

P R O F E S S I O N A L
CRE  **ENTIAL**
S E R V I C E S , I N C .



Alabama

BOARD OF COSMETOLOGY and BARBERING

Nail Technology
Candidate Handbook
July 2014

STEP ONE: COMPLETE APPLICATION

- Apply for Licensure with Alabama Board

STEP TWO: TAKE EXAMINATIONS

- Pass Theory Examination with PSI
- Register for Practical Examination with PCS
- Take Practical Examination with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: Alabama Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Courier Mailing Address

Attn: Alabama Coordinator
150 Fourth Avenue North
Suite 800
Nashville, Tennessee 37219

Customer Service: (888) 822-3272
Fax: (615) 312-4130
Email: alcos@pcshq.com
Website: <http://www.pcshq.com>

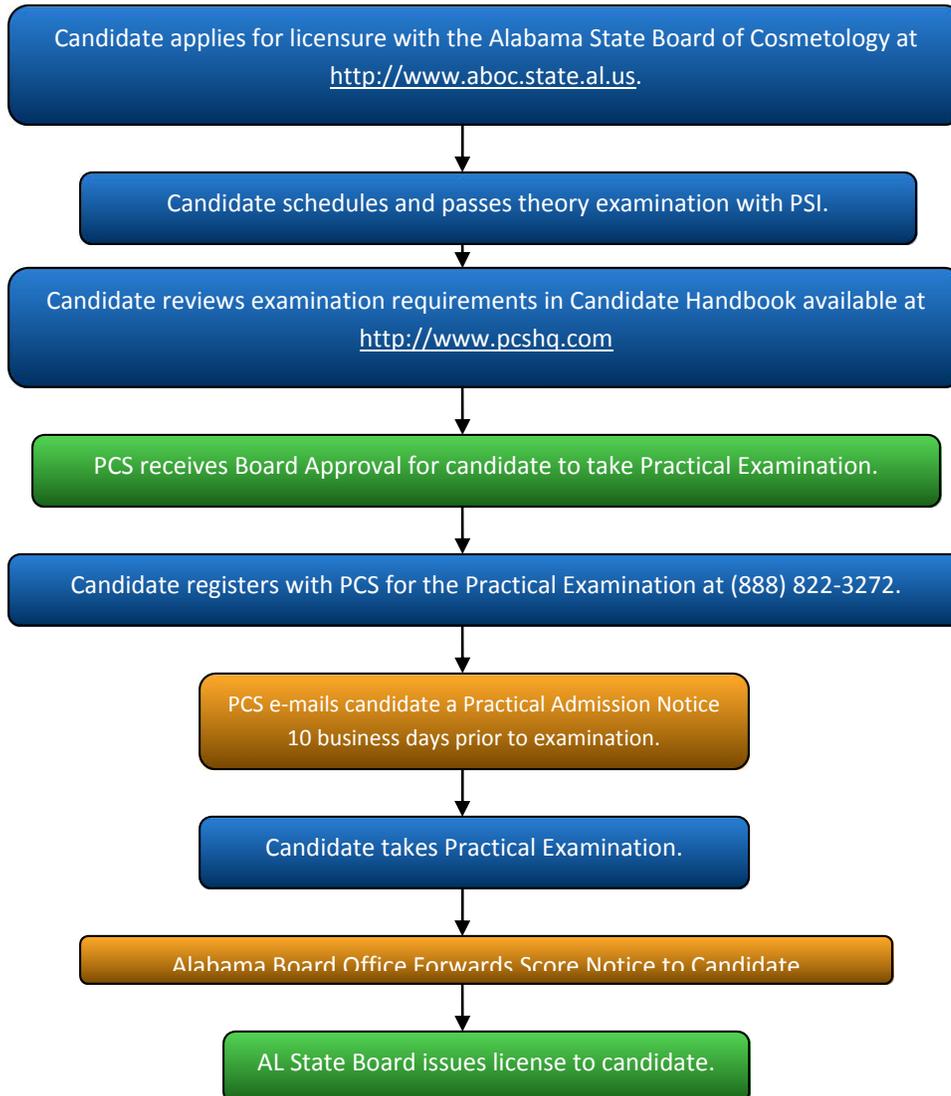
Alabama Board of Cosmetology and Barbering

Regular Mailing Address

RSA Union Building
100 North Union Street, Suite 320
Montgomery, Alabama 36130-1750

Telephone: (334) 242-1918
Toll-free: (800) 815-7453
Fax: (334) 242-1926
Website: <http://www.aboc.alabama.gov>
E-mail: cosmetology@aboc.alabama.gov

Application Process



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Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The Alabama Board for Cosmetology and Barbering (the “Board”) is responsible for licensing and regulating the profession of Nail Technology in the State of Alabama. The Board has contracted with Professional Credential Services (“PCS”) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. Any questions regarding your application or eligibility should be directed to the State Board office. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

Eligibility Requirements

If you wish to obtain a license in the state of Alabama, please contact the Alabama State Board office at (800) 815-7453 or visit <http://www.aboc.state.al.us>.

Reinstatement/Reciprocity

If you wish to reinstate your expired Alabama license, please contact the Alabama State Board office at (800) 815-7453 or visit <http://www.aboc.state.al.us>.

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit a request to the Alabama State Board office (800) 815-7453 or visit <http://www.aboc.state.al.us>.

Practical Examination Dates

Site	Exam Date	Application Deadline	Site	Exam Date	Application Deadline
North Alabama	1/6/2014	12/16/2013	Mobile	1/27/2014	1/6/2014
	2/3/2014	1/13/2013		2/17/2014	1/27/2014
	3/3/2014	2/10/2014		3/17/2014	2/24/2014
	4/7/2014	3/17/2014		4/21/2014	3/31/2014
	5/5/2014	4/14/2014		5/19/2014	4/28/2014
	6/2/2014	5/12/2014		6/16/2014	5/26/2014
	7/7/2014	6/16/2014		7/21/2014	6/30/2014
	8/4/2014	7/14/2014		8/18/2014	7/28/2014
	9/22/2014	9/1/2014		9/15/2014	8/25/2014
	10/6/2014	9/15/2014		10/20/2014	9/29/2014
	11/3/2014	10/13/2014		11/17/2014	10/27/2014
	12/1/2014	11/10/2014		12/15/2014	11/24/2014
Birmingham	1/13/2014	12/23/2013	Montgomery	1/27/2014	1/6/2014
	2/10/2014	1/20/2014		2/24/2014	2/3/2014
	3/17/2014	2/24/2014		3/24/2014	3/3/2014
	4/14/2014	3/24/2014		4/28/2014	4/7/2014
	5/12/2014	4/21/2014		5/19/2014	4/28/2014
	6/9/2014	5/19/2014		6/23/2014	6/2/2014
	7/21/2014	6/30/2014		7/28/2014	7/7/2014
	8/25/2014	8/4/2014		8/25/2014	8/4/2014
	9/8/2014	8/18/2014		9/29/2014	9/8/2014
	10/13/2014	9/22/2014		10/27/2014	10/6/2014
	11/17/2014	10/27/2014		11/24/2014	11/3/2014
	12/8/2014	11/17/2014		12/22/2014	12/1/2014

Practical Examination Registration

Examination Fees

Practical Examination fees are paid directly to the Alabama Board Office

Registration

Once you have passed the Theory Examination with PSI, the Alabama Board Office will forward an Approval File to PCS so that you can register with PCS for the Practical Examination. You must register online at <http://www.pcsHQ.com> (steps for online registration are outlined on pages 8 - 9).

! You must register with PCS using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License, State Issued ID Card).

PCS Account Set-Up

Before you are able to complete an online registration with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to <http://www.pcshq.com>
2. Click **Candidates**
3. Click **Cosmetology & Barbering**
4. Click **Alabama**
5. Click **Nail Technology**
6. Click **Apply Online** (First Time)
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter REcaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click link in e-mail to verify account information and create PCS password.
11. Click **Enable Account**

New Professional Credential Services Account

By signing up for a free account, you can access your application and licensing information.

To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.

E-Mail Address

First Name

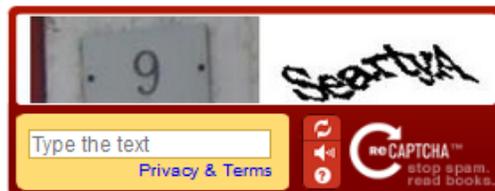
Last Name

Birth Date (m/d/yyyy)

If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.

Social Security Number

Please enter the REcaptcha information below



Create Account

PCS Registration

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Complete steps 1-6 listed above.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online application; select appropriate license type (i.e. Cosmetology, Esthetician, etc.).
4. Enter Contact Information (Name, Address, and Telephone) valid E-mail address, and select School Attended and enter Graduation Date in appropriate fields; click Next.
5. Choose the examination region and date; click Next.
6. Answer Confirmation Agreement; click Next.

Registration is now complete. The system will take you directly to your Homepage.

Your Profile Name Mr. John Douglas Doe Address 150 Fourth Avenue North Suite 800 NASHVILLE TN 37214 Phone 8882223272 SSN 222896262 Alt ID 123456789 Birthdate 05/05/1955 EMail zopkey@pcshq.com Username zopkey@pcshq.com EDIT PROFILE	Active Applications Alabama Cosmetology, Esthetician ADD STATE APPE ADD LICENSE NUMBER ADD LIC EXPI DATE App Expires: 09/01/2014 EDIT Applied 12/12/2013 Most recent application: 12/12/2013 Status: Paid, Waiting for review Application Approval Requirements ADD Final Status
Documents ADD NEW DOCUMENT	DOCUMENTS Application Form 12/12/2013 Last Changed 12/12/2013 CREDENTIAL APPLICATION NEW APPLICATION
Education BLOUNT COUNTY AVC CLEVELAND AL From 05/01/2011 Graduated: 09/01/2012 CHANGE SCHOOL	Pending Examinations Alabama Esthetician Practical Exam Date: 01/13/2014 Testing at: Birmingham Region Schedule date: 12/12/2013 WAITING FOR APPLICATION APPROVAL CANCEL RESCHEDULE
PCS Contact Information Professional Credential Services P.O. Box 198768 Nashville, TN 37219 (888) 822-3272 alces@pcshq.com	

PCS Candidate Homepage

1. Go to <http://www.pcshq.com>
2. Click **Client Portal**
3. Enter e-mail address and password
4. Click **Log In**

Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account.

Unapproved Registration

- Registration will show a question mark by “Final Review”
- Practical Exam Date will state “Waiting for Application Approval”

Approved Registration

- As long as PCS has received Board Approval, your Registration will be approved by PCS for the Practical Examination within three business days.

Active Applications

Alabama
 Cosmetology, Esthetician
 ADD STATE APP#
 ADD LICENSE NUMBER
 ADD LIC EXP DATE
 App Expires: 09/01/2014 [EDIT](#)
 Applied 12/12/2013
 Most recent application: 12/12/2013
 Status: Approved.

 **Application Approval Requirements** [ADD](#)
[Final Review](#)

DOCUMENTS

 [Application Form 12/12/2013](#)
 Last Changed 12/12/2013

[CREENTIAL APPLICATION](#)
[NEW APPLICATION](#)

Pending Examinations

Alabama Esthetician Practical
 Exam Date: 01/13/2014
 Testing at: Birmingham Region
 Schedule date: 12/12/2013
 Waiting for scheduling

[CANCEL](#)
[RESCHEDULE](#)

Reprinting Admission Letter

If you do not receive your Practical Admission Notice at least 5 business days prior to your scheduled date or if you have misplaced your Practical Admission Notice, you may reprint this document at any time by logging into your PCS Homepage.

- Click **Print Score Notice** option next to item you wish to reprint a score notice.

Pending Examinations

Alabama Cosmetology Practical
 Exam Date: 12/09/2013
 Testing at: Birmingham Region
 Schedule date: 11/08/2013
 E-Mail containing Admission Notice sent

 **PRINT ADMISSION NOTICE**
 **CANCEL**
 **RESCHEDULE**

Examination Rescheduling

If you do not attend your scheduled Practical Examination date or if you fail the examination, you must reschedule with the Alabama Board Office at (800) 815-7453. Once you have rescheduled with the State Board, they will forward another Approval to PCS. At this point, you may reschedule your Practical Examination online at <http://www.pcsdq.com>.

- Click **Reschedule Practical** under Active Applications.

Active Applications.

Arizona
 Cosmetology, Aesthetician
[ADD STATE APP#](#)
[ADD LICENSE NUMBER](#)
[ADD LIC EXP DATE](#)
 App Expires: 04/16/2014 [EDIT](#)
 Applied 04/16/2013
 Most recent application: 04/16/2013
 Status: Approved.

Application Approval Requirements [ADD](#)

[Board Review](#)

[Coordinator Review](#)

[Final Review](#)

 [VIEW APPLICATION FORM](#)

 [RESCHEDULE PRACTICAL](#)

Registration Approval Process

Once an online registration has been completed, PCS will review this registration and confirm that Board Approval has been received. As long as Board Approval has been received, PCS will approve your registration for the Practical Examination. As long as Board Approval and registration are received by the deadline date outlined on page seven of this Handbook, you will receive your requested date.

Examination Notification

1. A Practical Admission Notice confirming your assigned date, time, and location will be sent via e-mail 10 business days prior to your examination date.

! If you do not receive an e-mail at least five business days prior to your requested examination date, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

Rescheduling Policy

Rescheduling is not permitted unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, e-mail documentation to your coordinator at alcos@pcshq.com or upload documentation onto your homepage. PCS will review this documentation with the State Board Office and advise you of the procedure to reschedule your examination.

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and pay the appropriate fee to the Alabama State Board Office. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination.

Examination Day Requirements

What do I need to take with me to the examination?

- Admission Notice
- A current 2x2 passport type photo
- Two (2) forms of identification with one form must be a government issued photo id (see below)
- Examination Supplies

If you fail to bring these items, you will not be allowed to take the examination and you will forfeit your examination fee.

Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

Primary ID (current, non-expired Governments Issued ID)

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

Secondary ID (signature, non-expired)

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

Arrival

You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test.

General Examination Policies

Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

An official score notice will be forwarded to you from the State Board Office. If you fail the examination, you will receive also receive information on how to reschedule.

State Score Requirements

When you pass the Practical Examination, the State Board Office will automatically send a “Congratulations” letter along with information on how to submit your licensure fee to their office. Once this fee has been received, the State Board Office will issue your license.

Change of Information

Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and updated your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Fax: 615-312-4130

Email: alcos@pcshq.com

Print your name as it appears on your Application below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print your updated name or address below.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Print Social Security Number: _____

Sign and Date your Request:

Signature: _____ Date: _____

Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed to PCS within 48 hours of incident. Written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Mail Complaint to:

Professional Credential Services, Inc.
Attn: Alabama Coordinator
P.O. Box 198768
Nashville, Tennessee 37219-8768

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A written reply will be emailed to you within three (3) business days.

State Practical Examination Guidelines

The Alabama State Board of Cosmetology and Barbering requires you to be examined on the following services on the practical examination:

Core Domain Services

- Set Up and Client Protection
- Manicure
- Nail Tip
- Nail Wrap
- Sculptured Nail
- Polish

Mannequins

A mannequin hand is required for all services as well as the necessary clamp to properly secure the mannequin hand to a table during the examination. A suitable substitute for a commercial mannequin hand is a medical quality glove filled to its entirety with sand (or cornmeal) and sealed.

Aerosol Products

You are not permitted to use aerosol products at anytime during the examination.

Kit Size

Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under the table areas.

Practical Examination Supplies

Recommended General Supplies

ALL SUPPLIES MUST BE LABELED IN ENGLISH

- dry storage kit/container
- hand sanitizer
- mannequin hand(s) with artificial nails attached (trainer hands are NOT permitted)*
- EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used*
- disposal bag for waste materials
- cloth and paper towel(s)
- cotton
- first aid supplies (blood spill kit)
- tape

Basic Manicure Supplies

- bowl and container of water
- cuticle cream/remover
- filing and buffing implements
- cuticle pusher
- nail brush
- hand lotion or massage product
- cuticle oil

Nail Tip and Nail Wrap Supplies

- cuticle pusher
- nail tips and adhesive
- nail wrap material (non pre-cut fabric)
- filing and buffing implements
- scissors
- accelerator

Sculptured Nail Supplies

- cuticle pusher
- sculptured nail products (powder, primer, liquid). (The product must be in its original container with the manufacturer's label. NIC strongly recommends, due to the testing environment, that odorless sculptured nail products be used during the NIC practical examinations.)
- sculptured nail brush
- liquid & powder containers
- filing and buffing implements
- sculptured nail forms

Polish Supplies

- polish remover
- base coat/top coat
- red polish

National Nail Technology Practical Examination

Important Instructions

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the basic manicure section of this examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please turn the hand toward the examiner to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are **NOT** permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are **NOT** allowed for disinfectants and hand sanitizers.

Mannequin(s)

You are required to bring a mannequin hand(s) for the practical examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

National Nail Technology Practical Examination

Set Up and Client Protection (10 minutes)

Verbal Instructions: *“You will now set up the general supplies that you will use throughout your examination.” “You will also set up the manicure supplies.” “You will be observed for client protection, safety and infection control procedures.” “Upon completion of each section of this examination, please turn the hand toward the examiner to indicate that you are finished.” “You will have 10 minutes to complete this section.” “You will be informed when you have 5 minutes remaining (1) “The instructions will be repeated.” (2)“You may begin set up.”*

Candidates will be evaluated on the following tasks:

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

Manicure (20 minutes)

Verbal Instructions: *“You will now perform the manicure section of this examination.” “You will be expected to follow all safety and infection control procedures.” “You will have 20 minutes to complete this section.” “You will be informed when you have 10 minutes remaining.” (1) “The instructions will be repeated.” (2) “You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Sanitizes hand to be manicured

Demonstration of Filing

- Shapes free edge safely
- Establishes uniform length and shape

Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand completely
- Applies cuticle cream or remover using infection control procedures
- Pushes back cuticle safely
- Cleans under free edge safely
- Buffs nail safely
- Applies cuticle oil using infection control procedures

Demonstration of Hand Massage

- Applies massage product using infection control procedures
- Massages palm, back of hand, and fingers
- Maintains continuous contact while massaging hand
- Cleanses massage product from each nail plate

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Nail Tip (20 minutes)

Verbal Instructions for Set Up: *“You have 2 minutes to remove the supplies from your kit for the nail tip section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”*

Verbal Instructions:

“You will now perform the nail tip section of this examination.”

“You will apply a nail tip to the ring finger.” “You will be observed for client protection, safety and infection control procedures.”

“You will have 20 minutes to complete this section.” “You will be informed when you have 10 minutes remaining.” (1) “The instructions will be repeated.” (2) “You may begin.”

National Nail Technology Practical Examination

Nail Tip continued

Candidates will be evaluated on the following tasks:

Preparation

- Sets up nail tip supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Selects a nail tip that matches width of nail plate

Application of Nail Tip

- Applies nail dehydrator/cleanser to nail plate
- Attaches nail tip to nail plate with nail adhesive
- At least ½ of nail plate remains uncovered
- Trims nail tip safely

Demonstration of Filing\Blending

- Shapes free edge safely
- Tip is blended to nail plate safely

Final Appearance of Nail

- Cuticle and skin surrounding nail are free from nail adhesive
- Hyponychium is free from nail adhesive
- Finished nail is smooth and even

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Nail Wrap (20 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the nail wrap section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the nail wrap section of this examination." "You will apply a wrap to the middle finger." "You will be observed for client protection, safety and infection control procedures." "You will have 20 minutes to complete this section." "You will be informed when you have 10 minutes remaining." **(1)** "The instructions will be repeated." **(2)** "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up nail wrap supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Applies nail dehydrator/cleanser to nail plate

Application of Nail Wrap Product

- Applies nail adhesive to nail plate
- Applies wrap material over nail plate
- Removes excess wrap material to fit nail plate safely
- Applies nail adhesive over nail wrap
- Applies wrap accelerator safely
- Applies second coat of nail adhesive
- Applies second coat of wrap accelerator safely

Demonstration of Filing

- Files nail wrap safely
- Buffs nail wrap safely

Final Appearance of Nail Wrap

- Nail plate is covered by wrap
- Cuticle and surrounding skin remains free of nail adhesive
- Finished nail wrap is smooth and even

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

National Nail Technology Practical Examination

Sculptured Nail (20 minutes)

NIC strongly recommends, due to the testing environment, that odorless sculptured nail product is used during the NIC practical examinations.

Verbal Instructions for Set Up:

"You have 2 minutes to set up the supplies for the sculptured nail section of this examination." Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the sculptured nail section of this examination, using an odorless product." "You will apply a sculptured nail to the index finger." "You will be observed for client protection, safety and infection control procedures." "You will have 20 minutes to complete this section." "You will be informed when you have 10 minutes remaining."(1) "The instructions will be repeated."(2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up sculptured nail supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle of dust

Application of Sculptured Nail Product

- Applies nail form to fit snugly under free edge
- Applies primer safely
- Applies sculptured product to extend free edge
- Applies sculptured product to cover nail plate

Demonstration of Filing

- Shapes free edge safely
- Files sculptured nail to shape/balance safely
- Buffs sculptured nail safely

Final Appearance of Nail

- Finished sculptured nail is smooth, even, and beveled/tapered
- Contour of sculptured nail is balanced
- Nail plate is covered by sculptured nail product
- Cuticle and surrounding skin remains free of sculptured nail product

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

Polish (10 minutes)

Verbal Instructions for Set-Up:

"You have 2 minutes to remove the supplies from your kit for the polish section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set-up."

Verbal Instructions:

"You will now perform the polish section of this examination." "You will polish all 5 nails." "You will be observed for client protection, safety and infection control procedures." "You will have 10 minutes to complete this section." "You will be informed when you have 5 minutes remaining." (1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up polish supplies labeled in English

Application of Polish

- Applies base coat to cover nail plate
- Applies red polish to cover nail plate
- Applies top coat to cover nail plate

Final Appearance of Nails

- Final appearance of polish is smooth and even
- Cuticle and surrounding skin remain free of polish

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

National Nail Technology Practical Examination

Candidate Summary and Final Cleanup

Verbal Instructions:

"This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

Nail Technology (Manicuring) References

Milady's Standard Nail Technology 6th Edition, 2011

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamental, Nails 2007

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

NIC Cleaning and Disinfecting of Circulating and Non Circulating Tubs and Spa's for All Industry Modalities

NIC, Inc., August 2007
www.nictesting.org

Optional References

Milady's Standard Textbook of Nail Technician, 2008

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214
www.Milady.com

Salon Fundamentals, Nail Technician, 2007

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards

NIC, Inc., October 2002
www.nictesting.org

National Nail Technology Practical Examination

NIC Health and Safety Standards Blood Spill Procedure

If a blood spill should occur, the following steps MUST be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE

WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

Wet Disinfection Standard

1. All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonocidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
2. All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective against HIV-1 and human Hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacturer's directions.

Dry Storage Standard

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

Hand Washing

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

Nail Technology

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations. NIC strongly recommends, due to the testing environment, that odorless sculpture nail products be used during the NIC practical examinations.

Adopted as amended October 2002

Frequently Asked Questions

General Questions

- 1. What is NIC?**
 - NIC is the abbreviation for the National Interstate Council of State Boards of Nail Technician, Inc. NIC is the founder of national testing for Nail Technician, and Nail Technician related fields.
- 2. Are the NIC examinations offered in other languages?**
 - All NIC practical examinations are administered in English.
- 3. What if I do not know what a task means on the NIC practical examination?**
 - All questions and tasks are referenced to all textbooks listed in this Candidate Handbook. The information must be the same in all referenced textbooks in order for it to be used on the examination. NIC has a National Textbook Committee that works with the textbook companies to ensure the information is consistent and correct.
- 4. Will I be evaluated on technique?**
 - NIC examinations do not evaluate technique. The Candidate Handbook lists the tasks that are evaluated.
- 5. What if I have an emergency during the practical examination?**
 - You may ask to speak with the examination proctor if you are experiencing an emergency situation. Problems with the kit or supplies are not an emergency situation and you should do the best you can with what you have available.
- 6. What if I need to use the restroom during the practical examination?**
 - You may ask the examiner to be excused to use the restroom; you will be asked to sign out and back into the examination. The examinations will continue and they will not be permitted extra time.
- 7. What should I do if I cut myself during the examination?**
 - You are expected to follow the NIC Health and Safety Standards; failure to do so may result in your dismissal from the examination. Please refer to the page in this handbook that outlines the NIC Health and Safety Standards procedures.
- 8. What if I forgot to pack something that I need for the practical examination?**
 - In the event that you forget an item or implement or something breaks, you should do the best you can do with what you have available. You should continue as you are able and perform as many tasks as you are able.
- 9. Do kits need to have a cover and does it have to be kept closed during the examination?**
 - Implements and supplies must be in a closed container. Kits must be kept closed at the exam site except when removing or replacing supplies. Suitcases must be zipped shut.

Frequently Asked Questions

Specific Nail Tech Practical Questions

1. **Is the Nail Technology practical examination performed on a mannequin hand?**

- The Nail Technology examinations are performed on a mannequin hand. Prior to reporting to the examination, candidates must apply a set of nails to the mannequin's hand. The artificial nails must cover the entire nail bed of each finger. You must provide the necessary clamp required to secure a mannequin hand to the table during the examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examination.

2. **How do I know if I have a trainer hand (mannequin hand with digital fingers)?**

- Mannequin hands with movable joints (digital fingers) are considered trainer hands and are **NOT** permitted. Please see illustration below:



3. **What can I use if I can't find a mannequin hand?**

- You can use a surgical glove filled with corn meal.

4. **Do I need a wet sanitizer for the practical examination?**

- Wet sanitizers are not necessary because candidates cannot perform proper wet disinfection at their stations as they do not have access to hot running water.

5. **How do I hold the "skin" away from the sides of the nail while filing on a mannequin?**

- You should demonstrate positioning their fingers at the sides of the nail while filing. You should not hold the finger on the top or at the knuckle as this does not protect the "skin" at the sides of the nail.

6. **What is the proper way to file the nails safely?**

- The nail file must move from outside edge to center, you should not file back and forth or cut into the corners of the nail.

7. **Do I need to use a finger bowl to soak the mannequin's fingers?**

- You must soak the mannequin's fingers, but do not have to use a finger bowl. The fingers are very stiff and will be easier to soak in a regular bowl or container.

8. **How do I hold the cuticle pusher to avoid damaging the nail plate?**

- You need to hold the cuticle pusher with a little elevation when pushing the cuticle to avoid damaging the nail plate.

Frequently Asked Questions

9. **How do I determine the proper size nail tip to apply?**
 - The nail tip selected must match the width of the nail. If it is too wide you may file it to size. The nail tip cannot cover more than ½ of the nail plate. Less than ½ of the nail plate is fine.

10. **Am I required to cut the nail wrap? Can I file off excess wrap from the tip of the nail?**
 - You must demonstrate cutting and trimming the wrap during the examination. You cannot file off excess wrap as it breaks the weave of the fabric.

11. **Am I required to use an “odorless” sculptured nail product?**
 - You must use an odorless or low odor sculptured nail product. The product must be in the original container and it must be labeled “odorless or low odor” in English. Candidates will be instructed to open their liquid to verify that the product is “odorless or low odor”. If it is not, you will be instructed to tape the bottle shut and will not be permitted to use it. Candidates will be told to do the best they can with what they have available.

12. **Is it all right if the primer gets on the skin?**
 - The primer should only be applied to the nail plate and not on the skin.

13. **How is the nail form applied?**
 - The nail form must fit snug under the nail without any gaps.

14. **Does NIC specify how long the sculptured nail must be when completed?**
 - You must extend the free edge to be longer than the nail that is attached.

15. **Is it all right to file on top of the sculptured nail product?**
 - You must file the sculptured nail product on the top of the nail and then buff the product.

16. **Does the sculptured nail product have to be applied using a particular method?**
 - You may apply product as they were taught. NIC does not evaluate technique and they do not specify one ball, two ball, etc.

17. **What will the examiners look for in the finished sculptured nail?**
 - The finished nail must taper to a thin edge. The curve of the nail needs to be balanced and not flat.

18. **Do I need to recap the sculptured nail powder and liquid?**
 - You must recap the powder and the liquid when they are not in use. The nail filings will contaminate the products.

19. **Can I use one bottle for the base coat and topcoat?**

- The base coat and topcoat can be the same product but it must be labeled base/top coat.

Frequently Asked Questions

20. **Does the examiner evaluate the polish application and the number of coats applied?**

- You must cover the entire nail plate with polish. Polish on the skin must be cleaned off. The number of coats applied is not evaluated.

21. **When will the examiner check the finished nail?**

- The examiner will check the finished nail when you have turned the hand toward the examiner to indicate that they are finished.

22. **Do I need to recap all bottles and jars during the examination?**

- You must keep all bottles and jars capped when not in use. The glue must be recapped when not in use.