



CALIFORNIA NAIL TECHNOLOGY
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

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The National Nail Technology Practical Examination is the licensure examination for Nail Technicians, which is developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains **IMPORTANT INFORMATION** regarding the NIC National Nail Technology Practical Examination content and administration.

PLEASE REVIEW ALL INFORMATION CAREFULLY!

IMPORTANT INSTRUCTIONS

- All candidates must present a current valid government issued photographic identification for admittance to the examination. Acceptable forms of identification are as follow: photographic driver license (any state), state identification card (issued by the state Department of Motor Vehicles (any state), U.S. military identification, unexpired valid passport – any country (valid foreign passport with valid record of arrival/departure form I-94 or processed for I-151 stamped in a valid foreign passport), Permanent Resident Card, U.S. Immigration and Naturalization issued identification.
- 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. Picture ID is required for re-entry into examination.
- Candidates are required to bring a kit for their own use.
 - It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
 - The kit will be used during the examination as dry storage and is considered part of the work area. **The kit must be kept closed** (e.g., completely zipped or lid tightly closed) except when removing materials for a particular service.
 - Candidates may remove items, supplies, etc., from the kit at any time, however nothing may be returned to the kit.
- Candidates are evaluated at all times. Continue working until you have completed the entire section or time has elapsed.
- The verbal instructions will be read twice for each section of the examination.
 - With the exception of verbal instructions, the proctors and examiners are not allowed to communicate with candidates.
 - If you have an emergency situation please notify the proctor or examiner.
- Candidates will be given time to set up the universal (also known as general) supplies that they will use for the examination.
- Each section of the examination has a maximum time allowance, except for those specified as untimed sections.
 - Once you have completed all tasks in the section please step back or 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.
 - If the timer goes off, you must stop working and step back or turn the hand toward the examiner

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure, candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
 - *Be sure to check the Board’s website to obtain the most current version of, and any addendums, to the NIC Health and Safety Standards.*
 - **If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination.**
- The following provides examples of materials and actions that are prohibited during the examination administration:
 - Possession of cellular phones, pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Exhibiting disruptive behavior.
 - Communicating to other candidates or any examiner.
 - *The above referenced items or actions are not an exhaustive list. Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in your immediate dismissal from the examination and your actions reported to the proper authorities.*
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers’ labels must be in English but may also include other languages. All non-manufacturer created labels must be in English only.
 - Original manufacturer’s labels are required for certain products such as disinfectants and hand sanitizers.
 - An EPA-registered, hospital-grade disinfectant that demonstrates bactericidal, fungicidal, and virucidal properties must be used. Please refer to the “Suggested Examination Supplies” section to see specific requirements for supplies and products.
 - Simulated products are NOT allowed for disinfectants and hand sanitizers.
 - No aerosols are allowed in the testing environment.
 - There is a section titled “Suggested Examination Supplies” provided following the “Content Domains” section of this bulletin.

MANNEQUIN(S).

California Manicurist candidates are required to use a mannequin hand(s) for all services required on the practical examination.

It is the candidate’s responsibility to come prepared for the practical examination with their mannequin hand(s) with artificial nail tips attached.

Note: Mannequin hands with removable digits/fingers are NOT permitted during the examinations. Prior to reporting to the examination candidates MUST apply a set of artificial nail tips to the mannequin hand(s). The artificial nail tips must cover the entire nail bed of each finger.

SPECIAL ATTENTION!

The following information is vital and specific to the
National Nail Technology Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. You are required to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled “to be disinfected”
 - Container labeled “soiled linens”
 - Container labeled “trash”
- It is specified that there is **more than one client** represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Nail Technology Practical Examination Content Domains section).
- The examination includes a blood exposure procedure section (see Nail Technology Practical Examination Content Domains below and Content Domain 6 Blood Exposure Procedure).

**NAIL TECHNOLOGY PRACTICAL
EXAMINATION CONTENT DOMAIN SECTIONS**

The scope of the National Nail Technology Practical Examination includes 6 (six) core domain sections. The Core Domain Sections are based on the national job analysis.

1. Work Area and Client Preparation, and Set Up of Supplies (First client) (15 minutes)
2. Manicure and Polish Application (20 minutes)
3. Work Area and **New Client** Preparation, and Set Up of Supplies (Second client) (10 minutes)
4. Nail Tip Application and Blending (20 minutes)
5. Sculptured Nail (20 minutes)
6. Blood Exposure Procedure (10 minutes)

**NAIL TECHNOLOGY PRACTICAL EXAMINATION TASK LINES
AND VERBAL INSTRUCTIONS**

1. WORK AREA AND CLIENT PREPARATION AND SET UP OF SUPPLIES (15 minutes)

Verbal Instructions: Read to all candidates:

“You will prepare and set up your work area for your client.”

“You will set up the universal supplies that you will use throughout the examination.”

“You will also set up the supplies for the manicure and polish application.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 15 minutes to complete this section.”

“You will be informed when you have 8 minutes remaining.”

“Turn the hand toward the examiner to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 1.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant
- 1.2 Sanitizes hands with product labeled in English (manufacturer’s label)
- 1.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Verbal Instructions: Read if all candidates indicated that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Verbal Instructions: Read if the timer goes off before all candidates have indicated they have completed the section of the exam before the time has elapsed:

“Please stop working.”

2. MANICURE AND POLISH APPLICATION (20 minutes)

Verbal Instructions: Read to all candidates:

“You will now perform manicure and polish application.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Turn the hand toward the examiner to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 2.1 Manicure supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 2.2 Implements and supplies are visibly clean
- 2.3 Sanitizes hand to be manicured with product labeled in English (manufacturer’s label)
- 2.4 Shapes free edge to establish uniform length and shape
- 2.5 Immerses all fingernails in bowl of water
- 2.6 Applies cuticle remover
- 2.7 Pushes back cuticle
- 2.8 Cleans under free edge
- 2.9 Brushes or wipes nails to remove product or remaining debris
- 2.10 Buffs nail
- 2.11 Applies cuticle oil
- 2.12 Applies massage product
- 2.13 Performs massage on the fingers, top and palm of the hand demonstrating at LEAST 2 different types of massage movements
- 2.14 Cleanse each nail plate with appropriate solution (i.e., nail dehydrator, alcohol, nail prep solution)
- 2.15 Applies base coat to cover entire nail plate
- 2.16 Applies red polish to cover entire nail plate
- 2.17 Applies top coat to cover entire nail plate

Verbal Instructions: Read if all candidates have indicated they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

“Please stop working and do nothing until the next verbal instructions are given.”

- 2.18 Final appearance of polish is smooth and even
- 2.19 Nail plate is entirely covered with red polish
- 2.20 Cuticle and surrounding skin are free of polish and free of injury

Verbal Instructions: Read to each candidate individually once the final appearance of nail has been examined:

“Please do nothing until the next verbal instructions are given.”

Verbal Instructions: Read to all candidates when examiners have finished checking the final appearance of the nails:
“You will have 5 minutes to remove the polish from all nails and properly dispose of supplies used in the previous section of the examination.”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will be informed when you have 2 minutes remaining.”
“Turn the hand toward the examiner to indicate you have finished.”

- (1) “The instructions will be repeated.”
- (2) “You may begin.”

2.21 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)

Verbal Instructions: Read to all candidates:
“You will prepare your work area for a **NEW** client.”
“You will set up your work area with the universal supplies that you will use for the remainder of the examination.”
“You will also set up for the following sections:
 nail tip application and blending
 sculptured nail”
“You will be expected to follow all client protection, safety and infection control procedures.”
“You will have 10 minutes to complete this section.”
“You will be informed when you have 5 minutes remaining.”
“Turn the hand toward the examiner to indicate you have finished.”

- (1) “The instructions will be repeated.”
- (2) “You may begin.”

Candidates will be evaluated on the following tasks:

- 3.1 Disinfects all work areas completely with product labeled in English (manufacturer’s label) as EPA-registered, hospital-grade disinfectant
- 3.2 Sanitizes hands with product labeled in English (manufacturer’s label)
- 3.3 Universal supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 3.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Verbal Instructions: Read if all candidates have indicated they have completed the section before the timing has elapsed:
“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Verbal Instructions: Read if the timer goes off before all candidates have indicated they have completed the section of the examination:
“Please stop working.”

4. NAIL TIP APPLICATION AND BLENDING (20 minutes)

Verbal Instructions: Read to all candidates:

“You will now perform nail tip application and blending.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will apply the nail tip to the _____ finger.” (DO NOT READ: Note to Proctor - Choose any finger)

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Turn the hand toward the examiner to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 4.1 Nail tip application and blending supplies are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language. Any other created label must be only English.)
- 4.2 Implements and supplies are visibly clean
- 4.3 Sanitizes mannequin/model hand with product labeled in English (manufacturer’s label)
- 4.4 Removes residual nail polish from nail plate with appropriate solution
- 4.5 Removes shine from nail plate
- 4.6 Removes dust from nail plate
- 4.7 Applies nail dehydrator product to nail plate
- 4.8 Selects full-well tip and attaches to nail plate of assigned finger
- 4.9 Trims and shapes nail tip
- 4.10 Blends and finishes nail tip

Verbal Instructions: Read if all candidates have indicated they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

“Please stop working and do nothing until the next verbal instructions are given.”

- 4.11 Result of tip selection and application
- 4.12 Cuticle and surrounding skin are free of adhesive (cuticle, surrounding skin, hyponychium)
- 4.13 Appearance of finished nail tip

Verbal Instructions: Read to each candidate individually once the final appearance of nail has been examined:

“Please do nothing until the next verbal instructions are given.”

- 4.14 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Verbal Instructions: Read to all candidates once the assessment has been completed for each candidate and it is time to proceed to next section of examination:

“All examiners have indicated they have completed their assessment and we will now proceed to the next section of the examination.”

5. SCULPTURED NAIL (20 minutes)

Verbal Instructions: Read to all candidates:

“You will sculpt a nail on the _____ finger.” (DO NOT READ: Note to Proctor - Choose any finger)

“You must use a manufacturer sealed, odorless product.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Turn the hand toward the examiner to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 5.1 Sets up sculptured nail supplies. Polymer, monomer, and primer MUST be in original container and have manufacturer’s label in English.
- 5.2 Implements and supplies are visibly clean
- 5.3 Removes shine from nail plate
- 5.4 Cleanses and dehydrates nail plate
- 5.5 Applies nail form to fit snugly under free edge
- 5.6 Applies nail primer to nail plate
- 5.7 Sculpt a nail to extend the free edge of assigned finger
- 5.8 Shapes, contours and finishes sculptured nail

Verbal Instructions: Read if all candidates have indicated they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:

“Please stop working and do nothing until the next verbal instructions are given.”

- 5.9 Appearance of finished sculptured nail is smooth, balanced, and even
- 5.10 Cuticle and surrounding skin are free of sculptured product (cuticle, surrounding skin, hyponychium) and remain undamaged

Verbal Instructions: Read to each candidate individually once the final appearance of nail has been examined:

“Please do nothing until the next verbal instructions are given.”

- 5.11 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Verbal Instructions: Read to all candidates once the assessment has been completed for each candidate and it is time to proceed to next section of examination:

“All examiners have indicated they have completed their assessment and we will now proceed to the next section of the examination.”

6. BLOOD EXPOSURE PROCEDURE (Untimed)

Verbal Instructions: Read to all candidates:

“You will now demonstrate the blood exposure procedure.”

“You will imagine the following scenario: During a service, your client has sustained a minor cut to the thumb. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.”

“You will be expected to follow all client protection, safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Step back to indicate you have finished.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

- 6.1 Blood exposure supplies and materials are labeled in English (If original manufacturer’s label is present, it must have English and may be multi-language, any other created label must be only English)
- 6.2 Removes materials from first aid kit
- 6.3 Supplies and materials are visibly clean
- 6.4 Candidate wears gloves
- 6.5 Cleans injured area with antiseptic (e.g., alcohol, hand sanitizer)
- 6.6 Covers with dressing that is absorbent and secured
- 6.7 Disposes of all contaminated supplies

Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

CANDIDATE SUMMARY AND FINAL CLEAN UP

Verbal Instructions: Read at the conclusion of the examination:

“This concludes the National Nail Technology Practical Examination.”

“Make sure that all kit supplies and hazardous materials are taken with you.”

“Do not dispose of hazardous materials or chemicals in the trash receptacles or restrooms.”

SUGGESTED EXAMINATION SUPPLIES

All supplies must be labeled in English. No other languages can be present unless an original manufacturer's label is present. Original manufacturers' labels must be in English but may include other languages. All other created labels must be in English only.

UNIVERSAL SUPPLIES (Also known as General Supplies)

- dry storage kit/container
- hand sanitizer with real product and manufacturer's label
- mannequin hand with artificial nail tips attached to complete nail bed (must be entire hand, cannot have digital or removable fingers)
- EPA-registered disinfectant with real product and manufacturer's label that demonstrates bactericidal, fungicidal and virucidal properties must be used
- container labeled "to be disinfected"
- container labeled "soiled linens"
- container labeled "trash"
- cloth and paper towel(s)
- polish remover
- cotton
- first aid kit
- tape
- #2 pencil

BASIC MANICURE AND POLISH SUPPLIES

- bowl for water (finger bowl)
- cuticle cream/remover
- files and/or buffers
- cuticle pusher
- nail brush
- massage product
- cuticle oil
- nail cleanser (i.e., nail dehydrator, alcohol, or nail prep solution)
- base coat
- top coat
- red polish
- polish remover
- cotton
- spatula(s)

NAIL TIP APPLICATION AND BLENDING SUPPLIES

- full-well nail tips
- nail tip clipper
- adhesive
- files and/or buffers
- cuticle oil
- cotton
- polish remover

SCULPTURED NAIL SUPPLIES

- sculptured nail products – monomer, polymer, and primer
Monomer must be odorless, and factory sealed in its original container with manufacturer's label.
Polymer and primer must be in its original container with manufacturer's label.
- sculptured nail brush
- dappen dishes
- files and/or buffers
- sculptured nail form(s)
- nail prep solution
- cuticle oil
- cotton

BLOOD EXPOSURE PROCEDURE SUPPLIES

- first aid kit
- bag for disposal of blood-contaminated materials

NAIL TECHNOLOGY REFERENCES

PRIMARY REFERENCES

Salon Fundamentals – Nails
2007, 10th printing, 1st Edition, June 2013
Pivot Point International, Inc.
World Headquarters
1560 Sherman Avenue, Suite 700
Evanston, IL 60201
800-886-4247
www.pivot-point.com

Milady's Standard Nail Technology
2011, 6th Edition
Milady
5 Maxwell Drive
Clifton Park NY 12065-2919
www.milady.cengage.com

Nails – Exhibits of Art
2007 2.1 Edition
CLiC INTERNATIONAL
396 Pottsville/Saint Clair Highway
Pottsville PA 17901
www.clicusa.com

NIC Infection Control and Safety Standards
Adopted 1998; Revised October 2002, Revised August 2014
National-Interstate Council of State Boards of Cosmetology
[http://nictesting.org/memberinfo/NIC Health & Safety Standards- Aug 2014.pdf](http://nictesting.org/memberinfo/NIC_Health_&_Safety_Standards- Aug_2014.pdf)

SUPPORTING REFERENCES

Salon Fundamentals – Nails

2007, 7th printing, 1st Edition, October 2011

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

800-886-4247

www.pivot-point.com

Milady's Standard Nail Technology

2007, 5th Edition, Revised Edition

Thompson Delmar Learning Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

www.milady.com

Nails – Exhibits of Art

2007 1st Edition

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