NYS DEPARTMENT OF STATE - DIVISION OF LICENSING SERVICES

NAIL SPECIALTY PRACTICAL EXAMINATION PROCEDURES

This is <u>only</u> a summary of the examination procedures. For more specific examination expectations, please refer to the online *Task List for Nail Specialty Practical Examination Procedures.*

The following is a description of the examination procedures you will be asked to perform.

You will be given instructions and an announcement of the time allotment for each section of this examination. Do not start any of the procedures until instructed to do so. Talking amongst candidates is not allowed.

You will be performing a basic manicure on your own hand (five nails must be free of any polish/enhancements) and all other procedures on a mannequin hand.
NOTE: ***The manicure cannot be performed on nails with polish/enhancements.***
For examination purposes, your mannequin may be considered the same client.

The following is a summary of the advanced nail procedures that will be performed on the mannequin hand:

- Tips will be applied to any two nails:
  one nail with tip will receive a silk wrap –AND-
  one nail with tip will receive a fiberglass wrap
- The remaining nail tip will receive a one-color, odorless acrylic over a form.

PLEASE NOTE: Proper sanitation and disinfection procedures must be demonstrated during every aspect of this examination in accordance with New York State appearance enhancement statute and regulations.

PART I - PREPARATION OF WORK AREA (10 minutes)

When instructed to begin, you will be asked to:

Step 1 Remove pre-mixed surface sanitizing solution and related supplies from your kit and sanitize your assigned work surface following required procedures. ***Be sure to attach a sealable bag for disposables to your work station at this time and set out appropriate manicure toweling.***

Step 2 Set out all supplies required in Part II of this examination for the demonstration of the basic manicure procedure and wait for further instructions. *(Optional: You may also set out a container for dirty implements if this is your chosen method of transport.)*

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.

PART II - BASIC MANICURE & PREPARATION FOR FURTHER PROCEDURES (15 minutes)

You will perform a basic manicure on one of your own hands. When you are instructed to proceed, you should:

Step 1 Sanitize your own hands.

Step 2 Shape all nails of your own hand with an appropriate file. *(Note: If you are right-handed, it is recommended that you perform the manicure on your left hand. If you are left-handed, it is*

recommended that you perform the manicure on your right hand.)

Step 3 Place your own hand in fingerbowl to soak.

Step 4 Remove your hand from the fingerbowl and dry thoroughly.

Step 5 Apply cuticle cream to the nails and cuticles of your hand. (Note: The cuticle cream may be applied before or after soaking.)

Step 6 Push back cuticles of your hand with a cuticle pusher (may be a cotton-tipped orangewood stick). *Note: Cuticle cutting will NOT be allowed. STOP and wait for your examiner to instruct you to proceed.*

STOP & when instructed to proceed, you should:

Step 7 Apply lotion, oil or cream and perform a light, surface massage to your arm and hand that received the manicure for 1-2 minutes using a MINIMUM of two different massage strokes.

Step 8 Remove film from the nail plate and cuticle area of each of your fingers using a lint-free nail wipe or cotton-tipped orangewood stick soaked with polish remover or an antiseptic.

Step 9 Spray nails of your own hand with nail antiseptic (NOT disinfectant solution).

Step 10 Apply cuticle oil and buff and oil the nails of your hand that received the water manicure to produce a shine.

Step 11 **Mannequin hand will now be used.** Prepare the mannequin hand to receive advanced nail procedures by removing shine.

PART III - TIP APPLICATION AND SHAPING (15 minutes)

Return any supplies no longer needed for the exam to your kit and set up those needed to complete Parts III & IV.

You will next apply tips to any two nails of the mannequin hand: 1 silk wrap and 1 fiberglass wrap (activator/accelerator required for fiberglass wrap only; activator MUST be in original, labeled bottle).

Step 1 Select and apply two tips that MUST cover half of the nail plate; if necessary, use a file to alter the shape of the tips to conform to size of the natural nails before application.

Step 2 Trim tips to desired length with appropriate implement *(Note: A free edge of ¼" to ½" should remain.)*

Step 3 Blend tips to the natural nail plate. *(Note: Liquid blending products will NOT be allowed.)*

Step 4 File tips for final shaping.

PART IV - WRAP APPLICATION (20 minutes)

Apply one silk and one fiberglass wrap to the two nails that received the tips in the last procedure.

Step 1 Cut silk and fiberglass wraps into basic shapes.

Step 2 Set fiberglass wraps aside and apply one silk over one of the tipped nails, trimming and gluing as procedure requires.

Step 3 Apply fiberglass wrap to one nail, trimming, gluing, and using activator according to manufacturer's directions.

Step 4 Return to the nail that has received the silk wrap; shape both nail wraps.

Step 5 Apply cuticle oil and buff and oil both nail wraps to produce a shine.

PART V - ACRYLIC APPLICATION (30 minutes)

Note: You MUST use an odorless acrylic product that does not contain MMA. (Note: You will NOT be permitted to use a low odor acrylic product as a substitute.)

Return any supplies no longer needed for the exam to your kit and set up those needed to complete Part V.

One of the remaining untipped nails will receive a sculptured nail over a form. The sculptured nail will be a one-color, odorless acrylic over a form.

Step 1 Prepare liquid and powder products. *(Note: MUST be placed in dappen dishes that will remain covered when not in use.)*

Step 2 Apply primer to the nail plate. *(Note: Only perform this step If your system requires the use of a primer product.)*

Step 3 Sculpt an acrylic nail using a form.

Step 4 Remove form, remove inhibition layer, and shape sculptured nail. (Note: No alcohol or acetone may be used; you MUST use a nail file to remove the inhibition layer.)

Step 5 Buff and oil the nail to produce a shine.

Step 6 Prepare work area for polish application.

Step 7 Prepare all nails for polish application, ensuring that all dust and residue has been removed.

PART VI - POLISH APPLICATION AND CLEAN-UP (15 minutes)

Return any supplies no longer needed for the exam to your kit and set up those needed to complete Part VI.

All three nails of the mannequin hand that received the advanced procedures (enhancements) will receive red polish..

Polish will be applied to the nails as follows:

STEPS 1-4 THREE (3) NAILS WITH ENHANCEMENTS – Red Polish

Step 1 Apply clear base coat to three nails that received advanced procedures (enhancements). *(Note: Ridge filler will NOT be allowed.)*

Step 2 Apply 2 coats of red polish to all three nails that received advanced procedures (enhancements).

Step 3 Apply top coat to all three nails that received advanced procedures (enhancements).

Step 4 Clean-up polish on skin or cuticle area of mannequin hand if necessary.

Note: A French Polish has been eliminated from the exam and will not be performed.

FINAL STEP CLEAN UP OF WORK AREA

Step 5 When you have completed the polish application, clean your work area and repack all supplies.

Unless otherwise instructed, you may discard your disposables on the way out of the exam room.