

# NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

## ESTHETICS PRACTICAL TASK LIST FOR EXAMINATION PROCEDURES

This examination is approximately two hours long. Each procedure is given a specific time allotment as indicated below; these procedures will be demonstrated on a mannequin which you must provide. The examiner will provide verbal instructions prior to the demonstration of each procedure. Simulations should be treated as if they were the actual procedure. It is expected that safety and infection control will be practiced throughout the entire course of this examination in accordance with New York State appearance enhancement statute and regulations and NYS COVID-19 guidelines.

### **PART I - Preparation of Work Area & Model (15 minutes)**

9 Tasks Evaluated

Verbal Instructions:

“Welcome to the Esthetics Practical Examination. The first portion of the examination is the preparation of your work area. You will sanitize your work area and attach your bag for disposables (trash) to the side of your workstation. After the work area has been sanitized and set up, you will drape your mannequin. When you are finished, please step back and quietly wait for further instructions. You have 15 minutes to complete this procedure and you may now begin.”

- 1) The applicant is wearing a face covering (or mask) that completely covers their nose and mouth AND safety *goggles (or face shield)*. The applicant is dressed in a clean uniform, lab coat, scrub top, or smock (3/4 sleeves or less; no long sleeves) and is wearing closed-toe footwear that covers the top of foot and no jewelry (note: wedding rings may be worn without penalty). Hair is pulled back and secured away from face if long enough to interfere with procedures.
- 2) A premixed EPA-approved sanitizing solution (may be in the form of liquid, spray, wipes, etc.) is provided and is in the original, labeled packaging. The sanitizing solution is applied or used to cover the entire surface of the treatment chair/bed and worktable; both are completely dried before proceeding (paper towel may be used).
- 3) A plastic bag large enough for disposables, labeled ‘disposables/trash’, is secured to a side of the workstation within reach and is used to discard all disposable materials soiled during the sanitation procedure.
- 4) Implements that require disinfection (i.e., tweezers) have been transported to the exam site in a covered container marked ‘clean’.
- 5) The treatment chair/bed is properly prepared with sheets or towels large enough to cover the treatment chair/bed down to the end of the bed (note: sheets may both be flat or one fitted and one flat).
- 6) The applicant sanitizes their own hands with the skin sanitizer prior to draping the model; hand/skin sanitizer is used from a labeled original bottle/dispenser or packet.
- 7) The mannequin is draped and the top of the treatment chair is covered with a towel.
- 8) A head drape or head draping material is used to properly protect the head of the client (mannequin); the mannequin’s head is draped securely but not too tight. (IF the mannequin has a head of hair, no hair is protruding. Hair was tucked into the head drape in a sanitary manner, using a spatula, etc.).
- 9) Safety and infection control are adhered to during all aspects of preparing the work area and model.

## PART II - Removal of Superfluous Hair (10 minutes)

17 Tasks Evaluated

Verbal Instructions:

“The next portion of the examination is the removal of superfluous hair. You will demonstrate a simulated wax on the upper lip using two waxing strips. Once the waxing demonstration is complete you will stop and wait until you are directed by your examiner to simulate a tweeze of your model’s eyebrows; you will only demonstrate the motions of a tweezing procedure—eyebrow hair will not need to be removed. When you are finished, please step back and quietly wait for further instructions. You have a total of 10 minutes to complete this procedure (5 minutes for waxing and 5 minutes for tweezing) and you may now begin with your lip waxing demonstration.”

- 1) All removal of superfluous hair procedure supplies and implements necessary to complete this procedure are provided by applicant and are visibly clean, sanitary, and in good working order.
- 2) The applicant sanitizes their own hands (both sides) with the skin sanitizer before touching the client's skin; hand/skin sanitizer is used from a labeled original bottle/dispenser or packet.
- 3) The skin of the upper lip area is prepared for waxing; the area is cleansed (using mild antiseptic or witch hazel) and powdered (with talcum powder, cornstarch, or any other appropriate powder) to remove all excess oil before waxing.
- 4) A small amount of simulated wax product is applied to the back of the hand (or wrist) to "test" the temperature before applying to the client's (mannequin's) skin.
- 5) The applicant puts protective gloves on both hands.
- 6) Wax is taken on the spatula and the spatula is scraped so that wax is only on one side and does not drip.
- 7) The spatula is held at the appropriate angle (45-degree angle/not flat) while applying wax.
- 8) Wax is applied in the direction of hair growth, in proper thickness, and to an area no larger than the size of the strip.
- 9) The strip is placed directly over the wax and smoothed in the direction of hair growth with enough free edge to grip easily.
- 10) The skin is held taut with one hand while the other hand grasps the free edge of the strip and is pulled in the opposite direction of hair growth.
- 11) Soothing lotion/cream is applied to the upper lip where the waxing procedure was demonstrated.
- 12) Disposable gloves are removed and properly disposed of or hand sanitizer used over gloves; hands are sanitized (both sides) before beginning the tweezing demonstration; puts new gloves on if gloves were removed.  
\*\*\*STOP\*\*\* -and- WAIT FOR FURTHER INSTRUCTIONS
- 13) Brow area is properly measured/mapped out using a spatula, stick, or any other appropriate brow mapping tool before beginning tweezing procedure
- 14) The brow area is softened by applying a small amount of oil or cleansing cream prior to tweezing.
- 15) The skin is held taut with one hand while the brow is tweezed (simulated) with the other hand; brow hair is tweezed in the direction in which it grows.
- 16) Disposable gloves are properly removed and disposed of.
- 17) Safety and infection control are adhered to during all aspects of both the removal of superfluous hair procedure.

## PART III - Facial (60 minutes)

### 23 Tasks Evaluated

#### Verbal Instructions:

“The next portion of the examination is the facial. You will begin by cleansing and toning the face of your client (mannequin). When the cleansing and toning is complete, you will be instructed to analyze your client’s skin using the provided magnifying lamp (or your own battery-operated magnifying lamp). After the analyzation, you will be asked to perform a facial massage demonstration to include at least four different massage strokes. You will be individually prompted by your examiner to perform the movements; your examiner will also let you know when you may stop. You may be asked to repeat this procedure to allow adequate time for examiner ratings. Following the facial massage, you will be asked to simulate the manual extraction of comedones (actual extraction is not allowed) followed by the application of a treatment mask. Lastly, you will remove the mask and apply daytime protection. When you are finished, please step back and quietly wait for further instructions. You have 60 minutes to complete this procedure and you may now begin.”

- 1) All facial procedure supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order.
- 2) The applicant sanitizes their own hands (both sides) with the skin sanitizer before touching the client’s skin; hand/skin sanitizer is used from a labeled original bottle/dispenser or packet.
- 3) The cleansing product is applied in appropriate amounts and correct manipulations are used to cover the entire neck and face area.
- 4) Disposable cotton pads or sponges (or 4x4 cotton pads) are used to remove the cleansing product from the face and are changed regularly; the cleansing product is removed completely from the entire neck and face area.
- 5) Toner is applied using 2x2 cotton pads after the removal of the cleanser.
- 6) During the entire application and removal of cleanser, manipulations are gentle, smooth and consistent, using the correct amount of pressure.
- 7) Toner is applied using 2x2 cotton pads after the removal of the cleanser.
- 8) Eye pads are placed over the client's eyes to protect them from the light of the magnifying lamp (or light visor).
- 9) The skin of the entire face and neck is analyzed under the magnifying lamp; head is turned to see all aspects of the neck and decollete; a small section of the facial skin is taken between the fingers and slightly stretched to analyze the skin texture. \*\*\*STOP\*\*\*  
-and- WAIT FOR FURTHER INSTRUCTIONS
- 10) Applicant correctly demonstrates effleurage movements on appropriate parts of neck and/or face.
- 11) Applicant correctly demonstrates petrissage movements on appropriate parts of neck and/or face.
- 12) Applicant correctly demonstrates friction movements on appropriate parts of neck and/or face.
- 13) Applicant correctly demonstrates tapotement/percussion movements on appropriate parts of neck and/or face.
- 14) All massage movements are performed gently, using both hands at all times. \*\*STOP/WAIT\*\*
- 15) Massage oil or cream is completely removed from the model's skin.
- 16) The applicant puts protective gloves on both hands prior to executing the comedone extraction simulation.
- 17) The magnifying lamp is used during the simulation of manual comedone extraction; eye pads are placed over the model’s eyes for protection.

- 18) Simulation of comedone extraction is properly executed; fingers are protected with cotton pads saturated with astringent or toner (note: tissues may not be used); sides of fingers are gently used (gentle pressure is applied in all directions) as not to cause bruising.
- 19) Skin is sprayed or wiped with astringent or toner after comedone extraction and gloves are properly removed and disposed of.
- 20) Treatment mask is applied to the skin with a spatula or hands (not a brush); eye pads may be used but are not required.
- 21) Treatment mask is completely removed with cotton pads and cotton pads are disposed of; no residue remains on the model's face. (Note: Sponges are permissible but must be disposed.)
- 22) Daytime protection is applied to the client (mannequin) in a sanitary manner.
- 23) Safety and infection control are adhered to during all aspects of the facial procedure.

## **PART IV - Make Up Application (20 minutes) & Clean-Up (10 minutes)**

11 Tasks Evaluated

Verbal Instructions:

*“The last portion of the examination is the make-up application and clean-up. You will demonstrate a complete day-time make-up on your model. When your make-up application is completed, you may begin cleaning your work area and packing up your supplies. Upon completion, please step back and quietly wait for further instructions. You will be told when you may leave your work area and upon dismissal, please be sure that nothing is left behind. Please be reminded that you MUST take your disposables bag with you as well. You have a total of 30 minutes to complete this procedure; you will have 20 minutes to complete your make-up application and the remaining 10 minutes to clean up your work area. You may now begin.”*

- 1) All make-up application and clean-up supplies and implements necessary to complete this procedure are provided by the applicant and are visibly clean, sanitary, and in good working order.
- 2) Foundation, in a color that matches the mannequin's skin tone, is applied thinly and evenly over the entire face and is completely blended.
- 3) Concealer is applied to the mannequin and is properly blended into the foundation with no apparent line of demarcation.
- 4) Powder is applied to the face to set the foundation (note: if cream blush is used, the powder should be applied after the blush application).
- 5) Cheek color is applied at the correct facial points, is correctly blended, and is complimentary.
- 6) At least two shades of eyeshadow are applied to the eyes and one is used for highlighting, the other for contouring. Eyeshadow colors are blended correctly (transition into one another) and applied in a manner appropriate to the model's eye shape and size; colors are evenly applied, resulting in a balanced look. Fingers are not used to blend product; fingers may be used to hold the eye steady during the application.
- 7) Pencil eyeliner is applied in a thin, even line; the fingers are used to hold the eye steady during the application (note: acceptable to apply to top, bottom, or both). If using a pencil that is not new, it is
- 8) Using an eyebrow pencil, color is applied with light, hair-like strokes in an appropriate shade and brushed to remove excess color resulting in a natural look. If using a pencil that is not new, it is sharpened before use.
- 9) Using a lip pencil, the lips are outlined correctly for the size and shape of the model's lips and correctly filled with lip color. If using pencil that is not new, it is sharpened before use.

- 10) All supplies and implements are packed up and dealt with properly (contaminated implements have been placed in the “dirty” container and disposables are placed in the trash). The work area is left in a clean and orderly manner; the workstation and treatment chair/bed are cleaned with an EPA-approved sanitizer.
- 11) Safety and infection control are adhered to during all aspects of the make-up application and clean-up procedures

#### RELAY TO EXAMINEES AS THEY LEAVE:

Thank you for coming. You will be notified by email once your examination results are available. You must login to your NYS License Center account to view your results under the Examination section. If you pass today’s examination and have already passed the written examination, you will receive your license in the mail. If you fail today’s examination or need to take the written examination, you will be required to schedule and pay for your next examination online. Good luck!