



Manicurist – Initial Setup

On behalf of National Testing Network we welcome you to your licensing exam. Here are some basic rules.

- To remain in this exam, you must follow exam rules.
- No food, beverages or smoking are allowed.
- No talking is allowed, except to evaluators. To talk with an evaluator, stay at your station and raise your hand.
- You need permission to leave the testing area.
- You must request permission to go to the restroom.
- The exam timer does NOT STOP if you leave your station.
- Your stool, your kit and your disposal receptacles must be on the floor and underneath your assigned work station.
- You will be given time to ask questions after the instructions for each service. You may ask questions then, but not during the timed services.

During the entire exam, you are being evaluated on personal and client safety, sanitation and infection control procedures. That includes sanitizing your work area before and after each service . . . maintaining cleanliness and **strict** sanitation while you work . . . and cleaning your station **each** time before the evaluator checks your work. At any point during the exam that you sanitize your hands, indicate that by raising your hands and lightly patting them. You don't need permission to go get a broom and dustpan when you need it.

In a few minutes you will be told to begin setting up your workstation. After you hear the start tone, you will have 10 minutes . . . with a reminder when you have three minutes left. Do not start until you are told to begin. This 10 minute setup includes your mannequin - (not draped yet!) . . . your waste disposal receptacles . . . your towels . . . your disinfectants and sanitizers . . . and your other initial setup items. Only set up your general workstation items. Do **not** set up specific items for a **service**. You will be able to get in and out of your kit anytime during the exam without permission from the evaluator.

- Remember, do **not** drape the mannequin and don't try to work too fast. You should have plenty of time to perform this setup and to complete each service in the exam without rushing.

Raise your hand now if you have a question.

Your 10 minutes begin now. **(Tone)**

(Tone) 3 minutes

(Tone) Time's up, stop working.



Manicurist

Manicure

Introduction:

Manicuring services are about to begin. The mannequin hand represents a real person, the same person for 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.

The first service will be a basic manicure without nail polish.

You have 2 minutes to set up your implements, products and tools. **(Tone)**

(Tone) Time's up, stop working.

You will have 15 minutes to perform a basic manicure without nail polish, with a 3 minute reminder. Do not start until you are told to do so. After the start tone, perform the manicure. The massage portion of the service should simply be a one minute demonstration. Do not call the evaluator over to observe the massage.

When you finish the manicure, clear manicure items from your station, clean your station and stand back.

You may ask questions now but remember questions are not allowed after the timer has started.

Raise your hand now if you have a question.

Your 15 minutes begin now. **(Tone)**

(Tone) 3 minutes

(Tone) Time's up, stop working.



Manicurist

Nail Tip

Introduction:

The next service will be application of a nail tip.

You have 2 minutes to set up your implements, products and tools. **(Tone)**

(Tone) Time's up, stop working.

You will have 20 minutes, with a 5 minute reminder, to apply a nail tip to the first digit, also called the index finger. Do not start until you are told to do so.

After the start tone, perform the nail tip application service. Then, clear nail tip items from your station and clean your station.

When you are ready to be checked, stand back and raise your hand.

Raise your hand now if you have a question.

Your 20 minutes begin now. **(Tone)**

(Tone) 5 minutes

(Tone) Time's up, stop working.



Manicurist

Nail Wrap

Introduction:

The next service will be application of a nail wrap to one fingernail using two coats of nail adhesive and wrap accelerator.

You have 2 minutes to set up your implements, products and tools. **(Tone)**

(Tone) Time's up, stop working.

You will have 20 minutes, with a 5 minute reminder, to apply a nail wrap using 2 coats of nail adhesive and wrap accelerator. Apply the nail wrap to the second digit, also called the middle finger. Do not start until you are told to do so. After the start tone, perform the nail wrap application service. Then, clear nail wrap items from your station and clean your station. When you are ready to be checked, stand back and raise your hand.

Raise your hand now if you have a question.

Your 20 minutes begin now. **(Tone)**

(Tone) 5 minutes

(Tone) Time's up, stop working.



Manicurist

Sculptured Nail

Introduction:

The next service will be application of one sculptured nail using a nail form, powder and liquid.

You have 2 minutes to set up your implements, products and tools. **(Tone)**

(Tone) Time's up, stop working.

You will have 20 minutes, with a 5 minute reminder to apply one sculptured nail using a nail form, powder and liquid. Apply the nail to the third digit, also known as the ring finger.

After the start tone, perform the sculptured nail application service. Then, clear sculptured nail items from your station and clean your station. When you are ready to be checked, stand back and raise your hand.

Raise your hand now if you have a question.

Your 20 minutes begin now. **(Tone)**

(Tone) 5 minutes

(Tone) Time's up, stop working.



Manicurist

Polish

Introduction:

The next service will be application of nail polish to five nails using a base coat, dark colored polish, and top coat.

You have 2 minutes to set up your implements, products and tools. **(Tone)**

(Tone) Time's up, stop working.

You will have 10 minutes to apply nail polish to five nails using a base coat, two coats of dark colored polish, and top coat. You'll get a 3 minute reminder. Do not start until you are told to do so.

After the start tone, perform the polish application service. Then, clear polish application items from your station and clean your station. When you are ready to be checked, stand back and raise your hand.

Raise your hand now if you have a question.

Your 10 minutes begin now. **(Tone)**

(Tone) 3 minutes

(Tone) Time's up, stop working.



Clean up and Sanitation

The last part of your exam is to completely clear, clean and sanitize your area. That includes sweeping all hair from the floor and packaging all garbage to take with you. You may not leave disposable materials or anything else in the facility. When you are ready to leave, stand back and raise your hand. An evaluator will check your area and release you to leave. You will be evaluated on how clean you have left your area.

Your test administrators cannot answer questions about how you did on today's exam. Within one week, your exam results will be posted on your online account page and you can access them with your user name and password. Your scores are not going to be sent to your school. The Exam Preparation Guide has information about how you get your license once you have passed.

Begin cleaning now. **(Tone)**