

NEW YORK STATE DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES
NAIL SPECIALTY PRACTICAL EXAMINATION PROCEDURES

THIS INFORMATION SHEET MAY NOT BE BROUGHT TO YOUR SCHEDULED EXAMINATION

The following is a description of the examination procedures you will be asked to perform in the required order of performance. The time limit for each procedure is also indicated.

One hand will receive a water manicure and massage; the other hand will receive a dry manicure and advanced nail procedures. The choice of hand to use for the water manicure and which hand to use for the dry manicure and advanced procedures is entirely up to you. The following is a summary of the advanced nail procedures required:

- ▶ Tips will be applied to any three nails of the hand receiving the dry manicure:
 - two nails with tips will receive a silk and a fiberglass wrap
 - one nail with tip will receive an acrylic overlay
- ▶ The remaining natural nail of the same hand will receive acrylic over a form

PLEASE NOTE: Proper sanitation and disinfection procedures must be demonstrated during every aspect of the practical examination.

PART I - TABLE SET-UP (15 minutes)

When instructed to begin, you will be asked to:

- Step 1 Remove pre-mixed surface sanitizing solution and related supplies from your kit and sanitize your assigned work surface following required procedures. *Be sure to attach a bag for disposables to your work station at this time.*
- Step 2 Set up your disinfectant tray/container for the later immersion of contaminated implements.
- Step 3 Set up all implements and supplies required in Part II of the examination, in a safe and orderly manner. Use water from your spray bottle to fill the fingerbowl.

PART II - BASIC MANICURE & PREPARATION FOR FURTHER PROCEDURES (20 minutes)

After the examiner has checked your table set-up, and you are told to proceed, you should:

- Step 1 Sanitize your own hands and the hands of your model.
- Step 2 Shape all nails of the first hand with a board or file. (This is the hand that will be soaked, receive cuticle cream or oil, be massaged, and NOT used for advanced procedures.)
- Step 3 Place the first hand in fingerbowl to soak and shape all nails on the second hand with a board or file. This is the hand that will be used to demonstrate advanced nail procedures.
- Step 4 Remove the first hand from the fingerbowl and dry thoroughly.
- Step 5 Apply cuticle cream or oil to the nails and cuticles of the first hand for 10-15 seconds.
- Step 6 Push back cuticles of both hands with a cuticle pusher. *Please Note: Cuticle cutting will NOT be allowed.*
- Step 7 Apply lotion, oil or cream and perform surface massage to the arm and hand receiving the water manicure for 1-2 minutes using a MINIMUM of two different massage strokes.
- Step 8 Remove film from the nail plate and cuticle area of each finger using a lint-free nail wipe or cotton-tipped orangewood stick soaked with polish remover or an antiseptic.
- Step 9 Spray nails of both hands with nail antiseptic.
- Step 10 Buff the nails of the hand that received the water manicure to produce a shine.
- Step 11 Buff/dust the nails of the hand that will receive advanced nail procedures to remove shine.

PART III - TIP APPLICATION AND SHAPING (25 minutes)

Return any supplies no longer needed for the exam to your kit and set up those needed to complete Parts III & IV.

You will next apply tips to any three nails of the hand that did **NOT** receive the water manicure. Each will receive a later overlay: 1 silk wrap, 1 fiberglass wrap (activator/accelerator required), and 1 acrylic overlay.

- Step 1 Select and apply three tips; if necessary, use a file to alter the shape of the tips to conform to size of the natural nails before application. *Please Note: French tips will **NOT** be allowed.*
- Step 2 Trim tips to desired length with appropriate implement.
- Step 3 Blend tips to the natural nail plate. *Please Note: Liquid blending products will **NOT** be allowed.*
- Step 4 File tips for final shaping.

PART IV - WRAP APPLICATION (30 minutes) - A total of two nails will receive fabric wraps.

- Step 1 Cut silk and fiberglass wraps into basic shapes.
- Step 2 Set fiberglass wraps aside and apply one silk over one of the tipped nails, trimming and gluing as procedures require.
- Step 3 Apply fiberglass wrap to one nail, trimming, gluing, and using activator as procedure requires.
- Step 4 Return to the nail that has received the silk wrap; shape both wrapped nails.
- Step 5 Buff and oil both wrapped nails.

PART V - ACRYLIC APPLICATION (30 minutes)

Return any supplies no longer needed for the exam to your kit and set up those needed to complete Part V.

The remaining tipped nail will receive a two-color (French) acrylic overlay; the remaining untipped nail will receive a sculptured nail over a form. The sculptured nail can be wither one- or two-color.

- Step 1 Prepare liquid and powder products.
- Step 2 Apply primer to natural portion of two nails.
- Step 3 Sculpt natural nail using form.
- Step 4 Apply two-color acrylic overlay to nail with tip.
- Step 5 Remove form and shape sculptured nail.
- Step 6 Shape nail that received acrylic overlay.
- Step 7 Buff/oil two acrylic nails.
- Step 8 Prepare work area for polish application.
- Step 9 Prepare all nails for polish application.

PART VI - POLISH APPLICATION AND CLEAN-UP (15 minutes)

Return any supplies no longer needed for the exam to your kit and set up those needed to complete Part VI.

Polish will be applied to all ten nails as follows:

- Step 1 Apply clear base coat. *Please Note: Ridge filler will **NOT** be allowed.*
- Step 2 Apply two coats of red polish.
- Step 3 Apply top coat.
- Step 4 Clean-up polish on skin or cuticle area if necessary.
- Step 5 When instructed by the examiner to do so, clean work area and replace all supplies in kit.