.
- Demonstrate the procedure and precautions for fabric wrap removal.

**SUBJECT 10 - Liquid and Powder Nail Extensions ..... 50 hours**

**10.1 Application Procedures for:**

- **Tip and Overlay**
- **Natural Nail**
- **Sculptured Nail**
- **Mending and Repair**

- Describe and demonstrate procedures for application of tip and overlay, natural nail, sculptured nail, mending and repair.
- Prepare client.
- Give client consultation.
- Give service.
- Record data.

**10.2 Re-Balance and Repairs**

- Describe re-balance and repairs.

**10.3 Problem Nails**

- Identify problem nails.

**10.4 Chemical Reactions to Liquid and Powder**

- Identify and describe chemical reactions to liquid and powder.

**SUBJECT 11 - Gel Nails ..... 20 hours**

- Describe the two basic types of gels.
- List the supplies needed for light-gel application.

**11.1 Gel Procedure for:**

- Natural Nails
- Tip and Overlay
- Sculptured Gel Nails

- Demonstrate application of gel over tips.
- Prepare client.
- Give client consultation.
- Give service
- Record data.

**11.2 Repair and Maintenance**

- Demonstrate the use of gels for repairs and cracks in the nail.
- Explain proper maintenance.

**SUBJECT 12 - Nail Art ..... 4 hours**

**12.1 Nail Art Procedures**

- Describe and demonstrate the use and procedures for contemporary techniques.
- Prepare client.
- Give client consultation.
- Give service.
- Record data.

**SUBJECT 13 - Business Practices ..... 14 hours**

**13.1 Business Operation**

- Complete various insurance forms, for example, malpractice, premises liability, and personal liability.
- Discuss operation and maintenance of computers and equipment.

**13.2 Site Planning and Design**

- Designate logistics for the desired business.
- Research and define local, state, and federal regulations.
- Construct a scale model of the salon showing both interior and exterior design motifs.

**13.3 Accounting and Inventory**

- Prepare a balance sheet and income statement.
- Prepare various record-keeping systems.
- Determine quantity of supplies needed to maintain an inventory.
- Complete an order form.

**13.4 Payroll Regulations**

- Identify mandated and voluntary deductions from gross salary.
- Compute net salary using mandated deductions, tips, commissions, etc.
- Complete various tax forms, i.e., W-2, personal income tax form, tip report form.
- Research and list various laws that protect the individual, i.e., Social Security, Workers Compensation, Disability, and Labor.
- Discuss business licenses and minimum wages (booth rental).

**13.5 Sales Ethics**

- Demonstrate professional sales ethics and roleplay using various methods of communication.

**13.6 Advertising Campaign**

- Promote, educate, and sell products for maintenance.

**13.7 Design a Retail Center for Nail Care Products**

- Monitor Inventory

**13.8 Selling Techniques**

- Design and use sales promotions.
- Promote an awareness of motivational techniques.
- Demonstrate a knowledge of product substitution.
- Compute profit margins.
- Design a retail center and display various products.
- Complete a sales slip.
- Record and update a client data card.

**SUBJECT 14 - Job Skills ..... 6 hours**

**14.1 Job Skills**

- Prepare a resume.
- Write a cover letter.
- Participate in an interview, either actual or simulated.
- Complete an application for employment.
- Develop job keeping attitudes and habits.
- Identify the reasons why people leave jobs.
- Identify the reasons why people lose jobs.
- List five rules to follow in order to keep a job.
- List and identify professional organizations.
- Identify career opportunities.
- Discuss Licensing regulations.
- Discuss the importance of continuing education, attending industry trade shows, and reading relevant material pertinent to the nail specialty industry.