
Nail Technician/Manicurist Candidate Briefing and Verbal Instructions

At the beginning of the examination, please read the following statements:

“Good morning/afternoon. On behalf of _____ we would like to welcome you. As NIC certified examiners, we have been directed to read the instructions for each area of the examination. All candidates participating in the performance examination will be given the same instructions.

Once the examination has started, you will only be able to leave the testing area with the permission of your examiner.

Restrooms are located _____; drinking water is located _____. If you find it necessary to leave your work area, raise your hand and an examiner will assist you. You will need to sign out, and sign in. The examinations will continue and you will not be permitted extra time. Only one person at a time may leave, so please return as quickly as possible.

In the event of an emergency, the emergency exits are located _____.

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.

During all sections of the practical examination you will be expected to follow all safety and infection control procedures. You will also be scored for proper draping and proper care and handling of implements. You are evaluated at all times.

You are responsible for having all the needed supplies.

Please take notice that the NIC Health and Safety Standards are posted and a first aid kit is available in the event of a blood spill.

Please turn off all cellular phones, pagers, and electronic devices while in the examination room.

You will be given 10 minutes for client protection and to setup the general supplies that you will use throughout your examination. For safety reasons please place kits and all supplies underneath your work area. Before each section of your examination you will have 2 minutes to remove the supplies from your kit in preparation for the next section of your examination. Please only remove your supplies from your kit during the 2-minute time frame. Do not begin any procedures until the verbal instructions have been read for each section of the examination and you are instructed to begin.

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.”

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."*

Note to examiners: Please read the following statement if all candidates have turned the hand toward the examiner to indicate that they have completed the section before the timing has elapsed:

"All candidates have turned the hand toward the examiner to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination."

BASIC 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 infection control, cuticle pushing, filing and massage."

"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."*

Note to examiners: Please read the following statement if all candidates have turned the hand toward the examiner to indicate that they have completed the section before the timing has elapsed:

"All candidates have turned the hand toward the examiner to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination."

NAIL TIP APPLICATION

(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.”*

Note to examiners: Please read the following statement if all candidates have turned the hand toward the examiner to indicate that they have completed the section before the timing has elapsed:

“All candidates have turned the hand toward the examiner to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”

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.”*

Note to examiners: Please read the following statement if all candidates have turned the hand toward the examiner to indicate that they have completed the section before the timing has elapsed:

“All candidates have turned the hand toward the examiner to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”

SCULPTURED NAIL

(20 minutes)

Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless sculptured nail products be used for the practical examination.

Verbal Instructions for Set-Up:

“You have 2 minutes to setup 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 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.”

Note to examiners:

Please check the liquid of the group of candidates that you will not be grading. Please inform any candidates if their product is not odorless and they are not permitted to use it. Tape the cover of the non-odorless liquid shut so that it is not usable.

Verbal Instructions:

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

“You will apply one sculptured nail using an odorless 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.”*

Note to examiners: Please read the following statement if all candidates have turned the hand toward the examiner to indicate that they have completed the section before the timing has elapsed:

“All candidates have turned the hand toward the examiner to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”

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.”*

Note to examiners: Please read the following statement if all candidates have turned the hand toward the examiner to indicate that they have completed the section before the timing has elapsed:

“All candidates have turned the hand toward the examiner to indicate that they have completed this section of the examination, we will now proceed to the next section of the examination.”

CANDIDATE SUMMARY AND FINAL CLEANUP

At the conclusion of the examination, please read the following statements:

“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.”