



STATE OF ALABAMA
MANICURIST EXAMINATIONS

CANDIDATE INFORMATION BULLETIN

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The Alabama Board of Cosmetology (the "Board") is responsible for licensing and regulating the profession of manicuring 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 Board Application should be directed to the Board at:

AL State Board of Cosmetology
RSA Union Building
100 North Union Street, Ste 320
Montgomery, AL 36130-1750

Phone: (334) 242-1918
Toll Free #: 1-800-815-7453
Fax: (334) 242-1926
cosmetology@aboc.state.al.us

Professional Credential Services
Attn: Alabama Cos Coordinator
150 Fourth Ave North, Ste 800
Nashville, TN 37219-2496

Toll-Free: 888-822-3272
Fax: 615-846-0153
E-mail: alcos@pcshq.com
Web site: www.pcshq.com

A candidate who wishes to obtain a manicurist license must pass a theory and a practical examination within 2 years. To take either of these examinations, a candidate must be approved by the Alabama State Board of Cosmetology. Once you have been approved to take the practical examination, the Board will then notify PCS. Approved candidates are required to call PCS at 1-888-822-3272 in order to schedule to take the practical examination.

How To Schedule and Take the Practical Examination: Approved candidates are required to call PCS at 1-888-822-3272 to schedule to take the practical examination. PCS will issue an **Admission Notice** for the practical examination approximately 7-10 business days prior to the test date. If you do not receive your admission notice on Monday prior to the approved examination date, please call PCS for further instructions. Visit www.pcshq.com for a current list of practical examination dates and deadlines. Any questions regarding scheduling for the practical exam should be directed to PCS

Americans with Disabilities: Candidates that require special accommodations under the Americans with Disabilities Act must receive prior approval through the Alabama Board of Cosmetology. Prior approval must be submitted in writing to the Board.

Fees: All fees should be paid directly to the Board.

Practical Examination Admission Requirements:

1. You must present your **Admission Notice**, provided by PCS, and with a recent 2x2 passport type photo attached along with one form of government issued identification with a photograph and your signature (i.e. driver's lic. resident card or passport) at the **practical examination** site in order to be admitted into the examination room.
2. The identification must be current, clearly recognizable or you will not be admitted to test. If your photo does not have a signature, you must bring a second form of signature identification.
3. It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

General Policies and Procedures for Practical Examinations:

Security Policies: Suspected security breaches during the practical exam administration, 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.**

Prohibited Items: No food, beverages, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or **all electronic devices** such as cameras, walkmans, radios, all types of i-pods, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide a written report of the incident to the Board and PCS. Smoking or the use of tobacco is strictly prohibited in the examination room. PCS is not responsible for any personal items brought into 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.

Emergency 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 you have reason to question whether or not a practical exam facility will be closed, please call PCS to make inquiries.

Refunds and Rescheduling Policies: Rescheduling is **not** permitted for the practical examination. Unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time, refunds are **not** issued nor are fees transferable for the practical examination. Written documentation of the above-noted exceptions is required.

Score Information: For the practical examination, an overall score of 70 must be achieved. Test results are confidential and are not provided over the telephone.

Passing Candidates: When you have passed the practical examinations, the Board will automatically send a "Congratulations" letter to you. Complete and mail this Congratulations letter to the Board with required fees (Money Order or Cashier's Check ONLY) in order to receive your license. Please be sure to notify the Board of any mailing address changes.

Failing Candidates: Failing candidates will receive a score report from the Board, as well as information on how to retest.

CONTENT OUTLINE FOR THE PRACTICAL EXAMINATION:

This bulletin contains important information regarding the NIC National Nail Technician (Manicurist) Practical Examination content and administration. **Please review all information carefully.**

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.

Core Domain Services

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

**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

MANNEQUIN(S)

Candidates 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.

**NAIL TECHNICIAN (MANICURIST)
PRACTICAL EXAMINATION
CONTENT SECTIONS**

The scope of the National Nail Technician (Manicurist) Practical Examination includes 6 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

**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.”*

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

SCULPTURED NAIL

(20 minutes)

Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless sculptured nail products be used for the practical examination.

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

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.”

RECOMMENDED GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

*** Please refer to State guidelines**

- dry storage kit/container*
- hand sanitizer
- mannequin hand(s) with artificial nails attached (trainer hands are **NOT** permitted)*
- spray disinfectant*
- 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

SCULPTURED NAIL SUPPLIES

- cuticle pusher
- sculptured nail products (powder, primer, “odorless” liquid)
(The product must be in its original container with the manufacturer’s label indicating that it is “odorless”.)
- sculptured nail brush
- liquid & powder containers
- filing and buffing implements
- sculptured nail forms
- primer

POLISH SUPPLIES

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

NAIL TECHNICIAN REFERENCES

Milady’s Standard Nail Technology, 2007 (Revised)

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

Salon Fundamentals, Nail Technician, 2007

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

OPTIONAL REFERENCES

Milady’s Standard Textbook of Cosmetology, 2008

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

Salon Fundamentals, Cosmetology, 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.nicesting.org

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 pseudomonacidal (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.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2002

Visit our website at www.nictesting.org