

# Kansas Manicurist Exam

## Candidate Information Bulletin



# Introduction

Thank you for participating in the State of Kansas licensing process. To obtain your license, the Kansas Board of Cosmetology (KBOC) requires you to pass a written and a practical exam after you complete your program.

**Read this entire Candidate Information Bulletin.** It has information you need to complete the exam process. You can also find this information online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

This Candidate Information Bulletin (CIB) includes written and practical exam information. There are checklists for your use on the last pages of this Candidate Information Bulletin to make sure you are bringing what you need on your practical exam day.

National Testing Network is contracted to administer the examinations and provide candidate services for the State of Kansas. To submit a question, click the ““Contact Support”” link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

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## EXAMINATION REQUIREMENTS

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<b>Requirements to Sign Up for an Exam</b>	You must be at least 17 years of age and within 80 hours of completing your program to sign up for your exam.
<b>Requirements on the Day of Your Exam</b>	On the day you come to take the exam, you must have finished your program and all of your hours must be reported by your school or referring program on the <a href="http://www.cosmetologykansas.com">www.cosmetologykansas.com</a> website.
<b>Required Identification</b>	<p>For entry into your exam, you are required to provide originals of two (2) of the below qualifying pieces of identification. The types listed below are the <b>only</b> forms that will be accepted for entrance into your examination. <b><i>Your name (and date of birth, if listed) on the ID are required to match your name and date of birth exactly as they appear in your online account when you arrive at the test site.</i></b> If your name or date of birth is incorrect in our system, please contact us prior to your testing date by clicking on the “Contact Support” link at (<a href="http://www.cosmetologykansas.com">www.cosmetologykansas.com</a>).</p> <ul style="list-style-type: none"><li>• <b>Two</b> forms of government issued identification (see below) are required.<ul style="list-style-type: none"><li>○ <b>One</b> piece of identification must include a current photo.</li></ul></li><li>• Your name is <b>required</b> to match on both forms unless you also bring documentation of name change (<i>for example, official court document indicating name change, etc.</i>).</li></ul> <p><b>*Note: Your ID may be scanned into our system.</b></p>
<b>Accepted as Identification</b>	<ul style="list-style-type: none"><li>• U.S. or international driver’s license or state issued ID card – valid, or expired within one year</li><li>• U.S. armed services ID card – with photo and signature</li><li>• U.S. or foreign passport – valid, or expired within one year (must have English characters for name and date of birth)</li><li>• U.S. Government issued visa – valid, or expired within one year</li><li>• Immigration ID – valid, with signature from the U.S. Citizenship and Immigration Service</li><li>• U.S. Certificate of Citizenship or Naturalization – with signature and photo</li><li>• U.S. Permanent Resident card – valid, with your signature and photo</li><li>• Tribal ID card</li><li>• US Veteran’s Administration ID card – valid with photo</li><li>• US Concealed weapons permit/Concealed carry license – valid with photo</li><li>• Certified birth certificate – original or certified document (must have English characters for name and date of birth) or Certified birth registration card</li><li>• Social Security card (not laminated), receipt of name change or Tax Payer ID Letter</li><li>• Voter’s card</li><li>• Medicare card/Medicaid card</li></ul>
<b><u>Original Identification With Photo</u></b>	
<b><u>Original Identification Without Photo</u></b>	

### Getting Started

To take your written and practical exams, you must be referred online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com) by your school, your apprenticeship program, or by the Kansas Board of Cosmetology. Your temporary username and password will be issued to them.

What to expect from your school or referring agency:

- They refer you online.
- They obtain and give you a temporary username and password.
- They report all of your completed curriculum hours on the website by the time you report for your exam.

As a candidate, it is your responsibility to:

- Make contact with your school, or the referring agency, to get the exam process started.
- Read and be familiar with this Candidate Information Bulletin by the day of your exam.
- Use your temporary username and password, given to you by your school or the referring agency, to create your own personal username and password online.
- Go online to schedule the date and time of your written and practical exams. (You need to use your personal username and password for scheduling both exams.)

### Exam Locations and Scheduling

Go to [www.cosmetologykansas.com](http://www.cosmetologykansas.com) to see exam locations and schedule your exam. Choose any available time and date at the location you prefer for both your written and practical exams. You may take your exams in any order. You must schedule exams yourself online. Walk-in candidates are not admitted to examinations and testing centers cannot schedule candidates.

### Payments

The practical exam fee is \$75, the written exam fee is \$75. Practical exam and written exam retests are \$75. Beginning November 15, 2017, the Blood Spill exam retest fee, once you have passed your practical exam, is \$50. You can pay by credit card online. If you cannot pay by credit card, log into your account at [www.cosmetologykansas.com](http://www.cosmetologykansas.com). Click on "I do not want to pay by Credit Card" and print the form you need. Send the completed form, along with your money order or cashier's check, to National Testing Network. In about two weeks you will receive a voucher via email that you can use to go online and schedule your exam.

## SCHEDULING AND TAKING THE EXAMS

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<b>Special Accommodations Requests</b>	<p>For those with special needs, Americans with Disabilities Act (ADA) accommodations are available. You may request accommodations by completing the "Request for Accommodations Form (Parts A and B)" when you log into your account online for the first time. Submit all completed documentation to National Testing Network by mail or fax (425-774-0829).</p> <p>National Testing Network Accommodation Request 18720 33rd AVE W Lynnwood, WA 98037</p> <p>All sections of the form must be completed; if one of the forms does not apply, please mark as "not applicable".</p> <p>Requests must be made in advance and supported by documentation from a physician. Requests must be made and accepted prior to scheduling your exams with accommodations. You will be notified of the result of your request.</p>
<b>Languages</b>	<p>The exams are offered in English.</p>
<b>Arrival Time</b>	<p>Make sure you have the correct date, time, and location of your exam. Arrive 30 minutes before your scheduled exam time so you have plenty of time for registration.</p>
<b>Late Arrival Policy</b>	<p>Entrance to the examination closes at test time. Candidates who arrive late will not be admitted. No exam will be delayed waiting for a late arrival. If you are late for your exam, you must go online to schedule and pay for another exam at a later date.</p>
<b>Getting Your License</b>	<p>Upon passing both exams, complete the following steps:</p> <p>Step 1: Log into your account at <a href="http://www.cosmetologykansas.com">www.cosmetologykansas.com</a></p> <p>Step 2: Click "Print Practitioner Application"</p> <p>Step 3: Mail application and payment to KBOC with any additional documentation required (address and payment information found in the application)</p> <p>Note: Application must be received and processed by KBOC in order to receive your license</p>
<b>Need Help?</b>	<p>If you need help with this process, please contact us anytime by clicking the "Contact Support" link on <a href="http://www.cosmetologykansas.com">www.cosmetologykansas.com</a>.</p>

## EXAM RULES

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<b>No Personal or Study Materials</b>	No personal or study materials are allowed in exam rooms at any time.
<b>Personal Belongings and Attire</b>	No purses, backpacks, hats, caps, visors (with the exception of religious apparel), hooded clothing, coats, shawls, heavy jackets or other personal belongings are allowed in exam rooms. Candidates must remove all jackets, sweaters, scarfs, or other bulky clothing. If you are wearing long sleeves they must be pulled up. National Testing Network assumes no responsibility or liability for any personal items in the facility.
<b>No Weapons</b>	No weapons of any kind (guns, knives, tasers, pepper spray, etc.) are allowed in the facility.
<b>No Digital Devices</b>	No digital devices (cell phones, pagers, mp3 players, data sticks, cameras, voice recorders, watches, etc.) are allowed in exam rooms.
<b>Talking</b>	During the exams, speak politely and only to test proctors and evaluators. Do not speak to other candidates. Raise your hand if you need assistance during an exam.
<b>No Cheating</b>	Cheating or falsifying information is not tolerated.
<b>No Disruptions</b>	No disruptive behavior or unnecessary noise is allowed. You may be escorted from the room and your exam voided if you are being disruptive.
<b>No Drinking, Eating, Chewing, or Smoking</b>	No eating, drinking, gum chewing, or smoking is allowed. No food or beverages may be brought into the exam facility. (Drinking water is available.)
<b>Stay Within Your Workstation</b>	Candidates and their test items must remain within the boundaries of their assigned workstations. Bending or leaning into someone else's work area is not allowed. You may be escorted from the room and your exam voided if you are disrupting another candidate's exam.
<b>No Breaks</b>	No breaks are given during exams. You must get permission from an evaluator or an administrator to leave your station.
<b>No Visitors</b>	Candidates are not allowed to have companions or visitors in the building.
<b>Rule Violations</b>	Any candidate who violates exam rules or who does not show respect for the professional exam setting will be required to leave the examination site; the opportunity to sit for the examination will be forfeited. Their exam will be voided and will not be scored. The exam fee will not be refunded. Those who cheat may also be responsible for damages based on copyright and trademark law violations. Violations can result in additional suspensions from testing or affect receiving a license.
<b>Appeals Process</b>	National Testing Network will consider appeals regarding significant procedural errors or adverse environmental conditions during exam administration. Please contact National Testing Network Customer Support within 15 days after the date of notification of exam results. The appeal must be made in writing and can be sent to <a href="mailto:support@nationaltestingnetwork.com">support@nationaltestingnetwork.com</a> or to Appeals Process, National Testing Network, 18720 33 <sup>rd</sup> Ave. W., Lynnwood, WA 98037.

## FREQUENTLY ASKED QUESTIONS

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<b>How and when do I find out about my exam results?</b>	Your exam results will be posted on your online account page within 5 business days after you complete your exam. The employees at exam locations do not have access to exam scores and cannot answer questions related to your performance on any exam.
<b>What is the passing score?</b>	Candidates are required to pass both the written exam and the practical exam to be licensed in the State of Kansas. Passing score for the written exam is 75. Passing score for the practical exam is 75. Candidates scoring less than 75 on the written exam must take the entire written exam again. Candidates scoring less than 75 on the practical exam must retake the entire practical exam again. Candidates who fail the Blood Spill portion of the practical exam may schedule another test and take the Blood Spill portion only.
<b>When can I retake an exam?</b>	If you do not receive a passing score, you can go online and sign up to retake the written exam or practical exam at any time.
<b>What is the cancellation and refund policy?</b>	Exam fees are not refundable. Exams can be rescheduled by clicking the “Contact Support” link on <a href="http://www.cosmetologykansas.com">www.cosmetologykansas.com</a> and submitting a support ticket a minimum of 7 calendar days prior to your exam date. Schedule changes are not allowed outside of the 7 day policy.
<b>What is the policy on extreme weather and emergency closure?</b>	<p>In case of extreme weather conditions or other emergencies that warrant closure of any testing center, you will be notified as soon as possible. When possible, you will be notified at least two hours before your scheduled time. After you receive notification, exams can be rescheduled by clicking the “Contact Support” link on <a href="http://www.cosmetologykansas.com">www.cosmetologykansas.com</a> and submitting a weather re-schedule support ticket.</p> <p><i>Ensuring that your contact information is correct in our system will help us reach you in a timely manner.</i></p>
<b>Is my score valid in other states?</b>	The State of Kansas has no control over what is accepted in other states.
<b>Do I have to take the exam for things that are not taught in my program?</b>	This is your state licensing exam. The exam tests for state requirements and the ability to perform services listed in Kansas State Law, as shown on the next page. You must be prepared for testing in all areas shown.

Following is an overview of licensing requirements covered in the exam process.

<b>Safety &amp; Sanitation</b>	The licensee/practitioner is required to observe and practice appropriate safety and sanitation, ensure that the salon is organized and sanitary (including floors, reception area(s), dispensaries, storerooms and bathrooms), to ensure that appropriate cleaning and sanitation products are available and properly labeled, chemicals are properly stored and labeled, and waste is disposed of properly.
<b>Implements, Tools &amp; Equipment</b>	The licensee/practitioner is required to observe and practice safe working practices and maintain all implements, tools and equipment in proper working order according to manufacturers' instructions.
<b>Chemical &amp; Facility Management</b>	The licensee/practitioner is required to understand and practice safe use and application, mixing, storage and dispensing of all chemicals, to properly label and store containers, prevent cross-contamination, use designated storage and waste removal for chemicals, and understand proper and appropriate first aid procedures.
<b>Nail Care &amp; Product Use</b>	The licensee/practitioner is required to properly recognize and identify nail disorders and diseases, including parasites and contagious and open wounds or other conditions that may preclude the rendering of or affect the outcome of services. Services include manicuring, pedicuring, nail tips, nail wraps, sculptured nails and polish application.



# Written Exam

## INTRODUCTION AND REFERENCE MATERIALS

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The written exam covers professional knowledge and laws that regulate cosmetology. All professional knowledge questions are covered in the references listed below.

1. *Milady's Standard Nail Technology*, Clifton Park, NY: Thomson Delmar Learning, 2011.
2. *Milady's Standard Nail Technology*, Clifton Park, NY: Thomson Delmar Learning, 2015.
3. *Salon Fundamentals: A Resource for Your Nail Care Career*, 2007. Evanston, IL: Pivot Point International, Inc.
4. Kansas Board of Cosmetology (2011, July). *General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology*. Retrieved June 1, 2013 from: <http://www.kansas.gov/kboc/CosmoStatsandRegs.htm>

## WRITTEN TEST ADMINISTRATION

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<b>Written Exam Time</b>	2 hours
<b>Computerized Testing</b>	The written exam is computer administered. You must be able to use a mouse and be familiar with basic keyboarding. Exam administrators will give clear instructions and can help if you have trouble using the computer. During your exam, you will be able to go back to any question and review and change your answer, if needed.
<b>Languages</b>	The written exam is offered in English.
<b>All Testing Materials are Provided</b>	All materials you need to take the written exam are provided to you by the test administrator at the time of your exam. No other materials or personal belongings are allowed in the exam room.

## TIPS FOR TAKING THE WRITTEN EXAM

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<b>Read directions</b>	Avoid careless errors by thoroughly reading and understanding the instructions before you begin.
<b>Read questions thoroughly</b>	Read every question carefully before you answer it. The most common reason people miss questions when they know the material is that they do not read the questions carefully.
<b>Read all answers before choosing</b>	Read all answers before making your choice. Even if you come to an answer that looks good, one of the answers below it may look better.
<b>Answer every question</b>	You might choose the right answer even if you are not sure. Rule out the answers you know are wrong and then make the best available choice.
<b>Don't spend too much time on one question</b>	If you have a hard time with a particular question, move on and make a note to come back to that question later.
<b>Double check answers</b>	If you finish early, use the remaining time to review and double-check your answers.

DETAILED WRITTEN EXAM CONTENT: MANICURIST

<p><b>Kansas State General Laws, Rules and Regulations</b></p> <p>25%</p>	<p>Laws, Rules and Regulations contained in the following publication: Kansas Board of Cosmetology (2011, July). <i>General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology.</i></p> <p>Retrieved June 1, 2013 from:  <a href="http://www.kansas.gov/kboc/CosmoStatsandRegs.htm">http://www.kansas.gov/kboc/CosmoStatsandRegs.htm</a></p>	
<p><b>Safety, Sanitation &amp; Infection Control</b></p> <p>40%</p>	<p>Prohibited practices</p> <p>Types of bacteria</p> <p>Immunity</p> <p>Viruses</p> <p>Parasites</p> <p>First Aid:</p> <ul style="list-style-type: none"> <li>• Blood spill procedures</li> <li>• Bodily fluids contact procedures</li> </ul>	<p>Methods of infection control:</p> <ul style="list-style-type: none"> <li>• Sanitation</li> <li>• Antiseptics</li> <li>• Disinfection</li> <li>• Sterilization</li> <li>• Solutions and formulations</li> </ul> <p>Products and chemicals use and storage:</p> <ul style="list-style-type: none"> <li>• Labeling</li> <li>• Removal from containers</li> <li>• Hazardous waste disposal</li> </ul>
<p><b>Implements, Tools &amp; Equipment</b></p> <p>6%</p>	<p>Foot spas</p> <p>Tweezers</p> <p>Nippers</p> <p>Nail brush</p> <p>Nail clipper</p> <p>Nail files</p> <p>Cuticle pusher</p> <p>Curette</p> <p>Foot paddle</p> <p>Toe separator</p> <p>Nail rasp</p>	<p>Pedicure cart</p> <p>Nail tips</p> <p>Nail wraps</p> <p>UV light rays</p> <p>Dappen dishes</p> <p>Finger bowls</p> <p>Dust mask &amp; safety goggles</p> <p>Implements, tools &amp; storage:</p> <ul style="list-style-type: none"> <li>• Use and manipulation</li> <li>• Care and maintenance</li> </ul>
<p><b>Anatomy &amp; Physiology</b></p> <p>2%</p>	<p>Histology of the skin:</p> <ul style="list-style-type: none"> <li>• Structure of the skin</li> <li>• Skin disorders</li> <li>• Primary &amp; secondary lesions</li> <li>• Melanin</li> <li>• Skin cancer</li> </ul>	<p>Histology of the nails:</p> <ul style="list-style-type: none"> <li>• Nail structure</li> <li>• Nail growth</li> <li>• Nail disorders</li> <li>• Nail diseases</li> </ul>

DETAILED WRITTEN EXAM CONTENT: MANICURIST

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<b>Nail Care &amp; Services</b> <b>21%</b>	Manicure Pedicure Paraffin wax treatments Massage movements	Nail tip application Nail wrap application Gel nail application Acrylic nail application
<b>Product Knowledge &amp; Chemistry</b> <b>6%</b>	Water pH and the pH scale Nail care products: <ul style="list-style-type: none"><li>• Polish remover</li><li>• Cuticle remover</li><li>• Nail conditioner</li><li>• Base &amp; top coat</li><li>• Nail polish</li><li>• Adhesive</li><li>• Dehydrator</li><li>• Activator</li><li>• Acrylic nails (monomer, polymer, etc.)</li><li>• Nail primer</li></ul>	

## PRACTICE QUESTIONS

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Questions on the written exam are followed by four answer choices with only one correct answer. Review the sample questions and answers below. A longer written practice test is available online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

1. Before applying nail tips to a clients natural nails, it is important to
  - a. soak the nails for at least 20 minutes.
  - b. gently buff the natural nail to remove the shine.
  - c. apply polish to the nail tip before applying glue.
  - d. give a paraffin wax treatment to the client.
2. If a product measures 12.0 – 13.0 on the pH scale, it means that the product is
  - a. an acid.
  - b. a neutral product.
  - c. an alkaline.
  - d. a flammable product.
3. How long should a manicurist expose a client’s nails to a UV gel lamp to cure gel nails?
  - a. 3-5 minutes.
  - b. 7 minutes.
  - c. 10 minutes.
  - d. The amount of time that the lamp manufacturer instructs.
4. The U.S. Food and Drug Administration (FDA) has banned cosmetic products that contain
  - a. aniline derivatives.
  - b. hazardous substances.
  - c. hydrogen peroxide.
  - d. disinfectant solutions.
5. The outermost layer of skin is the
  - a. epidermis.
  - b. medulla.
  - c. dermis.
  - d. subcutaneous tissue.

### Answers:

1. b. 2. c. 3. d. 4. b. 5. a.

# Practical Exam

During the practical exam, you will demonstrate the skills you have learned by performing a variety of services related to your profession. Exam evaluators will evaluate you on your ability to perform these tasks while maintaining safe and sanitary conditions. This section describes practical exam rules, materials and supplies you need to bring, steps to be performed and other information you will need to do well on the exam. Practical exams are administered in English only. Full scripts of instructions given during the exam can be viewed online or downloaded at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

**Examination Setting** Practical examinations are administered in a testing setting. A counter is provided to work on. Brooms and dustpans are available. No other salon facilities are available.

**Video Instructions and Timer** Practical exam instructions and a countdown timer showing time remaining for each timed portion of the exam are presented on a video screen in the exam room. Scripts are available to read online or download at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

**Professional Techniques** No specific professional techniques are required. The professional techniques you use are up to you. Regardless of your professional technique, you will be evaluated on whether or not you successfully perform the tasks listed in this Candidate Information Bulletin for each service in a way that is safe, sanitary and legal, and does not detract from exam administration.

**Workstations** Practical examination stations at the exam facility are countertop tables. Workstations are approximately 25-30" deep, 34-35" wide and 35-36" tall. Items you place on your countertop, including your mannequin, tools, supplies and containers, must stay within the area of your assigned workstation. Mannequin stands/clamps need to open wide enough to accommodate 2" thick countertops. Waste receptacles must be placed on the floor underneath the workstation and remain within your workstation boundaries during the entire exam.

**Kit Requirements** You must bring your own kit with a sufficient quantity of supplies to complete all sections of the exam. Kits must be able to fit completely under your workstation. All products and supplies used in services must be in sealed or closed containers clearly labeled in English. The checklist at the end of this Candidate Information Bulletin has a complete list of what your kit must contain. You may bring other items if they meet the requirements described at the top of the checklist. National Testing Network does not regulate or endorse any kit company. Regardless of where a kit is from, it is the candidate's responsibility to ensure it is complete.

Kits must be stored under the workstation. Candidates may access their kits any time during the exam without an evaluator's permission. Kits and their contents are considered sanitary unless sanitation is broken. Candidates are responsible for maintaining sanitation of their kits during the entire exam. Kits are considered as part of the work area and must be clean and kept closed, except when accessing items.

**Hand Mannequin**

- Hand mannequin may be a standard molded mannequin or may be of other types, such as filled rubber gloves (uncolored), as long as they are appropriate and effective for demonstration of the steps in this Candidate Information Bulletin.
- Hand mannequin must be clean and unstained without polish on the nails or skin.
- All five nails must be attached to the nail beds of hand mannequin and remain attached during services.
- Hand mannequin may be stabilized with a pillow if the candidate desires.
- *Candidates will be marked off for any step done with a mannequin in an unrealistic hand position.*

**10 Minute Initial Setup**

- During a 10 minute initial setup, each candidate sets up linens, papers and products stored in clear, sealed plastic bags or containers and other items that will remain out for the entire exam. The candidate also sets up hand mannequin and freestanding waste receptacles.

**2 Minute Service Setup**

- During a 2 minute setup at the beginning of each service, implements, products, and tools for that service are set up and may remain out for that service.
- During the 2 minute setup, candidates are expected to ensure the workstation is clean, sanitized and disinfected for the start of the service.

**Labels in English**

- All labels on all items must be legible, visible to evaluators and in English.

**Product Requirements**

- Methyl Methacrylate (MMA) is prohibited.
- Liquid nail monomer must be odorless.
- Candidates must bring all product(s) or mock product(s) needed for services.
- No water is needed for the exam. The fingerbowl will be empty and used as if it had water in it.
- Safe, non-toxic, non-aerosol products or mock products are required.
- All liquids and creams, including water in the spray bottle, must be labeled in English stating what the container represents.
- Mock product containers can only represent one item and can only be used for one service. Each product must be in a separate labeled container. ***There must be substitute product of some kind in the mock container, they should not be empty.***
- Ingredient lists from actual products or mock ingredient lists are not required.
- The candidate's way of setting up, covering, touching, scooping, using and storing products must ensure personal and client safety, sanitation and infection control.



**Tools and Implements**

- All tools/products/implements must be in proper and safe working order and in English labeled containers or bags (for example, the label may say “Nail Tip Service” and contain all nail tip service tools/products/implements that will be set out at the time of the nail tip service.)
- Tools and implements must be set out for each service on a clean/sanitary surface.
- Sanitation must be maintained before and during use, including when removing implements from the kit or placing them in storage.
- Implement containers and a candidate’s way of sanitizing and maintaining sanitation of tools and implements during services must ensure personal and client safety, sanitation and infection control.
- A candidate’s way of using and handling tools and implements must ensure personal and client safety, sanitation and infection control.

**Linens and Paper Requirements**

- Candidates must choose linens and/or paper products effective for the purpose being used.
- All linens, towels and paper products must be in visibly sanitary condition and stored in clear, sealed plastic bags or containers until set up at the beginning of each service.
- The candidate’s way of setting up, touching, using and storing linens and paper products must ensure personal and client safety, sanitation and infection control.

**Personal Safety and Sanitation**

- Candidates are evaluated on their sanitation methods, how products and tools are cleaned, stored, and handled, how the mannequin is touched, and the sanitation of the workstation. If a candidate’s methods ensure personal and client safety, sanitation, and infection control, those methods are acceptable.
- Candidates must sanitize and disinfect the work area (including the optional stool for candidate, if used).
- Candidates’ hands must be cleaned with hand sanitizer before performing any service on a mannequin and after any break in sanitation, including anytime the candidate touches an unsanitized surface or leaves the workstation.
- Kits and their contents are considered sanitary, unless sanitation is broken. Safety, sanitation, and infection control must be maintained.
- Candidates must use infection control procedures, as needed. (i.e. blood spill procedure must be used if a cut is sustained).

**Blood Spill Kit and Procedure**

Candidates will be evaluated on the safe and sanitary performance of an entire blood spill procedure demonstration. These universal and standard precautions will be performed as a mock service on the mannequin set up on the workstation during the 10 minute setup.

Note:

- All products used during a blood spill incident must be applied with an applicator.
- Any material coming into contact with the client's skin or wound are considered contaminated.
- All contaminated materials are to be placed in a double bag marked with a biohazard label or have "biohazard" clearly printed on the outside of the bag with permanent ink.

A second *Blood Spill/First Aid Kit* must be labeled and visible on top of the workstation throughout the exam. If an injury involving blood occurs during the exam, using the second Blood Spill/First Aid Kit the candidate will follow the blood spill procedure steps as outlined in KAR 28-24-3 *Communicable diseases or conditions; universal precautions*. Candidates must perform all steps of the blood spill procedure in a safe and sanitary manner in order to successfully complete this portion of the exam:

1. Stop service immediately.
2. Don protective gloves.
3. Clean the injured area with an antiseptic solution and cover the wound with a sterile bandage to prevent further blood exposure.
4. Clean and disinfect all equipment, tools, and implements that have come in contact with the blood.
5. Clean the station with disinfectant.
6. All contaminated items, including gloves (which should be removed last), must be placed in a double bag marked "Biohazard".
7. Completely seal the double bags and place in the waste receptacle.

## **Waste and Disposal**

- Candidates must manage waste and soiled materials in a sanitary manner, while maintaining a sanitary workstation, throughout the exam.
- Candidates must supply a minimum of one (1) waste disposal receptacle that must be kept on the floor underneath the candidate's assigned workstation.
- The container must be labeled, "Waste."
- Waste receptacle(s) must be plastic lined and freestanding. Paper grocery bags/ shopping bags lined with plastic garbage bags are recommended. Plastic garbage bags that are taped to the workstation are not allowed.
- Candidates are allowed to put used tools and implements into the waste receptacle during the test. (Candidates may use more than one receptacle to separate trash from reusable items, but it is not required.)
- Candidates must remove all of their waste from the facility at the end of testing.

## **Apparel and Personal Hygiene**

- A candidate's jewelry is not to inhibit the performance of services.
- A candidate's hair is not to inhibit safe and sanitary performance of services.
- Apparel must be visibly clean.
- Clothing and jewelry must not present safety or sanitation risks for consumer.
- A candidate's personal hygiene presents no risk for consumers.
- No uncovered wounds.



## SERVICES PERFORMED DURING THE PRACTICAL EXAM

Practical exam instructions are presented by DVD. (See scripts at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).) Order of exam components is shown below. On the following pages, tasks for each service are described. Evaluators will rate your ability to demonstrate each task in a safe, sanitary and legal manner, utilizing all tools and implements safely and maintaining safe and sanitary conditions. Technique is not graded. You should use techniques you were taught or that you prefer. You will be evaluated at all times.

	<b>Service</b>	<b>Setup Time</b>	<b>Timed Service</b>	<b>Percent of Overall Score</b>
<b>Initial Setup</b>	Disinfection and Setup	10 Minutes		7%
<b>Blood Spill</b>	Blood Spill Procedures Demonstration		10 Minutes	Scored Separately
<b>Service 1</b>	Manicure (hand mannequin)	2 Minutes	15 Minutes	19%
<b>Service 2</b>	Nail Tip	2 Minutes	20 Minutes	19%
<b>Service 3</b>	Nail Wrap	2 Minutes	20 Minutes	19%
<b>Service 4</b>	Sculptured Nail	2 Minutes	20 Minutes	19%
<b>Service 5</b>	Polish	2 Minutes	10 Minutes	12%
<b>Cleanup</b>	Disinfection and Cleanup	Unlimited	Unlimited	5%

### IMPORTANT

- You are responsible for all of your supplies.
- Review your checklist and supplies before you arrive at the testing facility.



## TEN MINUTE SETUP OF WORKSTATION

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### **10 Minute Setup of Items that Remain Out for Entire Service**

Candidates will be evaluated on the safe and sanitary performance of the following:

- Disinfect entire work surface.
- Set out the following items at a minimum. Do not set out tools and implements for any specific service. These will remain on your station throughout the exam:
  - Disinfectant for work surface.
  - Hand sanitizer.
  - Paper towels.
  - Blood spill/first aid kit in a plastic container or plastic bag with contents visible and labeled in English containing:
    - Bandages
    - Anti-microbial
    - Plastic bag labeled “biohazard”
    - Protective gloves
- Set up 1 or more freestanding waste disposal receptacle(s) on the floor underneath your assigned workstation for the exam.
- Set up hand mannequin.

### **Notes:**

- Do not put tools and implements out during 10 minute setup.
- Candidate’s apparel and personal hygiene must not present safety or sanitation risk to consumer.
- You will be able to access your kit during the exam without permission from the evaluator.
- Candidates taking only the blood spill portion must still complete the 10 minute initial setup.



## BLOOD SPILL PROCEDURES DEMONSTRATION

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### **Blood Spill Procedure Demonstration**

**10 minutes**

Candidates will be evaluated on the safe and sanitary performance of an entire blood spill procedure demonstration. These universal precautions will be performed as a mock service on the mannequin set up on the workstation during the 10 minute setup.

Note:

- All products used during a blood spill incident must be applied with an applicator.
- Any material coming into contact with the client's skin or wound is considered contaminated.
- All contaminated materials are to be placed in a double bag marked with a biohazard label or have "biohazard" clearly printed on the outside of the bag with permanent ink.

Candidates will have 10 minutes to perform the mock blood spill procedure on the forehead of head mannequins.

Candidates must perform all steps of the blood spill procedure in a safe and sanitary manner in order to successfully complete this portion of the exam. These steps include:

1. Don protective gloves.
2. Clean the injured area with an antiseptic solution and cover the wound with a sterile bandage to prevent further blood exposure.
3. Clean and disinfect all equipment, tools, and implements that have come in contact with the blood.
4. Clean the station with disinfectant. All contaminated items, including gloves (which should be removed last), must be placed in a double bag marked "Biohazard".
5. Dispose of completely sealed double bags in the waste receptacle.



## MANICURE SERVICE

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### **MANICURE**

**15 minutes**

#### **Note:**

The mannequin hand represents a real person (the same person in all services). To get credit for the steps you perform, you must maintain the hand in the same position you would when an actual service is being performed on a client.

#### **2 minute setup:**

Disinfect your station and set up with manicure implements, products and tools.

#### **15 minute procedure:**

Candidates will be evaluated on the safe and sanitary performance of the following:

1. File the nails from corner to center.
2. Simulate soaking by placing fingertips in dry fingerbowl.
3. Simulate drying of hand and nails.
4. Apply cuticle cream and demonstrate pushing cuticle back with cuticle pusher or cotton-tipped orangewood stick.
5. Cleanse the nail, removing cuticle cream.
6. Use massage cream and massage the hand and fingers for approximately one minute, demonstrating the direction of massage movements. Do not call the evaluator over to observe the massage.
7. Remove the massage cream from the nails.
8. Clear manicure items from your station and clean your station.
9. Stand back from your station and raise your hand.



## NAIL TIP SERVICE

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### **NAIL TIP**

**20 minutes**

#### **2 minute setup:**

Disinfect your station and set up with nail tip implements, products and tools.

#### **20 minute procedure:**

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Select the appropriate sized nail tip for the first digit (index finger).
2. Remove shine and dust from nail plate and cuticle.
3. Apply nail cleanser/dehydrator to the nail plate.
4. Using adhesive, attach nail tip to the nail plate, leaving at least  $\frac{1}{2}$  of the nail plate exposed.
5. Blend the nail tip to the nail plate until it is smooth, in a way that would not damage skin around the nail.
6. Trim and shape the nail tip.
7. Remove any nail adhesive from the skin.
8. Apply oil or cream to the nail and the skin surrounding the nail.
9. Clear nail tip items from your station and clean your station.
10. Stand back from your station, raise your hand and an evaluator will check your work.





## NAIL WRAP SERVICE

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### **NAIL WRAP**

**20 minutes**

#### **2 minute setup:**

Disinfect your station and set up with nail wrap implements, products and tools.

#### **20 minute procedure:**

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Apply a nail wrap on to the second digit (middle finger).
2. Remove shine and dust from nail plate and cuticle.
3. Apply:
  - a. nail cleanser/dehydrator to the nail plate.
  - b. adhesive to nail plate.
  - c. wrap material on top of the nail plate.
4. Remove excess wrap material so that it fits the nail plate.
5. Apply:
  - a. nail adhesive over the nail wrap.
  - b. wrap accelerator over the nail wrap.
  - c. a second coat of nail adhesive.
  - d. a second coat of wrap accelerator.
6. File and buff the nail wrap until it is smooth without damaging the skin around the nail.
7. Remove any adhesive from the skin.
8. Apply oil or cream to the nail and the skin surrounding the nail.
9. Clear nail wrap items from your station and clean your station.
10. Stand back from your station, raise your hand and an evaluator will check your work.



## SCULPTURED NAIL SERVICE

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### SCULPTURED NAIL

20 minutes

#### 2 minute setup:

Disinfect your station and set up with sculptured nail implements, products and tools.

#### 20 minute procedure:

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Sculpture a nail on third digit (ring finger).
2. File or buff nail plate.
3. Apply:
  - a. cleanser or dehydrator
  - b. nail form under the free edge.
  - c. mock primer to the natural nail plate.
  - d. sculptured nail product to the nail form to extend the length of the free edge.
  - e. sculptured nail product onto the nail plate.
4. Remove the nail form.
5. Buff the sculptured nail until it is smooth in a way that would not damage skin.
6. File free edge until it is smooth.
7. Remove excess sculptured nail product from the skin and under nail.
8. Apply oil or cream to the nail and the skin surrounding the nail.
9. Clear sculptured nail items from your station and clean your station.
10. Stand back, raise your hand and an evaluator will check your work.



## POLISH SERVICE

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### **POLISH**

10 minutes

#### **2 minute setup:**

Disinfect your station and set up with polish implements, products and tools.

#### **10 minute procedure:**

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Apply polish evenly and smoothly to all 5 nails:
  - a. base coat
  - b. two coats dark colored polish
  - c. top coat
2. Remove any polish from mannequin's skin.
3. Clear polish items from your station and clean your station.
4. Stand back from your station, raise your hand and an evaluator will check your work.

### **CLEAN UP**

After the polish service, your evaluation will continue. You will be instructed to perform the following cleanup steps.

- Completely clear and clean your workstation, including sweeping floor.
- Package all of your materials and waste, including floor sweepings, for removal from the exam site.
- Raise your hand. An evaluator will check your area and release you to leave.
- You will be evaluated on how clean and sanitary you leave your workstation.
- Do not leave or dispose of anything at the exam site.



## CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

This kit content checklist is a complete list of what is required for your exam. You may bring additional items if they are part of the technique you use and if they provide an effective, professional service that is safe, sanitary and legal. All items must be appropriate and effective for the service, appropriate for the exam facility and not detract from exam administration. National Testing Network does not regulate or endorse any kit company. Regardless of where the kit is from, it is the candidate's responsibility to check the content and assure it is complete.

<b>Identification</b>	<input type="checkbox"/>	Two valid forms of government issued identification (one with photo, see page 3)	
<b>Initial Setup Items that Remain Out for Entire Exam</b>	<input type="checkbox"/>	Paper towels in labeled plastic bags	<input type="checkbox"/>
	<input type="checkbox"/>	Workstation disinfectant	At least 1 plastic or plastic lined, freestanding waste receptacles, such as paper grocery or shopping bags lined with plastic garbage bags.
	<input type="checkbox"/>	Cotton balls or other disposable cotton product	
	<input type="checkbox"/>	Cloth towels	<input type="checkbox"/>
	<input type="checkbox"/>	Liquid hand sanitizer in sufficient quantity to keep hands sanitary throughout the exam.	Blood spill kit/first aid
<b>General and Extra</b>	<input type="checkbox"/>	Extra orangewood sticks	<input type="checkbox"/>
<b>Items Recommended</b>	<input type="checkbox"/>	Extra files/buffers	<input type="checkbox"/>
<b>to Be Available in Your Kit</b>	<input type="checkbox"/>	Extra towels	Extra nail glue Extra nail tips
<b>Mannequin Requirements</b>	<input type="checkbox"/>	One hand mannequin with a full set of nails attached to the entire nail bed. (If made with rubber glove, glove must be light colored so dark polish will be clearly visible to evaluators.) Clean hand with no polish or stain on the hands or skin.	
<b>Blood Spill Kit Items (in a clear container so they are visible)</b>	<input type="checkbox"/>	Bandages	<input type="checkbox"/>
	<input type="checkbox"/>	Plastic bags labeled "Bio-hazard"	Anti-microbial Protective gloves
<b>Manicure Service Items</b>	<input type="checkbox"/>	Cuticle pusher OR cotton-tipped orangewood sticks	<input type="checkbox"/>
	<input type="checkbox"/>	Cuticle cream	Finger bowl Massage cream
	<input type="checkbox"/>	Nail brush	Nail files & optional buffers



CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

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- |                               |                          |                                 |                          |                          |
|-------------------------------|--------------------------|---------------------------------|--------------------------|--------------------------|
| <b>Nail Tip Service Items</b> | <input type="checkbox"/> | Nail tips                       | <input type="checkbox"/> | Adhesive/glue            |
|                               | <input type="checkbox"/> | Nail files and optional buffers | <input type="checkbox"/> | Skin cream or oil        |
|                               |                          |                                 | <input type="checkbox"/> | Nail dehydrator/cleanser |

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- |                                |                          |                                 |                          |   |
|--------------------------------|--------------------------|---------------------------------|--------------------------|---|
| <b>Nail Wrap Service Items</b> | <input type="checkbox"/> | Nail files and optional buffers | <input type="checkbox"/> | Nail wrap material (not pre-cut fabric) |
|                                | <input type="checkbox"/> | Nail wrap accelerator           |                          |   |
|                                | <input type="checkbox"/> | Adhesive/glue                   | <input type="checkbox"/> | Scissors                                |
|                                | <input type="checkbox"/> | Skin cream or oil               |                          |   |

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- |                              |                          |  |                          |                                 |
|------------------------------|--------------------------|--|--------------------------|---------------------------------|
| <b>Sculptured Nail Items</b> | <input type="checkbox"/> | Sculptured nail liquid & powder containers   | <input type="checkbox"/> | Nail files and optional buffers |
|                              |                          |  | <input type="checkbox"/> | Skin cream or oil               |
|                              | <input type="checkbox"/> | Sculptured nail brush  | <input type="checkbox"/> | Sculptured nail forms           |
|                              |                          |  | <input type="checkbox"/> | Nail dehydrator/cleanser        |
|                              | <input type="checkbox"/> | Sculptured nail products: *  | <input type="checkbox"/> | Mock primer                     |
|                              |                          | <ul style="list-style-type: none"><li>• powder</li><li>• odorless liquid</li></ul> |                          |                                 |

\*Methyl Methacrylate (MMA) is prohibited; liquid nail monomer must be odorless

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- |                             |                          |   |
|-----------------------------|--------------------------|---|
| <b>Polish Service Items</b> | <input type="checkbox"/> | Base & top coat                             |
|                             | <input type="checkbox"/> | Dark colored nail polish                    |
|                             | <input type="checkbox"/> | Orangewood sticks OR brush to remove polish |