NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

NAIL SPECIALTY PRACTICAL
TASK LIST FOR EXAMINATION PROCEDURES

This examination is approximately 1 3/4 hours long. Each procedure is given a specific time allotment as indicated below; these procedures will be demonstrated on your own hand (basic manicure only) and a hand mannequin which you must provide. The examiner will provide verbal instructions prior to the demonstration of each 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.

Preparation of Work Area (10 minutes)
5 Tasks Evaluated

Verbal Instructions:
"The first portion of the Nail Specialty Practical Examination is the preparation of your work area. You will begin by setting up your bag for disposables and sanitizing your work surface. Then, you may set out your supplies for the basic manicure. When you are finished, please sit back and quietly wait for further instructions. You have 10 minutes to complete this procedure and you may now begin."

1) **The applicant is dressed in a clean smock or gown and is wearing closed toe footwear that covers the top of foot. Hair is pulled back and secured away from face if long enough to interfere with procedures***
2) **An EPA-approved sanitizing solution (may be in the form of liquid, spray, wipes, etc.); product is in original, labeled packaging and is applied or used to cover entire surface of work station and station is completely dried (paper towel or towels may be used) before proceeding**
3) **A zip-lock type sealable plastic bag, labeled 'disposables', is secured to a side of the work station within reach and is used to discard all disposable materials soiled during the sanitation procedure**
4) **Appropriate manicure toweling (a table towel must be used; PST towels may be added later in the exam as procedures require) and is placed correctly in the center of the table (Note: Towel should cover work surface under mannequin hand; if paper towel is added over the table towel, it must be separated from the roll**
5) **Safety and infection control are adhered to during all aspects of preparing the work area**

NOTE: ***The demonstration of blood exposure procedures has been eliminated from the exam. If you cut yourself during the exam, it is expected that appropriate blood exposure procedures are followed.***

Basic Manicure and Preparation for Further Procedures (15 minutes)
17 Tasks Evaluated

Verbal Instructions:
"The next portion of the examination is the basic manicure and preparation for further procedures. You will be performing the manicure on your own hand; if you are right-handed, it is recommended that you perform the manicure on your left hand and if left-handed, on your right hand. You will begin by sanitizing both of your hands. Next, shape all the nails of the hand that will receive the manicure. When shaping is complete, you will soak the same hand. Next, soften the cuticles of the hand that was soaked and push back the cuticles. Then, wait for further instructions. You have a total of 15 minutes to complete this procedure and you may now begin."

1) All basic manicure **supplies and implements** necessary to complete this procedure are provided by the applicant and **are visibly clean, sanitary and in good working order***
2) Exam candidates must have five natural nails (free of any polish/enhancements) on these nails you will demonstrate the manicure portion.

3) **The applicant sanitizes own with sanitizer containing 60% or more alcohol (in the form of liquid, foam, wipes etc).**
4) Applicant shapes nails from one side of their hand to the other, filing from outer edge to center of each nail; filing is accomplished with smooth, steady movements; filing is NOT too rough; the nail plate is NOT filed during shaping
5) All five finished nails are smooth, with no jagged edges; all five finished nails are symmetrically shaped and of similar shape and length.
6) **A fingerbowl is prepared in a sanitary manner** with the proper amount of water (with or without soap); the candidate's hand is positioned correctly in fingerbowl
7) After soaking, the hand is dried thoroughly with a clean towel
8) **Cuticle softener is applied in a sanitary manner** (e.g., spatula, cotton-tipped orangewood stick) and is applied to each nail of the hand receiving the water manicure, working toward the cuticle and covering all necessary areas
9) The cuticle pusher is held properly and cuticles are pushed gently from the nail plate; the cuticles are NOT cut

"Now, you will massage the hand and arm of the hand that was soaked. You must demonstrate at least a minimum of two massage movements. You will continue the massage until instructed to move on. You will then remove all film from the nails of your hand and spray these nails with a nail antiseptic. Then, buff the nails of the hand that was soaked to produce a shine, and buff or dust the three nails of the mannequin hand that will receive advanced procedures to remove shine. You may then return any supplies to your kit that are no longer needed and set up supplies for the tip and wrap application portions of the exam. You may empty the water from your finger bowl into the used toweling in your bag of disposables. When you are finished, please sit back and quietly wait for further instructions."

9) **The applicant places massage lotion or oil on own hands in a sanitary** manner (e.g.,spatula, squeeze bottle)
10) The applicant uses their own hand to perform massage movements (on their own hand that received the water manicure only) and performs all movements gently (surface only)
11) At least two different massage movements are demonstrated on their hand and arm for a total of one to two minutes
12) All film is removed from the nails and cuticles using a lint-free wipe or cotton-tipped orangewood stick with astringent
13) A three-way buffer (or other appropriate buffers) are used to buff the nails of the hand that received the water manicure to produce a shine; the buffer is held correctly and movements are from base to free edge in an "X" pattern; the buffing is light so as not to cause discomfort due to friction/heat
14) Buffing produces a shine on all five nails that received the water manicure
    →*<u>NOTE</u>: Mannequin hand will be now be used for remaining procedures.*
15) A medium/fine file/abrasive is used to remove shine from the three nails of the mannequin hand that will receive advanced procedures; no extreme pressure is used during the procedure to remove shine
16) **Nail antiseptic is applied in a sanitary manner** (either sprayed directly on nail and wiped or applied to a nail wipe and applied) after buffing
17) Safety and infection control are adhered to during all aspects of the basic manicure procedure

Tip Application and Shaping (15 minutes)
15 Tasks Evaluated

Verbal Instructions:

"The next portion of the examination is tip application and shaping. You will select and apply two nail tips to any two tipped fingers of the mannequin hand. You may alter the shape of the tips to conform to the size of your mannequin's nails. The tips MUST cover at least one-half of the mannequin's nail plate. Once the tips have been applied, blend and complete the shaping of each tip. When you are finished, please sit back and quietly wait for further instructions. You have 15 minutes to complete this procedure and you may now begin."

1) All nail tip **supplies and implements** necessary to complete this procedure are provided by the applicant and **are visibly clean, sanitary and in good working order***

2) Mannequin hand has three tipped nails with a maximum 1/8-inch free edge that are appropriately placed (within the boundaries of the mannequin's nail bed)
3) Tips are applied at a 45-degree angle and pressed firmly but gently to the nail for approximately 10 seconds until secure
4) The tips cover one-half of the nail plate
5) The tips fit nails correctly from sidewall to sidewall and do not lie on any part of the skin
6) The shape of each tip conforms, or is correctly altered to conform, to the natural nail
7) **The adhesive is spread over the nail plate or nail well in a sanitary manner** (using tip of container, orangewood stick, or extender tip); applicant has complete control of the adhesive during each application (adhesive does NOT drip, get on cuticle or skin of client or candidate, seams are NOT overfilled with glue)
8) White spots or air bubbles are NOT present on either tip
9) Nail tips are trimmed correctly, from side to side with large clippers, or head on with tip cutters
10) Nail tips are filed in an effective back and forth motion
11) **When blending each tip, the file is held flat to nail plate so as NOT to damage the plate**
12) After blending each tip, no visible seams are present; a liquid blending product is NOT used
13) The finished tips are smooth with no jagged edges and are symmetrically shaped and of similar shape and length; a free edge of ¼" to ½" remains
14) **Nail antiseptic is applied in a sanitary manner** (either sprayed directly on nail and wiped or applied to a nail wipe and applied) after buffing
15) **Safety and infection control are adhered to during all aspects of the tip application procedure**

Wrap Application (20 minutes)
11 Tasks Evaluated

Verbal Instructions:
"The next portion of the examination is the wrap application which includes the application of silk and fiberglass wraps to two nails with tips. You will begin by cutting both wraps into basic required shapes and applying one silk over one nail. While the first wrap is drying, apply the fiberglass wrap. You MUST use an activator during the fiberglass procedure. You may NOT use the activator during the silk wrap procedure. You will complete this portion of the exam by shaping and buffing both wrapped nails. When you are finished, please sit back and quietly wait for further instructions. You have 20 minutes to complete this procedure and you may now begin."

1) All wrap application **supplies and implements** necessary to complete this procedure are provided by the applicant **and are visibly clean, sanitary and in good working order***
2) Both fabrics are cut to approximate width and shape of nail plate before application
3) During all applications, only thin coats of adhesive are applied to entire surface of nails, working from center toward free edge, using applicator tip; adhesive does NOT get on cuticle or skin of client or candidate at any time during application
4) Both fabrics are appropriately placed on the nails (using fingers, tweezers or cellophane) and excess fabric is trimmed from nail to approximately 1/16 inch from sidewalls and free edge
5) Activator is used ONLY during fiberglass application; activator applied is of same system as resin/adhesive used
6) **When applying activator during fiberglass wrap, it is held at proper distance according to manufacturer's directions and is NOT overused; during uses of activator**
7) Both wraps are properly adhered to the nail; wraps are not lifting from the nail and are smooth, free of wrinkles and air bubbles
8) An appropriate file/abrasive (medium and then fine) is used to shape and refine the wrapped nails; **files are used safely**
9) A three-way buffer and/or oil is used alternately on the nails to produce a high shine; the buffer is NOT used so strongly that it wears through and weakens the wrap
10) **Nail antiseptic is applied in a sanitary manner** (either sprayed directly on nail and wiped or applied to a nail wipe and applied) after buffing
11) **Safety and infection control are adhered to during all aspects of the wrap application procedure**

Acrylic Application (30 minutes)
18 Tasks Evaluated

Verbal Instructions:
"The next portion of the examination is the acrylic application which includes a one-color sculptured acrylic application over a form. The sculptured nail must be a one-color sculptured acrylic application; you must use an odorless acrylic system that does not contain MMA for this procedure. Begin by returning any supplies to your kit that are no longer needed and setting up your acrylic supplies. You will then prepare your liquid and powder products and apply primer to the remaining tipped nail of the mannequin hand. receiving this procedure if the acrylic system requires. If your acrylic system does not require the use of a primer, you must demonstrate the primer application on one of the nails that did not receive the advanced procedures. Sculpt the one-color acrylic nail over a form. Remove the form and inhibition layer (tacky layer) and shape the sculptured nail. Buff and oil the acrylic nail and prepare your work area for polish application. When you are finished, please sit and quietly wait for further instructions. You have 30 minutes to complete this procedure and you may now begin."

1) All acrylic application **supplies and implements** necessary to complete this procedure are provided by the applicant and **are visibly clean, sanitary and in good working order***
2) Liquid and powder acrylic products are poured into two separate containers without spilling and using the appropriate amount for one nail; **if the system requires the use of a primer, the primer is used sparingly and does not touch the client's skin** * *(Note: A primer will not be used if not required by system.)*
3) Nail form for sculptured nail is fit snugly under free edge, level with natural nail, and does NOT cut into skin
4) Appropriately sized small, medium and large balls are formed by dipping brush into liquid, then powder; all acrylic balls are of appropriate consistency so that they adhere to brush/do not fall off brush when bringing brush to nail
5) Acrylic ball(s) will be placed on the free edge of the tip and worked from the free edge area toward the nail bed; subsequent acrylic balls are worked from the center of the nail toward the sidewalls and cuticle
6) When working acrylic, the brush is held parallel to tip and dabbing or patting strokes, rather than brushing strokes, are used
7) **Acrylic product does NOT get onto cuticle area or skin**
8) **Containers of liquid and powder acrylic products are kept covered when not in use**
9) Form is removed from sculptured nail only after checking that nail is thoroughly dry (note: makes clicking, hollow sound when tapped with the brush handle)
10) The inhibition layer (tacky layer) is removed and nail is refined (note: only a file may be used; alcohol and acetone may NOT be used)
11) An appropriate file/abrasive (medium and then fine) is used to shape and refine the acrylic nail; **files are used safely**
12) The entire surface of the finished nail is smooth, with no lumps or ridges and has no jagged edges
13) The finished nail is thinner toward cuticle, free edge and sidewall for a natural (c-curve) look
14) The finished nail is symmetrical and of similar length and shape to other two wrapped nails
15) After application of oil and minimal buffing, a three-way buffer and/or oil is used alternately on the nail to produce a high shine; the buffer is NOT used so strongly that it wears through and weakens the nail
16) Dust and residue is removed/cleaned with antiseptic and lint-free wipe before proceeding with polish application
17) **Nail antiseptic is applied in a sanitary manner** (either sprayed directly on nail and wiped or applied to a nail wipe and applied) after buffing; product is properly disposed of
18) **Safety and infection control are adhered to during all aspects of the acrylic application procedure**

Polish Application and Clean-Up (15 minutes)
8 Tasks Evaluated

Verbal Instructions:
"The last portion of the examination is the polish application and clean-up. You will begin by applying a base coat, two coats of red polish, and a top coat to the three nails that received advanced procedures on the mannequin hand. During the polish application, be sure to remove any polish left on the skin or cuticle area as necessary. When you have completed the polish application, clean up your work area and pack up all supplies.

When you are finished, please sit back and quietly wait for further instructions. You will be told when you may leave your work area and upon dismissal, will be allowed to discard your bag of disposables on your way out of the exam room. You have 15 minutes to complete this procedure and you may now begin."

1) All polish application **supplies and implements** necessary to complete this procedure are provided by the applicant and **are visibly clean, sanitary and in good working order***
2) Polishes are applied in thin, even coats with minimum strokes (3-5) starts at center of nail; works from cuticle to free edge
3) Polishes were used in proper order on the manicured hand (base coat, two coats of color, and top coat)
4) Polish does not touch skin or cuticle or, if it does, it is removed with cotton-tipped orangewood stick **NOT with finger**
5) Finished nails have no obvious air bubbles, lines, lumps or spots of missed polish from improper application
6) No polish is left on skin or cuticles when polish application is complete
7) **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 trash or taken away from the exam site for later disposal) and workstation and area are left in a clean and orderly manner**
8) **Safety and infection control are adhered to during aspects of the polish application procedure**

RELAYED TO EXAMINEES AS THEY LEAVE:

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