



NATIONAL NAIL TECHNICIAN (MANICURIST) PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

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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.
- Talking with other candidates or the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions 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 examination coordinator.
- Manufacturer's labels are required on all disinfectants and sanitizers.

MODEL OR MANNEQUIN(S)

Depending on the state, candidates will either use a live model or a mannequin hand(s) for the examination.

** Please refer to State guidelines.*

***If your state permits a live model:**

Models must be at least 15 years of age and cannot be licensed or a student studying in this field. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all services in the practical examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

***If your state permits a mannequin hand(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:

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 supplies for the basic manicure section of this examination."
"You will perform the client protection section of this examination."
"You will be expected to follow all 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

- Disinfects work area or uses protective covering
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

MANICURE
(20 minutes)

Verbal Instructions:

"You will now perform the basic manicure section of this examination on one hand only."
"You will be observed for cuticle pushing, filing, massage, and the final appearance of the nail."
"Do not apply polish until instructed to do so."
"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

- Holds skin away from sides of nails while filing
- Files nails from outside edge to center
- Avoids filing too deeply into corners
- Establishes uniform length
- Establishes uniform shape

Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand, nails, and cuticles
- Applies cuticle cream or remover
- Pushes back cuticle area safely
- Cleans under free edge safely
- Buffs nail
- Applies cuticle oil

Demonstration of Hand Massage

- Applies massage product
- Maintains continuous contact while massaging hand
- Massages palm, back of hand, and fingers
- Cleanses massage product from each nail including hyponychium

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 be observed for preparation, infection control, application, filing and the final appearance of the nail."
"You will apply a nail tip to one nail only."
"You may select any nail on the hand."
"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

- Sets up work area with supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle area of dust (e.g., using paper towel, cotton, towel, etc.)
- Selects a nail tip that matches width of natural nail
- Glues nail tip to natural nail
- At least 1/2 of natural nail plate remains uncovered
- Trims nail tip safely

Demonstration of Filing

- Holds skin away from sides of nail while filing
- Shapes free edge safely
- Files on top of nail plate

Final Appearance of Nail

- Cuticle area and skin surrounding nail are free from glue
- Tip is blended safely
- Hyponychium is free from glue
- 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 wrap the nail to which you have just applied the tip.”

“You will be observed for preparation, infection control, application, filing, and the final appearance of the nail.”

“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

- Sets up work area with supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle area of dust (e.g., using paper towel, cotton, towel, etc.)

Application of Nail Wrap Product

- Applies glue to nail plate
- Applies material over nail plate
- Trims material to fit nail plate safely
- Applies glue over nail wrap

Demonstration of Filing

- Holds skin away from sides of nail while filing
- Files nail safely
- Buffs nail

Final Appearance of Nail

- Finished nail is smooth and even
- Natural nail is covered by product
- Cuticle area remains free of 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

SCULPTURED NAIL
(20 minutes)

Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless or low odor 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”

Read these instructions after the 2 minute set-up time:

“All candidates are required to use odorless or low odor products for the sculptured nail section of this examination. Each candidate will be instructed to open their sculptured nail liquid to ensure that all candidates are complying with this requirement.”

Verbal Instructions:

“You will now perform the sculptured nail section of this examination.”

“You will apply one sculptured nail using an odorless or low odor product.”

“You will be observed for preparation, infection control, application, filing, and the final appearance of the nail.”

“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

- Sets up work area with supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle area of dust (e.g., using paper towel, cotton, towel, etc.)

Application of Sculptured Nail Product

- Applies nail form to fit snugly under free edge
- Wears gloves and safety glasses during application of primer
- Applies primer safely
- Applies product to extend free edge
- Applies product to cover nail plate

Demonstration of Filing

- Holds skin away from sides of nail while filing
- Files on top of nail plate to shape and balance nail safely
- Avoids filing too deeply into corners
- Buffs nail

Final Appearance of Nail

- Finished nail is smooth, even, and beveled
- Curve of nail is balanced
- Natural nail is covered by product
- Skin surrounding nail remains free of 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 apply red polish to **all** nails on the manicured hand.”
 “You will be expected to follow all 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 work area with supplies labeled in English

Application of Polish

- Applies base coat to nail plate
- Applies red polish
- Applies top coat

Final Appearance of Nails

- Polish covers entire nail plate
- Polish application is smooth
- Applies base coat, polish, and top coat so that product does not remain on skin

Safety and Infection Control

- Disposes of soiled materials using infection control procedures (e.g., cotton that removes polish around nails)
- 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/glue
- nail wrap material (non pre-cut fabric)
- filing and buffing implements
- scissors

SCULPTURED NAIL SUPPLIES

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

POLISH SUPPLIES

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

NAIL TECHNICIAN REFERENCES

Milady’s Standard Nail Technology, 2007

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

NIC Health and Safety Standards
 NIC, Inc., October 2002
www.nictesting.org

OPTIONAL REFERENCES

Milady’s Standard Textbook of Cosmetology, 2004

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

Salon Fundamentals, Cosmetology, 2002
 Pivot Point International, Inc.
 Evanston, IL 60201
 (800) 886-4247
www.pivot-point.com

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