

# MANICURIST

## EXAM PREPARATION GUIDE



# Introduction

Thank you for participating in the State of Washington licensing process. To obtain your license, the Washington State Department of Licensing requires you to pass a written and a practical exam after you complete your program.

**Read this entire Exam Preparation Guide.** It has information you need to complete the exam process. You can also find this information online at [www.cosmetologywashington.com](http://www.cosmetologywashington.com).

This Exam Preparation Guide includes written and practical exam information. There are checklists for your use on the last pages of this Exam Preparation Guide to make sure you are bringing what you need on your practical exam day.

National Testing Network is contracted to administer the examinations and provide candidate services for the State of Washington. To submit a question, click the Contact Support link on [www.cosmetologywashington.com](http://www.cosmetologywashington.com).

## EXAMINATION REQUIREMENTS

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<b>Requirements to Sign Up for an Exam</b>	You must be at least 17 years of age and within 80 hours of completing your program to sign up for your exam.
<b>Requirements on the Day of Your Exam</b>	On the day you come to take the exam, you must have finished your program and all of your hours must be reported by your school or referring program on the <a href="http://www.cosmetologywashington.com">www.cosmetologywashington.com</a> website.
<b>Required Identification</b>	Two valid forms of government issued identification (see below) are required for admittance to exams. One piece of identification must include a current photo. Your name must match on both forms of identification unless you also bring documentation of name change ( <i>for example, marriage certificate, official court document indicating name change, etc.</i> ). Both pieces of identification must be originals. No copies are accepted.
<b>Accepted as Identification</b>	<ul style="list-style-type: none"><li>• U.S. or Foreign Driver’s License – valid, or expired within one year</li><li>• U.S. Armed Services ID Card - with photo and signature</li><li>• U.S. or Foreign Passport – valid, or expired within one year</li><li>• Federal or State Employee ID Card – valid, shows your signature and photo</li><li>• State issued ID Card with photo – valid, or expired within one year</li><li>• Immigration ID – valid, with signature from the U.S. Citizenship and Immigration Service</li><li>• U.S. Certificate of Citizenship or Naturalization – with your signature and photo</li><li>• U.S. Permanent Resident Card – valid, with your signature and photo</li></ul>
<b><u>Original Identification With Photo</u></b>	
<b><u>Original Identification Without Photo</u></b>	<ul style="list-style-type: none"><li>• Department of Social and Health Services Children’s Administration (DSHS CA) ID letter or card</li><li>• Certified Birth Certificate – original or certified document</li><li>• Certified Washington Birth Registration Card</li><li>• U.S. Visa – valid, or expired within one year</li><li>• Voter’s Card</li><li>• Social Security Card</li></ul>
<b>Examples of Items Not Accepted as Identification</b>	<ul style="list-style-type: none"><li>• Copies not accepted</li><li>• Credit cards not accepted</li><li>• School ID not accepted</li><li>• Bus passes not accepted</li><li>• Candidate exam schedule printout with user ID not accepted</li></ul>

### **Getting Started**

To take your written and practical exams, you need to be referred online at [www.cosmetologywashington.com](http://www.cosmetologywashington.com) by your school, your apprenticeship program or by the Department of Licensing. A temporary username and password for you will be issued to them.

What to expect from your school or referring agency:

- They refer you online.
- They obtain and give you a temporary username and password.
- They report all of your completed curriculum hours on the website by the time you report for your exam.

As a candidate, it is your responsibility to:

- Make contact with your school, or the referring agency, to get the exam process started.
- Read and be familiar with this Exam Preparation Guide by the day of your exam.
- Use your temporary username and password to create your own personal username and password online given to you by your school or the referring agency.
- Go online to schedule the date and time of your written and practical exams. (You need to use your personal username and password for scheduling both exams.)

### **Exam Locations and Scheduling**

Go to [www.cosmetologywashington.com](http://www.cosmetologywashington.com) to see exam locations and schedule your exam. Choose any available time and date at the location you prefer for both your written and practical exams. You may take your exams in any order. You must schedule exams yourself online. Walk-in candidates are not admitted to examinations and testing centers cannot schedule candidates.

### **Payments**

The practical exam fee is \$110 and the written exam fee is \$50. You can pay by credit card online. If you cannot pay by credit card, log into your account at [www.cosmetologywashington.com](http://www.cosmetologywashington.com). Click on “Pay by Check” and print the form you need. Send the form along with your money order or cashier’s check to National Testing Network. In about two weeks you will receive a voucher you can use to go back online and schedule your exam.

## SCHEDULING AND TAKING THE EXAMS

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### **Special Accommodations Requests**

For those with special needs, Americans with Disabilities Act (ADA) accommodations are available. You may request accommodations by completing the Request for Accommodations form (parts A, B and C) when you log into your account online for the first time.

Requests must be made in advance and supported by documentation from a physician. Requests must be made and accepted prior to scheduling your exams with accommodations. You will be notified of the result of your request.

### **Languages**

The practical exam is only offered in English. The written exam is computerized and offered in English, Korean, Spanish and Vietnamese. You will select the language you prefer when you begin the exam. You can change the language anytime you want during the exam.

If you prefer your written exam in a language *other* than those listed above, submit your request for use of a dictionary during your exam to [plssunit@dol.wa.gov](mailto:plssunit@dol.wa.gov). Requests must be made and accepted prior to scheduling your written exam. You will be notified of the result of your request.

### **Arrival Time**

Make sure you have the correct date, time, and location of your exam. Arrive 30 minutes before your scheduled exam time so you have plenty of time for registration.

### **Late Arrival Policy**

Entrance to the examination closes at test time. No candidate who arrives late will be admitted. No exam will be delayed waiting for a late arrival. If you are late for your exam, you must go online to reschedule and pay for another exam at a later time.

### **Getting Your License After Passing**

Once you have passed both the written and practical exams, you will be able to apply for your license and pay your license fee directly through [www.cosmetologywashington.com](http://www.cosmetologywashington.com). The fee for obtaining your license is \$30, which includes the \$25 license fee and a \$5 processing fee. After your payment is received, your application will be sent to the Washington Department of Licensing for processing. **You must receive your license before you can perform services on clients.**

### **Need Help?**

If you need help with this process, contact us anytime by clicking the Contact Support link on [www.cosmetologywashington.com](http://www.cosmetologywashington.com).

## EXAM RULES

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<b>No Study Materials</b>	No textbooks or other study materials are allowed in exam rooms.
<b>Personal Belongings</b>	No purses, backpacks or other personal belongings are allowed in exam rooms. Such items may not be accessed during the exam. National Testing Network assumes no responsibility or liability for any personal items in the facility.
<b>No Digital Devices</b>	No digital devices (cell phones, pagers, mp3 players, data sticks, cameras, voice recorders, etc.) are allowed in exam rooms.
<b>Talking</b>	During the exams, speak politely and only to test proctors and evaluators. Do not speak to other candidates, unless specifically directed or permitted to do so by a test proctor or evaluator. (Raise your hand if you need assistance during an exam.)
<b>No Cheating</b>	Cheating or falsifying information is not tolerated.
<b>No Disruptions</b>	No disruptive behavior or unnecessary noise is allowed.
<b>No Drinking, Eating, Chewing, or Smoking</b>	No eating, drinking, gum chewing, toothpick chewing, or smoking is allowed. No food or beverages may be brought into the exam facility. (Drinking water is available.)
<b>Stay Within Your Workstation</b>	Candidates and their test items must remain within the boundaries of their assigned workstations. Bending or leaning into someone else's work area is not allowed.
<b>Breaks</b>	No timeout for breaks is given during exams. You must get permission from an evaluator or an administrator to leave your station.
<b>No Companions or Visitors</b>	Candidates are not allowed to have companions or visitors in the exam.
<b>Rule Violations</b>	Any candidates who violate exam rules or who do not show respect for the professional exam setting, will be required to leave the examination site. Their opportunity to sit for the examination will be forfeited. Their answer sheets will be voided. A voided answer sheet will not be scored and the examination fee will not be refunded. Those who cheat may also be responsible for damages based on copyright and trademark law violations. Some violations can result in the candidate not being allowed to retest for one year (see WAC 308-20-121 next page).
<b>Appeals Process</b>	Washington State examination appeals are addressed in WAC 308-20-123. The department will consider only appeals regarding significant procedural errors or adverse environmental conditions during exam administration. Please contact the department within 15 days after the date of notification of exam results. The appeal must be made in writing and can be sent to <a href="mailto:plssunit@dol.wa.gov">plssunit@dol.wa.gov</a> , or to P.O. Box 9026, Olympia, WA 98507.

**Examination Code of  
Conduct**

**WAC 308-20-121**

- (1) Applicants will be required to refrain from:
  - (a) Talking to other examinees during the examination unless specifically directed or permitted to do so by a test monitor.
  - (b) Attempting to communicate or record any information by any means.
  - (c) Holding in their possession any unauthorized materials during any portion of the examination.
  - (d) Removing test materials and/or notes from the testing room.
  - (e) Disruptive behavior as determined by the department.
  
- (2) Applicants who participate in any activity listed in subsection (1) of this section will be required to leave the examination site. Their opportunity to sit for the examination will be forfeited. Their answer sheet will be voided. A voided answer sheet will not be scored and the examination fee will not be refunded.
  
- (3) Any applicant who was removed from the testing site for any of the reasons listed in subsection (1) of this section will be denied for testing for one year.

## FREQUENTLY ASKED QUESTIONS

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<b>How and when do I find out about my exam results?</b>	Your exam results will be posted on your online account page within one week after you complete your exam. (The employees at exam locations do not have access to exam scores and cannot answer questions related to your performance on any exam.)
<b>What is the passing score?</b>	Candidates are required to pass both the written exam and the practical exam to be licensed in the State of Washington. Passing score for the written exam is a scaled score of 75. Passing score for the practical exam is a scaled score of 75. Candidates scoring less than a scaled score of 75 on the written exam must take the entire written exam again. Candidates scoring less than a scaled score of 75 on the practical exam must retake the entire practical exam again.
<b>When can I retake an exam?</b>	You can go online and sign up to retake the written exam or practical exam at a later time. You must wait one day to take the exam again.
<b>What is the cancellation and refund policy?</b>	Exam fees are not refundable. Exams can be rescheduled by sending an e-mail to <a href="mailto:support@cosmetologywashington.com">support@cosmetologywashington.com</a> up until one week before your exam date. After that, schedule changes are not allowed.
<b>What is the policy on extreme weather and emergency closure?</b>	In case of extreme weather conditions or other emergency that warrants closure of any testing center, you will be notified by the testing center as soon as possible. When possible, you will be notified at least two hours before your scheduled time. After you receive notification from the testing center, e-mail <a href="mailto:support@cosmetologywashington.com">support@cosmetologywashington.com</a> with a weather re-schedule request.
<b>Is my score valid in other states?</b>	The State of Washington has no control over what is accepted in other states.
<b>Do I have to take the exam for things that are not taught in my program?</b>	This is your state licensing exam. The exam tests for state requirements and for ability to perform services listed in Washington State Law, as shown on the next page. You must be prepared in all areas shown.

## EXAM CONTENT OVERVIEW

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Following is an overview of licensing requirements covered in the exam process.

<b>Safety &amp; Sanitation</b>	The licensee/practitioner is required to observe and practice appropriate safety and sanitation, ensure that the salon is organized and sanitary, including floors, reception area, dispensary, storerooms, bathrooms, that appropriate cleaning and sanitation products are available and properly labeled, chemicals are properly stored and labeled, and waste is disposed of properly.
<b>Implements, Tools &amp; Equipment</b>	The licensee/practitioner is required to observe and practice safe working practices and maintain all implements, tools and equipment in proper working order according to manufacturers' instructions.
<b>Chemical &amp; Facility Management</b>	The licensee/practitioner is required to understand and practice safe use and application, mixing, storage and dispensing of all chemicals, properly label and store containers, prevent cross-contamination, use designated storage and waste removal for chemicals and understand proper and appropriate first aid procedures.
<b>Nail Care &amp; Product Use</b>	The licensee/practitioner is required to properly recognize and identify nail disorders and diseases, including parasites and contagious and open wounds or other conditions that may preclude the rendering of or affect the outcome of services. Services include manicuring, pedicuring, nail tips, nail wraps, sculptured nails and polish application.

# Written Exam

## INTRODUCTION AND REFERENCE MATERIALS

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The written exam covers professional knowledge and laws that regulate cosmetology. All professional knowledge questions are covered in the Milady textbook shown below and many of the professional knowledge questions are also covered in the Pivot Point textbook. All law items are covered in the Department of Licensing booklet shown below.

1. *Milady's Standard Nail Technology*. 2007. Clifton Park, NY: Thomson Delmar Learning.
2. *Salon Fundamentals: A Resource for Your Nail Care Career*, 2007. Evanston, IL: Pivot Point International, Inc.
3. Washington State Department of Licensing (2008, June 11). *Safety and sanitation standards: Cosmetologists, barbers, manicurists, and estheticians*. Retrieved December 22, 2009 from <http://www.dol.wa.gov/business/cosmetology/docs/SafetySanitationbooklet.pdf>.

## WRITTEN TEST ADMINISTRATION

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<b>Written Exam Time</b>	2 hours
<b>Computerized Testing</b>	The written exam is administered on computer. You will need to use a mouse and basic keyboarding. Exam administrators will give clear instructions and can help if you have trouble using the computer. During your exam, you will be able to go back to any question and review and change your answer.
<b>Languages</b>	The written exam is available in English, Korean, Spanish, or Vietnamese. You may switch between languages anytime during the exam.
<b>All Testing Materials are Provided</b>	All materials you need to take the written exam are provided to you by the test administrator at the time of your exam. No other materials or personal belongings are allowed at the workstation where you take the exam.

## TIPS FOR TAKING THE WRITTEN EXAM

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<b>Read directions</b>	Avoid careless errors by understanding what you are to do before you start.
<b>Read questions thoroughly</b>	Read every question carefully before you answer it. The most common reason people miss questions when they know the material is that they do not read the questions carefully.
<b>Read all answers before choosing</b>	Read all answers before making your choice. Even if you come to an answer that looks good, one of the answers below it may look better.
<b>Answer every question</b>	You might choose the right answer even if you are not sure. Rule out the answers you know are wrong and then go ahead and make a choice.
<b>Don't spend too much time on one question</b>	If you have a hard time with a question, move on and make a note to come back to that question later.
<b>Double check answers</b>	If you finish early, use time left to review and check your answers.

DETAILED WRITTEN EXAM CONTENT: MANICURIST

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**Washington State Laws and Rules**      Laws and Rules contained in the following publication: Washington State Department of Licensing (2008, June 11). *Safety and sanitation standards: Cosmetologists, barbers, manicurists, and estheticians*. Retrieved December 22, 2009 from: <http://www.dol.wa.gov/business/cosmetology/docs/SafetySanitationbooklet.pdf>.

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<b>Safety, Sanitation &amp; Infection Control</b>	Prohibited practices Types of bacteria Immunity Viruses Parasites	Methods of infection control: Sanitation Antiseptics Disinfection Sterilization Solutions and formulations Products and chemicals use and storage: Labeling Removal from containers Hazardous waste disposal
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<b>First Aid</b>	Federal regulations and standard (universal) precautions Blood spill procedures Bodily fluids contact procedures
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<b>Implements, Tools &amp; Equipment</b>	Paraffin wax machines Foot spas Tweezers Nippers Nail brush Nail clipper Nail files Cuticle pusher Curette Foot paddle Toe separator Nail rasp	Pedicure cart Nail tips Nail wraps UV light rays Dappen dishes Finger bowls Acrylic nail brush Dust mask & safety goggles Implements, tools & storage: Use and manipulation Care and maintenance Prohibited implements
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<b>Anatomy &amp; Physiology</b>	Histology of the skin: Structure of the skin Skin disorders Primary & secondary lesions Melanin Skin cancer	Histology of the nails: Nail structure Nail growth Nail disorders Nail diseases
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DETAILED WRITTEN EXAM CONTENT: MANICURIST

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<b>Nail Care &amp; Services</b>	Manicure Pedicure Paraffin wax treatments Massage movements	Nail tip application Nail wrap application Gel nail application Acrylic nail application
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<b>Product Knowledge &amp; Chemistry</b>	Water pH and the pH scale Nail care products: Polish remover Cuticle remover Nail conditioner Base & top coat Nail polish Adhesive Dehydrator Activator Nail dryer Acrylic nails (monomer, polymer, etc.) Nail primer
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## PRACTICE QUESTIONS

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Questions on the written exam are followed by four answer choices with only one correct answer. Review the sample questions and answers below. A longer written practice test in English, Korean, Spanish, or Vietnamese, is available online at [www.cosmetologywashington.com](http://www.cosmetologywashington.com).

1. Before applying nail tips to a clients natural nails, it is important to
  - a. soak the nails for at least 20 minutes.
  - b. gently buff the natural nail to remove the shine.
  - c. apply polish to the nail tip before applying glue.
  - d. give a paraffin wax treatment to the client.
  
2. If a product measures 12.0 – 13.0 on the pH scale, it means that the product is
  - a. an acid.
  - b. a neutral product.
  - c. an alkaline.
  - d. a flammable product.
  
3. How long should a manicurist expose a client’s nails to a UV gel lamp to cure gel nails?
  - a. 3-5 minutes.
  - b. 7 minutes.
  - c. 10 minutes.
  - d. The amount of time that the lamp manufacturer instructs.
  
4. The U.S. Food and Drug Administration (FDA) has banned cosmetic products that contain
  - a. aniline derivatives.
  - b. hazardous substances.
  - c. hydrogen peroxide.
  - d. disinfectant solutions.
  
5. The outermost layer of skin is the
  - a. epidermis.
  - b. medulla.
  - c. dermis.
  - d. subcutaneous tissue.

**Answers:**

1. b. 2. c. 3. d. 4. b. 5. a.

# Practical Exam

During the practical exam, you will demonstrate the skills you have learned by performing a variety of services related to your profession. Test evaluators will evaluate you on your ability to successfully and professionally perform these services in a safe, sanitary, and legal manner, following steps in this exam preparation guide, without detracting from exam administration. This section describes practical exam rules, materials and supplies you need to bring, steps to be performed and other information you will need to do well on the exam. Practical exams are administered in English only. Full scripts of instructions given during the exam can be viewed online or downloaded at [www.cosmetologywashington.com](http://www.cosmetologywashington.com).

<b>Examination Setting</b>	Practical examinations are administered in a testing setting. A counter is provided to work on. Brooms and dustpans are available. Do not assume that any other salon facilities are available.
<b>Video Instructions and Timer</b>	Practical exam instructions and a countdown timer showing time remaining for each timed portion are presented on a video screen in the exam room. Scripts are available to read online or download at <a href="http://www.cosmetologywashington.com">www.cosmetologywashington.com</a> .
<b>Professional Techniques</b>	No specific professional techniques are required. The professional techniques you use are up to you. Regardless of your professional technique, you will be evaluated on whether or not you successfully perform the steps listed in this exam preparation guide for each service in a way that is professionally effective, safe, sanitary, and legal and does not detract from exam administration.
<b>Workstations</b>	Practical examination stations at the exam facility are countertop tables. Workstations are approximately 25-30" deep, 34-35" wide and 35-36' tall. Items you place on your countertop, including your mannequin, tools, supplies and containers, must stay within the area of your assigned workstation. Mannequin stands/clamps need to open wide enough to accommodate 2" thick countertops. Waste receptacles must be placed on the floor underneath the workstation and remain within your workstation boundaries during the entire exam.
<b>Kit Requirements</b>	<p>You must bring your own kit with a sufficient quantity of supplies to complete all sections of the exam. Kits must be able to fit completely under your workstation. All products and supplies used in services must be in sealed or closed containers clearly labeled in English. The checklist at the end of this exam preparation guide has a complete list of what your kit must contain. You may bring other items if they meet requirements described at the top of the checklist. National Testing Network does not regulate or endorse any kit company. Regardless of where a kit is from, it is the candidate's responsibility to assure it is complete.</p> <p>Kits must be stored under the workstation. Candidates may put things in and get things out of kits during the exam, without an evaluator's permission. Kits and their contents are considered sanitary, unless sanitation is broken. Candidates are responsible for maintaining sanitation of their kits during the entire exam, including while items are stored and during any movement of items. Kits are considered as part of the work area and must be clean and be kept closed except when removing or replacing items.</p>

- Hand Mannequin**
- Hand mannequin may be a standard molded mannequin or may be of other types, such as filled rubber gloves (uncolored), as long as they are appropriate and effective for demonstration of the steps in this exam preparation guide.
  - Hand mannequin must be clean and unstained without polish on the nails or skin.
  - All five nails must be attached to the nail beds of hand mannequin and remain attached during services.
  - Hand mannequin may be stabilized with a pillow if the candidate desires.
- 10 Minute Initial Setup**
- During a 10 minute initial setup, each candidate sets up linens, papers and products stored in clear, sealed plastic bags or containers and other items that will remain out for the entire exam. The candidate also sets up hand mannequin and sanitized containers.
- 2 Minute Service Setup**
- During a 2 minute setup at the beginning of each service, implements, products, and tools for that service are set up and may remain out for that service.
  - During the 2 minute setup, candidates are expected to ensure the workstation is clean, sanitized and disinfected for the start of the service.
- Labels in English**
- All labels on all items must be legible, visible to evaluators and in English.
- Product Requirements**
- Candidates must bring all product or mock product needed for services.
  - No water is needed for the exam. (Some dry towels may be packaged and labeled "Steamed Towels." The fingerbowl will be empty and used as if it had water in it.)
  - Safe, non-toxic, non-aerosol products or mock products are required.
  - All liquids and creams, including water in the spray bottle, must be labeled in English stating what the container represents.
  - Mock product containers can only represent one item. Each product must be in a separate labeled container.
  - Ingredient lists from actual products or mock ingredient lists are not required.
  - The candidate's way of setting up, covering, touching, scooping, using and storing products must ensure personal and client safety, sanitation and infection control.

**Tools and Implements**

- All tools/products/implements must be in proper and safe working order and in English labeled containers or bags (for example, the label may say “Nail Tip Service” and contain all nail tip service tools/products/implements that will be set out at the time of the nail tip service.)
- Tools and implements must be set out for each service on a clean/sanitary surface.
- Sanitation must be maintained before and during use, including when removing implements from the kit or placing them in storage.
- Implement containers and a candidate’s way of sanitizing and maintaining sanitation of tools and implements during services must ensure personal and client safety, sanitation and infection control.
- A candidate’s way of using and handling tools and implements must ensure personal and client safety, sanitation and infection control.

**Linens and Paper Requirements**

- Candidates must choose linens and/or paper products effective for the purpose being used.
- All linens, towels, and paper products must be in visibly sanitary condition and stored in clear, sealed plastic bags or containers until set up at the beginning of each service.
- The candidate’s way of setting up, touching, using and storing linens and paper products must ensure personal and client safety, sanitation and infection control.

**Personal Safety and Sanitation**

- Candidates are evaluated on their sanitation methods, how products and tools are cleaned, stored, and handled, how the mannequin is touched, and the sanitation of the workstation. If a candidate’s methods ensure personal and client safety, sanitation, and infection control, those methods are acceptable.
- Candidates must sanitize and disinfect the work area (including the optional stool for candidate, if used).
- Candidates’ hands must be cleaned with hand sanitizer before performing any service on a mannequin and after any break in sanitation, including anytime the candidate touches an unsanitized surface or leaves the workstation.
- Kits and their contents are considered sanitary, unless sanitation is broken. Safety, sanitation, and infection control must be maintained.
- Candidates must use infection control procedures, as needed, for example, blood spill procedure must be used if a cut is sustained.

**Blood Spill Kit and Procedure**

A *Blood Spill/First Aid Kit* must be labeled and visible on top of the workstation throughout the exam. If an injury involving blood occurs during the exam, follow these blood spill procedure steps as outlined in WAC 308-20-110 (18):

- Put on gloves.
- Clean the wound with an antiseptic solution.
- Cover the wound with a sterile bandage.
- If the wound is on the practitioner hand in an area that can be covered by a glove or a finger cover, the practitioner must wear a clean, fluid proof protective glove or finger cover.

**Waste and Disposal**

- Candidates must manage waste and soiled materials in a sanitary manner, maintaining a sanitary workstation, throughout the exam.
- Candidates must supply a minimum of two waste disposal receptacles that must be kept on the floor underneath the candidate's assigned workstation.
- One container must be labeled, "Soiled implements and linens." The other must be labeled, "Waste."
- Waste receptacles must be plastic lined and freestanding. Paper grocery bags/ shopping bags lined with plastic garbage bags, are acceptable. Plastic garbage bags that do not stand up are not allowed.

**Apparel Restrictions**

- Candidates must wear appropriate footwear that covers the feet with no cutouts or open toes. (Flip flops or sandals are not acceptable.)
- A candidate's jewelry may not inhibit the performance of services.
- A candidate's hair may not inhibit safe and sanitary performance of services.



## SERVICES PERFORMED DURING THE PRACTICAL EXAM

Practical exam instructions are presented by DVD. (See scripts at [www.cosmetologywashington.com](http://www.cosmetologywashington.com).) Order of exam components is shown below. On the following pages, steps for each service are described along with many of the criteria on which you will be evaluated. These are not complete lists of all criteria or elements being graded. You should use techniques you were taught or that you prefer. Your performance will be acceptable if you perform each step listed in a way that is professionally effective, safe, sanitary and legal. You will be evaluated at all times.

	<b>Service</b>	<b>Setup Time</b>	<b>Timed Service</b>
<b>Initial Setup</b>	Disinfection and Setup	10 Minutes	
<b>Service 1</b>	Manicure (hand mannequin)	2 Minutes	15 Minutes
<b>Service 2</b>	Nail Tip	2 Minutes	20 Minutes
<b>Service 3</b>	Nail Wrap	2 Minutes	20 Minutes
<b>Service 4</b>	Sculptured Nail	2 Minutes	20 Minutes
<b>Service 5</b>	Polish	2 Minutes	10 Minutes

### **IMPORTANT**

- You are responsible for all of your supplies.
- Review your checklist and supplies before you arrive at the testing facility.



## TEN MINUTE SETUP OF WORKSTATION

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### **10 Minute Setup of Items that Remain Out for Entire Service**

1. Sanitize the top of your work station.
2. Set out the following items, which will remain on your station throughout the exam:
  - a. All sanitizers and disinfectants
  - b. Cotton balls and other cotton products
  - c. Paper towels
  - d. General supplies
  - e. Blood spill/first aid kit
3. Set up your 2 waste disposal receptacles on the floor underneath your assigned workstation for the exam.
4. Set up hand mannequin.

#### **Notes:**

Do not put tools and implements out during 10 minute setup. You will be able to get in and out of your kit during the exam, as needed, without permission from the evaluator.



## MANICURE STEPS

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### MANICURE STEPS

**Note:**

The hand mannequin hand represents a real person (the same person in all services). To get credit for the steps you perform, you must maintain the hand in the same position you would when an actual service is being performed on a client.

**2 minute setup:**

Sanitize your station and set up with manicure implements, products and tools.

**15 minute timed service:**

1. Sanitize the hand.
2. File the nails:
  - a. from corner to center.
  - b. into even lengths and shapes.
3. Simulate soaking by placing fingertips in dry fingerbowl.
4. Simulate drying of hand and nails.
5. Apply cuticle cream/remover and push cuticle back with cuticle pusher or cotton-tipped orangewood stick.
6. Cleanse the nail, removing cuticle cream/remover.
7. Use massage cream and massage the hand and fingers for approximately one minute, demonstrating the direction of massage movements. Do not call the evaluator over to observe the massage.
8. Remove the massage cream from the nails.
9. Clear manicure items from your station and clean your station.
10. Stand back from your station and raise your hand.



## NAIL TIP STEPS

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### NAIL TIP STEPS

#### **2 minute setup:**

Sanitize your station and set up with nail tip implements, products and tools.

#### **20 minute timed service:**

1. Select the appropriate sized nail tip for the first digit (index finger).
2. Remove shine and dust from nail plate and cuticle.
3. Apply nail cleanser/dehydrator to the nail plate.
4. Using adhesive, attach nail tip to the nail plate, leaving at least  $\frac{1}{2}$  of the nail plate exposed.
5. Trim and shape the nail tip.
6. Blend the nail tip to the nail plate until it is smooth, in a way that would not damage skin around the nail.
7. Remove any nail adhesive from the skin.
8. Apply oil or cream to the nail and the skin surrounding the nail.
9. Clear nail tip items from your station and clean your station.
10. Stand back from your station, raise your hand and an evaluator will check your work.



## NAIL WRAP STEPS

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### NAIL WRAP STEPS

#### 2 minute setup:

Sanitize your station and set up with nail wrap implements, products and tools.

#### 20 minute timed service:

1. Apply a nail wrap on to the second digit (middle finger).
2. Remove shine and dust from nail plate and cuticle.
3. Apply:
  - a. nail cleanser/dehydrator to the nail plate.
  - b. adhesive to nail plate.
  - c. wrap material on top of the nail plate.
4. Remove excess wrap material so that it fits the nail plate.
5. Apply:
  - a. nail adhesive over the nail wrap.
  - b. wrap accelerator over the nail wrap.
  - c. a second coat of nail adhesive.
  - d. a second coat of wrap accelerator.
6. File and buff the nail wrap until it is smooth without damaging the skin around the nail.
7. Remove any adhesive from the skin.
8. Apply oil or cream to the nail and the skin surrounding the nail.
9. Clear nail wrap items from your station and clean your station.
10. Stand back from your station, raise your hand and an evaluator will check your work.



## SCULPTURED NAIL STEPS

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### SCULPTURED NAIL STEPS

#### **2 minute setup:**

Sanitize your station and set up with sculptured nail implements, products and tools.

#### **20 minute timed service:**

1. Sculpture a nail on third digit (ring finger).
2. Remove shine and dust from nail plate and cuticle.
3. Apply:
  - a. a nail form under the free edge.
  - b. primer to the natural nail plate.
  - c. sculptured nail product to the nail form to extend the length of the free edge.
  - d. sculptured nail product onto the nail plate.
4. Remove the nail form and shape the free edge.
5. File and buff the sculptured nail until it is smooth in a way that would not damage skin.
6. Remove any sculptured nail product from the skin.
7. Apply oil or cream to the nail and the skin surrounding the nail.
8. Clear sculptured nail items from your station and clean your station.
9. Stand back, raise your hand and an evaluator will check your work.



## POLISH STEPS

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### POLISH STEPS

#### **2 minute setup:**

Sanitize your station and set up with polish implements, products and tools.

#### **10 minute timed service:**

1. Apply polish evenly and smoothly to all 5 nails:
  - a. Base coat
  - b. Two coats dark colored polish
  - c. Top coat
2. Remove any polish from mannequin's skin.
3. Clear polish items from your station and clean your station.
4. Stand back from your station, raise your hand and an evaluator will check your work.

#### **Clean up:**

After the polish service, your evaluation will continue. You will be instructed to perform the following cleanup steps.

- Completely clear and clean your workstation, including sweeping floor.
- Package all of your materials and waste, including floor sweepings, for removal from the exam site.
- Raise your hand. An evaluator will check your area and release you to leave.
- Do not leave or dispose of anything at the exam site.
- You will be evaluated on how clean and sanitary you leave your workstation.



## CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

This kit content checklist is a complete list of what is required for your exam. Other tools or implements are acceptable if they are part of the technique you use and if they provide an effective, professional service that is safe, sanitary and legal. Other items, including tripods or alternate types of containers, are acceptable to bring and use as long as they are appropriate and effective for the service, appropriate for the exam facility and do not detract from exam administration. National Testing Network does not regulate or endorse any kit company. Regardless of where the kit is from, it is the candidate's responsibility to assure it is complete.

<b>Identification</b>	<input type="checkbox"/>	Two valid forms of government issued identification (one with photo, see page 3)	
<b>Initial Setup Items that Remain Out for Entire Exam</b>	<input type="checkbox"/>	Polish remover	<input type="checkbox"/> Mannequin hand
	<input type="checkbox"/>	Non-aerosol spray disinfectant	<input type="checkbox"/> Cotton balls or other disposable cotton product
	<input type="checkbox"/>	Liquid hand sanitizer	<input type="checkbox"/> Blood spill kit/first aid
	<input type="checkbox"/>	Paper & cloth towels	<input type="checkbox"/> Nail cleanser/dehydrator
	<input type="checkbox"/>	Cuticle oil or cream	<input type="checkbox"/> Lotion
	<input type="checkbox"/>	At least 2 plastic or plastic lined, freestanding waste receptacles, such as paper grocery or shopping bags lined with plastic garbage bags.	
<b>General and Extra Items Recommended to Be Available in Your Kit</b>	<input type="checkbox"/>	Extra orangewood sticks	<input type="checkbox"/> Extra nail glue
	<input type="checkbox"/>	Extra files/buffers	<input type="checkbox"/> Extra nail tips
	<input type="checkbox"/>	Extra towels	
<b>Mannequin Requirements</b>	<input type="checkbox"/>	One hand mannequin with a full set of nails attached to the entire nail bed. (If made with rubber glove, glove must be light colored so dark polish will be clearly visible to evaluators.) Clean hand with no polish or stain on the hands or skin.	
<b>Manicure Service Items</b>	<input type="checkbox"/>	Cuticle pusher OR cotton-tipped orangewood sticks	<input type="checkbox"/> Finger bowl
	<input type="checkbox"/>	Cuticle cream or remover	<input type="checkbox"/> Massage cream
	<input type="checkbox"/>	Nail brush	<input type="checkbox"/> Nail files & optional buffers



CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

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<b>Nail Tip Service Items</b>	<input type="checkbox"/>	Nail tips	<input type="checkbox"/>	Adhesive/glue
	<input type="checkbox"/>	Nail files and optional buffers		
<b>Nail Wrap Service Items</b>	<input type="checkbox"/>	Nail files and optional buffers	<input type="checkbox"/>	Nail wrap material (not pre-cut fabric)
	<input type="checkbox"/>	Nail wrap accelerator	<input type="checkbox"/>	Scissors
	<input type="checkbox"/>	Adhesive/glue		
<b>Sculptured Nail Items</b>	<input type="checkbox"/>	Sculptured nail liquid & powder containers	<input type="checkbox"/>	Nail files and optional buffers
	<input type="checkbox"/>	Sculptured nail brush	<input type="checkbox"/>	Sculptured nail forms
	<input type="checkbox"/>	Sculptured nail products: *		
		<ul style="list-style-type: none"><li>• powder</li><li>• primer</li><li>• liquid</li></ul>		

\*Methyl Methacrylate is prohibited

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<b>Polish Service Items</b>	<input type="checkbox"/>	Base & top coat
	<input type="checkbox"/>	Dark colored nail polish
	<input type="checkbox"/>	Orangewood sticks OR brush to remove polish

