



THE OHIO STATE BOARD OF COSMETOLOGY

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Testing Information Packet (TIP) NAIL TECHNICIAN PRACTICAL

Examination Admittance Information:

Candidates **MUST** bring their Board issued photo containing Board seal and identification number, along with one of the following forms of identification: current, valid driver's license, State or Federal issued picture ID, military ID, passport, current year school ID with date. Failure to comply will result in candidate being required to reschedule examination date. Both forms of pictured identification must be presented before test results will be issued.

Candidate who arrive after the initial examination check-in process is complete will **NOT** be permitted admittance into any exam. The candidate will be required to reschedule their entire examination.

If you do not attend your scheduled examination date or cannot be admitted to the examination for any reason, your examination fee will be forfeited. To be rescheduled for an examination you must submit a **Reschedule Form** and an additional fee. Examination fees are non- refundable and cannot be transferred to another examination date.

No Smoking Policy: The use or disposal of tobacco products is prohibited in the building or on the premises of the Board office. Candidates/Guests of the Board may use tobacco products in their own vehicles.

Exam Center Rules:

- Manufacturer's labels are required on all disinfectants and hand sanitizers. Disinfectant labels must state EPA registered, Hospital Effective, and list bactericidal, virucidal, and fungicidal and be effective against HIV-1 and human Hepatitis B Virus or Tuberculocidal. Labels must be original/ photocopied and legible. *Hand written or typed labels are NOT acceptable.*
- Candidates must follow all appropriate infection control and public protection procedures during all phases of the examination. In the event of a blood spill candidates will be expected to follow the Universal Precaution Guidelines.
- Leaving an examination room without permission is not permitted. Permission must be obtained to leave the examination area for any reason, including restroom breaks or upon the completion of the examination.
- Candidates are required to bring their own supplies. All supplies should be in a sanitary condition. This includes the required implements in proper working order, mannequin heads/hands, and any supplies required to complete the examination.

Prohibited Acts During Any Portion of Examination:

- Cellular phones, pagers, etc. are **NOT** permitted to be in use in any examination room.
- Texting during any portion of examination including during restroom breaks.
- Printed materials, handwritten notes, and itemized supply/procedure list(s) are **NOT** permitted in any examination room.
- Writing on hands, arms, legs, etc. that could aid in the answering and/or performing of any portion of the exam.
- Numbering of products and/or supplies to aid in proper order to be used during any procedure.
Buffers that are numbered are NOT permitted. (EX. Side 1/fine Side 2/ Medium Side/3 Course)
- Unauthorized replication of test materials for distribution and/or future use.
- Talking to other candidates and/ or borrowing supplies during the examination process.

Failure to comply with any of the prohibited acts or exam center rules will result in dismissal from the examination. If dismissed, there will be a thirty (30) day period before a reschedule would be permitted.

Nail Liquid (Monomer) Requirements:

Due to the health and safety issues associated with Methyl Methacrylate (MMA); it is required that all candidates use an **ODOR FREE** liquid nail product for the examination. Failure to comply with this requirement at any time during the examination will result in dismissal from testing.

**Candidates are required to use a mannequin(s) for all portions of the practical examination.
Live models are not permitted.**

Mannequin(s) Hand Requirements:

Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examination. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. Instructions for making a glove hand for the exam can be found on our website.

All mannequin hands will be checked prior to the start of the examination. Candidates with mannequin hands not meeting the proper requirements will be dismissed from the exam and required to reschedule.

Candidates who select to bring two (2) hands for the examination are required to have both hands checked prior to the beginning of the testing.

SUGGESTED GENERAL SUPPLIES

Hand Sanitizer
Disinfectant (See Standards page 1)
First Aid Supplies (Blood Spill Kit)
Disposal bags (1-2)
Protective gloves
Towels (cloth/paper)
Bowl
Tissues/Cotton products
Orangewood Sticks
Cuticle Remover
Cuticle Oil
Massage Product
Polish supplies (Dark polish required)
Nail filing and Buffing implements
Metal manicure implements
Nail Tips
Adhesive/Glue
Wrap Material
Accelerator
Dehydrator/Cleanser
Primer
Liquid/Powder Nail Product
Sculptured Nail Forms
Acrylic Brush

NAIL TECHNICIAN REFERENCES

Salon Fundamentals Nails 2007

www.pivot-point.com

Milady Standard Nail Technology 2011

www.milady.cengage.com

Nail Technician Examination

The nail technician practical examination will be comprised of the following five (5) areas. All candidates will be evaluated on the following tasks:

SET UP AND CLIENT PROTECTION (15 MINUTES)

Verbal Instructions:

Following all infection control and safety guidelines, you will now set up all of the supplies that will be used through out your exam.

Nail liquid must be odor free.

Using a nail liquid with an odor will result in your dismissal from this exam. This procedure is 15 minutes; you will be informed when you have 10 and 5 minutes remaining.

Procedure:

Disinfects work area

Disposes of all soiled materials

Sanitizes hands

All sanitizers and disinfectants displays manufacturers label in English

All manicure products/supplies labeled in English

Implements/tools are visibly clean

Follows all infection control guidelines

Maintains work area in a safe manner

BASIC MANICURE (20 MINUTES)

Verbal Instructions:

You will now perform the basic manicure including the polish procedure, of this exam.

Upon completion of each procedure of this exam, please turn the mannequin Maint hand toward the front to indicate that you are finished.

After the examiner has evaluated your manicure procedure, you will be instructed to remove your polish to prepare your hand for the next procedure.

This procedure is 20 minutes; you will be informed when you have 10 and 5 minutes remaining.

Procedure:

Sanitizes hands

Sanitizes mannequin hand

Shapes free edge from corner to center safely

Length and shape of nails is changed and uniform

Fingers are completely immersed in water

Hand dried completely

Cuticle cream or remover applied using infection control guidelines

Properly pushes back cuticle

Cleans under free edge

Demonstrates proper use of nippers

Properly buffs nails

Cuticle oil applied using infection control guidelines

HAND MASSAGE

Massage product applied using infection control guidelines

Palm, fingers and back of hand massaged

Hand is massaged with continuous contact

Massage product removed from entire nail/skin

POLISH

Base coat is applied to the entire nail plate

Dark nail polish is applied to the entire nail plate

Top coat is applied to the entire nail plate

FINAL APPEARANCE

Polish is smooth and even on nail plate

Skin and cuticle are free of polish

END OF TASK

Disposes of soiled materials

Follows all infection control guidelines

Maintains work area in a safe manner

NAIL TIP (20 MINUTES)

Verbal Instructions:

You will now perform the nail tip procedure of this exam.

You will apply a nail tip to the index finger.

This procedure is 20 minutes; you will be informed when you have 10 and 5 minutes remaining.

Procedure:

All nail tip products/supplies labeled in English

Implements/tools are visibly clean

Shine is removed from nail plate

Nail dehydrator/cleanser is applied to nail plate

Uses nail adhesive to attach nail tip to nail plate

½ of nail plate remains uncovered

Nail tip is safely trimmed to desired length

FILING

Shapes free edge

Blends tip to nail plate

FINAL APPEARANCE

Surrounding skin is free from adhesive

Nail plate and nail tip are same width

Finished tip is smooth and even

END OF TASK

Disposes of soiled materials

Follows all infection control guidelines

Maintains work area in a safe manner

NAIL WRAP (20 MINUTES)

Verbal Instructions:

You will now perform the nail wrap procedure of this exam.

You will apply the nail wrap on the middle finger.

This procedure is 20 minutes; you will be informed when you have 10 and 5 minutes remaining.

Procedure:

All nail wrap products/supplies labeled in English

Implements/tools are visibly clean

Shine is removed from nail plate

Nail dehydrator applied to nail plate

Cut wrap material to size and shape of nail plate

Applies wrap resin to nail plate

Applies wrap material over nail plate

Trims excess wrap material with scissors

Resin is applied over nail wrap

Resin accelerator is applied over nail wrap

Second coat of resin is applied

Second coat of resin accelerator is applied

FILING

Shapes and refines nail wrap

Buff's nail wrap

Nail oil applied using infection control guidelines

FINAL APPEARANCE

Wrap covers entire nail plate

Surrounding skin is free of resin

Finished nail is smooth and even

END OF TASK

Disposes of soiled materials

Follows all infection control guidelines

Maintains work area in a safe manner

SCULPTURED NAIL (20 MINUTES)

Verbal Instructions:

You will now perform the sculptured nail procedure of this exam.

You will apply a sculptured nail to the ring finger.

This procedure is 20 minutes; you will be informed when you have 10 and 5 minutes remaining.

Procedure:

All sculptured nail products/supplies labeled in English

Implements/tools are visibly clean

Shine is removed from nail plate

Cleanses nail plate

Applies form snugly under free edge

Applies primer only to natural nail plate

Applies product to extend the free edge

Applies product to completely cover nail plate

Filing

Shapes free edge

Files on top of nail plate to balance

Buff's nail

Nail oil applied using infection control guidelines

Final Appearance

Finished nail is smooth and even

Nail is balanced, contoured and tapered

Nail plate is covered by product

Surrounding skin is free of product

END OF TASK

Disposes of soiled materials

Follows all infection control guidelines

Maintains work area in safe manner

Examination Dress Code Requirements

All students must be dressed in professional attire in order to be admitted to sit for the State Board licensure examination(s). Please see the guidelines below for a complete definition on the dress code requirement of the Ohio State Board of Cosmetology.

Ohio Administrative Code 4713-5-28

Attire for applicants taking examinations at the board

(A) All applicants shall wear professional clothing when scheduled to take the state exam at the board exam center.

(1) Applicants shall be dressed in professional attire in order to be admitted to the testing center.

(2) Clothing that is comfortable and practical for work, such as pants or a skirt or school uniform and clean shoes are acceptable attire. A clean smock or apron may be worn over professional attire.

(3) Excluded from the definition of "professional attire" are tank tops, t-shirts with offensive language, beach wear, torn, dirty or tattered clothing or clothing that reveals the midriff or lower back and clothing that is extremely low cut.

(B) An applicant not admitted to the test center due to attire shall be dismissed, and required to reschedule for the state examination. Students dismissed due to attire on a second occasion shall be dismissed from the examination, and shall be required to pay a reschedule fee before being permitted to reschedule for an examination.