

# Arkansas Department of Health

## Cosmetology Section

### CANDIDATE INFORMATION BULLETIN

4815 West Markham, Slot 8  
Little Rock, Arkansas 72205  
(501) 682-2168

## Manicure

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The Arkansas Department of Health Cosmetology Section (the "Cosmetology Section") is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The Cosmetology Section will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations.

**How to Apply with the Cosmetology Section:** A candidate must legibly and accurately submit a completed Application for Practitioner Examination form, Certificate of Training Form (from the school) and the examination fee to the Cosmetology Section.

**Eligibility Requirements:** A candidate who wishes to obtain a Manicurist license must pass both a **written** and a **practical** examination. To qualify to take either of these examinations, a candidate **must**:

1. Have successfully completed a **600**-hour course of instruction in a cosmetology section-approved school of cosmetology. School must submit a completed Certificate of Training Form. Forms can be downloaded online at [www.arkansas.gov/cos](http://www.arkansas.gov/cos)
2. Be at least 16 years old;
3. Must have completed the 10<sup>th</sup> grade or its equivalent

**RECIPROCITY** – If you hold a current license in a different state, you are required to submit a completed Reciprocity Form. Forms can be downloaded online at [www.arkansas.gov/cos](http://www.arkansas.gov/cos)

**Special Accommodations:** If you need special accommodations under the *Americans with Disabilities Act*, you must make the request at the time you submit your Application for Practitioner Examination form or Reciprocity Form to the Cosmetology Section, along with supporting medical documentation. No interpreters are allowed for either the practical or written examinations.

Any questions regarding your eligibility status should be directed to the Cosmetology Section (see contact information listed above). **If approved, you will receive additional information from the Cosmetology Section regarding the examinations you have been approved to take.**

If you are **not** approved because of an incomplete application, discrepancies, missing documentation, including signatures, you will be notified by the Cosmetology Section and your eligibility status will be pending until you make the necessary and requested corrections. If necessary, your documentation will be returned to you by mail. All information on file with the Cosmetology Section must reflect the above eligibility requirements and met by the deadline date in order to be scheduled for the next examination date.

**PRACTICAL EXAMINATION:** Once you have been approved by the Cosmetology Section to take the practical examination, you will be scheduled automatically for the next examination date. (You will not need to contact the Cosmetology Section's office to schedule as this is done automatically). The Cosmetology Section will issue an **Admission Notice** for the practical examination approximately 7-10 days prior to the test date. If you do not receive your admission notice on the Friday prior to the approved examination date, please call the Cosmetology Section for further instructions. Any questions regarding scheduling the practical exam should be directed to the Cosmetology Section. (Once approved, you will receive a letter from the Cosmetology Section with instructions on how to schedule for your written examination.)

### **Fees:**

Practical Examination - Fees for testing will be paid directly to the Cosmetology Section.

Written Examination - Fees for scheduling and testing will be paid directly to PSI.

Fees are as follows:

**Cosmetology Practical: \$65.00**

**Cosmetology Written: \$60**

\*Written examination includes Arkansas State Law questions

\*\*Reciprocity Candidates - \$60 (Arkansas State Law questions ONLY)

### **Practical Examination Admission Requirements:**

You must present your **Admission Notice**, provided by the Cosmetology Section, along with one form of U.S. government issued identification with a photograph and your signature (i.e. driver's license, resident card, or passport) at the **practical examination** site in order to be admitted to the examination room. The identification must be current, clearly recognizable or you may not be admitted to test. It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your

Manicure Practical Instructions

scheduled testing time. It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

**Exam location for the practical examination:**

101 East Capitol, Suite 106  
Little Rock, AR 72201

**General Policies and Procedures for the Practical Examination:**

**Security Policies:** Suspected security breaches during the practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. The Cosmetology Section reserves the right to investigate each incident of misconduct. The Cosmetology Section will make all final decisions on examination score invalidations or cancellations. No visitors, guests or children are allowed in the test center.

**Copyrighted Exam Questions:** All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

**Prohibited Items:** No food, beverages, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will dismiss you immediately and provide a written report of the incident to the Cosmetology Section. Smoking or the use of tobacco is strictly prohibited in the examination room. The Cosmetology Section is not responsible for any personal items brought into the examination site.

**Emergency Policy for the Practical Examination:** In the event of inclement weather or similar emergency, a scheduled practical examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of the Cosmetology Section. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate application and fee to the Cosmetology Section. If you have reason to question whether or not a center will be closed due to an emergency, please call the Cosmetology Section to make inquiries regarding the practical examination.

**Refunds and Rescheduling Policies:** Rescheduling is **not** permitted for the practical examination. Unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time, refunds are **not** issued nor are fees transferable for the practical examinations. Documentation of the above-noted exceptions is required.

**Score Information:** For the written examination, a score of 70 is required in order to pass. For the practical examination, a score of 75 is required in order to pass.

**Failing Candidates:** Failing candidates will receive a strength and weakness report, as well as information on how to retest. If you fail the practical examination, you will file a new application for practitioner examination form and the required fee to the Cosmetology Section to take the practical examination again.

**Confidentiality:** Test results are confidential and are not provided over the telephone. Do NOT call the Cosmetology Section's office for test results.

**Passing Candidates:** When you have passed both the written and the practical examinations, the Cosmetology Section will automatically send you your license. Please be sure to notify the Cosmetology Section of any mailing address changes. Please allow the Cosmetology Section two weeks to process and mail your license. It is not necessary to notify the Cosmetology Section that you have passed an examination; the Cosmetology Section is provided candidate scores on a daily basis.

**Mannequins:**

**The Cosmetology Section requires a mannequin for all services. The candidate must provide the necessary clamp to properly secure a mannequin head to a table during the examination.**

**Dress Code:**

The dress code for the practical examination requires that all candidates wear any color/print scrub top and bottom scrubs and closed toe shoes. Candidates who fail to adhere to this dress code will not be admitted into the exam room.

**Dismissal:**

Upon dismissal for any reason, a new Examination application and appropriate fee will be required.



NATIONAL NAIL TECHNOLOGY  
PRACTICAL EXAMINATION

CANDIDATE INFORMATION BULLETIN

*Please visit your examination provider's website for the most current bulletin prior to testing.*

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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!**

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### IMPORTANT INSTRUCTIONS

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- 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.
  - All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. At the conclusion of the examination, do NOT dispose of waste materials, chemicals, products, or water in the trash receptacles or restrooms.
- 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.
- 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 (in the case of nail services) 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 (in the case of nail services).

- 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 contact your examination provider 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 have English and may also include other languages. All non-manufacturer, created labels must be 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)**

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If you are required to use a mannequin hand(s), it is the candidate's responsibility to come prepared for the examination. **The mannequin hand must be an entire hand and cannot have removable digits.**

**Mannequin heads and hands must be approved by the examination provider prior to admittance into examination.**

**SPECIAL ATTENTION!**

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

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- 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**

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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 (Untimed)

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

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

**Proctor – 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

**Proctor – 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.”*

**Proctor – 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)**

**Proctor – 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

**Proctor – 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.”*

**Proctor – 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

**Examiner – 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.”*

**Proctor – Verbal Instructions:** Read to all candidates when examiners have finished checking the final appearance of the nails:

*“All examiners have indicated they are ready to proceed with the examination.”*

*“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)**

**Proctor – 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

**Proctor – 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.”*

**Proctor – 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)

**Proctor – 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

**Proctor – 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.”*

**Proctor – 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

**Examiner – 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

**Proctor – 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)

**Proctor – 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 low-odor/less-odor 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

**Proctor – 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.”*

**Proctor – 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

**Examiner – 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

**Proctor – 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)**

**Proctor – 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.”*

*“Do not remove materials from your first aid kit until you are instructed by the examiner to begin the procedure.”*

*“This is an untimed section.”*

*“You will be instructed individually by the examiner to demonstrate the blood exposure procedure.”*

*“Do not begin until you are instructed to do so by the examiner.”*

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

**Examiner – Verbal Instructions:** Read to each candidate individually:

*“Please demonstrate the blood exposure procedure for this scenario.”*

**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

**Examiner – Verbal Instructions:** Read to each candidate individually once the blood exposure procedure has been examined:

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

## **CANDIDATE SUMMARY AND FINAL CLEAN UP**

**Proctor - Verbal Instructions:** Read at the conclusion of the examination:

*“All examiners have indicated they have completed their assessment.”*

*“This concludes the National Nail Technology Practical Examination.”*

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

*“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.”*

## SUGGESTED EXAMINATION SUPPLIES

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*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 have English and may be multi-language. All other created labels must be only English*

*\* Please refer to State guidelines*

### UNIVERSAL SUPPLIES (Also known as General Supplies)

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- dry storage kit/container\*
- hand sanitizer with real product and manufacturer's label
- mannequin hand (must be entire hand, cannot have removable digits)
- 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

### BASIC MANICURE AND POLISH SUPPLIES

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- bowl for water (finger bowl)
- container of water
- 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

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

### **SCULPTURED NAIL SUPPLIES**

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- sculptured nail products (monomer, polymer, and primer). The product must be *low-odor/less-odor* and in its original container with the 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**

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

## **NAIL TECHNOLOGY REFERENCES**

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### **PRIMARY REFERENCES**

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#### *Salon Fundamentals – Nails*

2007, 10<sup>th</sup> 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](http://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](http://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](http://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**

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*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](http://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](http://www.milady.com)

*Nails – Exhibits of Art*

2007 1<sup>st</sup> Edition

CLiC INTERNATIONAL

396 Pottsville/Saint Clair Highway

Pottsville PA 17901

[www.clicusa.com](http://www.clicusa.com)



NATIONAL NAIL TECHNOLOGY  
THEORY EXAMINATION

CANDIDATE INFORMATION BULLETIN

*Please visit your examination provider's website for the most current bulletin prior to testing.*

The National Nail Technology Theory 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 examination, including content outline covered by the theory examination, sample questions and answers, and references. The time allowed for the Nail Technology Theory Examination is 90 minutes.

**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. Picture ID is required for re-entry into examination.
- With the exception of verbal instructions, the proctors and examination administration personnel are not allowed to communicate with candidates.
- If you have an emergency situation please notify the proctor.
- 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.
  - Communicating to other candidates or any examiner.
  - Exhibiting disruptive behavior.
    - *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.*

**NAIL TECHNOLOGY THEORY EXAMINATION CONTENT OUTLINE**

1. **SCIENTIFIC CONCEPTS (40%)**
  - A. Infection Control and Safety Practices
    1. Identify how disease and infection are caused and transmitted
    2. Recognize purpose and/or effects of infection control principles (e.g., cleansing, sanitation, disinfection, sterilization)
      - a. Levels of infection control
      - b. Process of infection control (e.g., dispensing of products, disposal of soiled materials, storage of supplies)
        1. Recognize when cross-contamination occurs
        2. Differentiate between the purpose of single- and multi-use tools
    3. Apply blood exposure/contact procedures
    4. Identify purpose of Material Safety and Data Sheets (MSDS)
    5. Identify ways to prevent work injuries (e.g., ventilation, ergonomics, environment)
  - B. Basic Human Anatomy and Physiology
    1. Identify function and structure of the skin
    2. Differentiate between disorders and diseases of the skin
    3. Identify bones of the arms and hands
    4. Identify bones of the legs and feet
    5. Identify muscles of the arms and hands and their functions
    6. Identify muscles of the legs and feet and their functions

- C. Nail Anatomy and Physiology
  - 1. Identify the parts of the nail (e.g., root, mantle, matrix)
  - 2. Identify function of structures of the nail
  - 3. Differentiate between signs and symptoms of nail conditions, disorders, and diseases
  
- D. Basic Chemistry of Nail Products
  - 1. Explain purpose and effects of products and ingredients
  - 2. Recognize interaction between chemicals
  - 3. Recognize physical interactions with chemicals
  - 4. Recognize chemical reactions (e.g., overexposure, chemical burn)

**2. NAIL TECHNOLOGY PROCEDURES (60%)**

- A. Client Consultation and Documentation
  - 1. Identify elements of a client consultation
  - 2. Evaluate condition of client’s nail and skin (i.e., nail assessment)
  - 3. Recognize conditions that would prohibit service (i.e., contraindications)
  - 4. Determine services or products
  - 5. Maintain client records (e.g., service history, client card, health history)
  
- B. Nail Service Tools
  - 1. Identify function and effects of tools
    - a. Nail equipment (e.g., table, lamp, electric file, pedicure basin)
    - b. Nail implements (e.g., nail clippers, cuticle pusher)
    - c. Nail supplies, products, and materials (e.g., cotton, lotion, towels)
  - 2. Follow practices for safe use of tools (i.e., equipment, implements, supplies)
  
- C. Nail Service Preparation
  - 1. Perform set-up of work station/service area following infection control procedures
  - 2. Perform sanitation of client's and technician’s hands and/or feet
  
- D. Manicure and Pedicure Services
  - 1. Perform procedures safely for basic manicure and/or pedicure service
    - a. Shape nails
    - b. Cuticle detailing (e.g., cuticle pushing, removal, conditioning)
    - c. Cleanse nails
    - d. Buff nails
    - e. Exfoliate (e.g., foot file, scrub, AHA)
    - f. Perform basic massage
      - 1. Identify mechanics of massage movements
        - a. Effleurage
        - b. Petrissage
        - c. Friction
        - d. Tapotement
      - 2. Recognize effects of massage types
        - a. Effleurage
        - b. Petrissage
        - c. Friction
        - d. Tapotement
- 2. Recognize purpose and procedures for add-on services
  - a. Paraffin
  - b. Hot oil/lotion
  - c. Masks (e.g., detox, moisture)
  - d. Soak-off gels

- E. Perform Application, Maintenance, and Removal Procedures for Nail Enhancement Services
  - 1. Nail tip
  - 2. Acrylics
  - 3. Light-cured gels
  
- F. Perform Post-service Procedures Following Infection Control Guidelines

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## NAIL TECHNOLOGY SAMPLE QUESTIONS

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The following sample questions are similar to those on the NIC Nail Technology Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

1. Pumice stone is used in pedicuring as
  - a. an abrasive.
  - b. a bleach.
  - c. a lubricant.
  - d. an astringent.
  
2. What is the **FIRST** step in performing a manicure?
  - a. Shape the nails
  - b. Soften the cuticles
  - c. Clean under free edge
  - d. Remove old polish
  
3. Where should all manicuring cosmetic supplies be kept when not being used?
  - a. On a clean shelf
  - b. On the manicuring table
  - c. In a clean manicuring kit
  - d. In clean, closed containers
  
4. Which one of the following is a condition in which the cuticle splits around the nail?
  - a. Hangnails
  - b. Pterygium
  - c. Onychophagy
  - d. Onychorrhexis
  
5. Nerves and blood vessels are found in the nail
  - a. bed.
  - b. wall.
  - c. plate.
  - d. grooves.
  
6. An antiseptic is used in manicuring to
  - a. bleach the nails.
  - b. treat minor cuts.
  - c. smooth corrugated nails.
  - d. give the nails a high sheen.

7. After each use, manicuring implements should be
  - a. wiped with a towel.
  - b. wiped with a tissue.
  - c. cleansed and disinfected.
  - d. placed in dry storage.
  
8. For which one of the following are oil manicures recommended?
  - a. Leuconychia
  - b. Split nails
  - c. Brittle nails
  - d. Prevention of infection
  
9. What is the actively growing part of the nail?
  - a. Lunula
  - b. Matrix
  - c. Mantle
  - d. Free edge
  
10. What should be applied to a split in the nail before wrapping it?
  - a. Top coat
  - b. Base coat
  - c. Adhesive glue
  - d. Nail hardener

**Answers**

- |      |      |      |       |
|------|------|------|-------|
| 1. a | 4. a | 7. c | 10. c |
| 2. d | 5. a | 8. c |       |
| 3. d | 6. b | 9. b |       |

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## NAIL TECHNOLOGY REFERENCES

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### PRIMARY REFERENCES

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*Salon Fundamentals Nails – A Resource for Your Skin Care Career*

2007, 10<sup>th</sup> printing, 1st Edition, June 2013

Pivot Point International, Inc.

World Headquarters

1560 Sherman Avenue, Suite 700

Evanston, IL 60201

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[www.pivot-point.com](http://www.pivot-point.com)

*Milady's Standard Nail Technology*

2011, 6th Edition

Alisha Rimando Botero, Catherine M. Frangie, Jim McConnell, et al

Milady

5 Maxwell Drive

Clifton Park NY 12065-2919

[www.milady.cengage.com](http://www.milady.cengage.com)

*Nail Technician*

2007 2.1 Edition

Author: Randy Rick

CLiC INTERNATIONAL

396 Pottsville/Saint Clair Highway

Pottsville PA 17901

[www.clicusa.com](http://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

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**SUPPORTING REFERENCES**

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*Milady's Standard Nail Technology*

2007, 5th Edition, Revised Edition

Catherine M. Frangie, Douglas Schoon, Sue Ellen Schultes plus 11 others

Thompson Delmar Learning Milady

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Clifton Park NY 12065-2919

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*Nail Technician*

2007 1<sup>st</sup> Edition

Author: Randy Rick

CLiC INTERNATIONAL

396 Pottsville/Saint Clair Highway

Pottsville PA 17901

800-207-5400

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# ARKANSAS DEPARTMENT OF HEALTH COSMETOLOGY SECTION

## WRITTEN EXAMINATION INFORMATION

### EXAMINATIONS BY PSI SERVICES LLC

The Arkansas Department of Health Cosmetology Section is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The Board has contracted with PSI Services LLC (PSI) to deliver its examinations.

### SCHEDULING PROCEDURES

Once approved by the Arkansas Department of Health Cosmetology Section, you are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you.

All questions and requests for information about the examination should be directed to:

PSI Services LLC  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

### INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website, select the link associated with the Arkansas examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

### TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday. The times of operation for live operators are as follows:

	Monday thru Friday	Saturday
Eastern Time	8:00am - 8:00pm	9:00am - 5:30pm
Central Time	7:00am - 7:00pm	8:00am - 4:30pm
Pacific Time	5:00am - 5:00pm	6:00am - 2:30pm

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. You may call PSI at (800) 733-9267 or fax a note to (702) 932-2666. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency



forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

## COMPUTER EXAMINATION CENTER LOCATIONS

The licensing examinations are administered at the following PSI examination center.

### Bentonville

Summit Aviation  
2500 SW Aviation Street  
Bentonville, AR 72712

*I-540 to exit 85. Take ramp right for US-71 BR/ AR-12 toward Rogers/Airport/Bentonville. Turn left onto US-71 / AR-12/W Walnut St. (Conoco on the corner). Keep right to stay on US-71. Turn left onto SW Airport Rd, bearing right onto SW Aviation Drive.*

### Fayetteville

Sky Venture Aviation Inc  
4500 S School Ave Suite C  
Fayetteville, AR 72701

*Take I 540 S to US 71S via exit ramp. Exit 61. Merge onto US 71S toward going toward School Ave. At stop light merge Right onto S. School Ave(also US71B). Approximately 1.8 miles to Drake Field Airport. Turn Left into entrance. SkyVenture Aviation entrance is first entrance with double sliding glass doors.*

### Harrison

North Arkansas College  
1515 Pioneer Dr  
Harrison, AR 72601

*Take I-65 to exit AR-123 then take the 1st right onto Pioneer Drive. The college will be on the right.*

### Jonesboro

SkyVenture Aviation of Arkansas Inc.  
3901 Lindbergh Drive Suite D  
Jonesboro, AR 72401

*From the South:North on US 67, AR 14 to Jonesboro, Left on North US 40 and exit on Staduim Blvd. Go North on US 49, then right on Nettleton. Go left on Airport, then right on Lindgergh.*

### North Little Rock

Barrett Aviation, Inc.  
8318 Remount Road  
North Little Rock, Arkansas 72118

*Take I40 East to North Little Rock. Take Levy Exit (#152). Go left under the overpass. Go Right at next lights. Go to 2nd light (Camp Robinson Road). Go Left on Camp Robinson Road. Go approx 3 mi and road will fork again onto Remount Road. Veer Right onto Remount. Go approx 1.5 mi to West entrance to NLR Airport. Turn Right into airport. Barrett Aviation is on the left at the end of drive.*

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of Arkansas.

## REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for identification and familiarizing yourself with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

### REQUIRED IDENTIFICATION

Candidates need to provide two (2) forms of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site.

### PRIMARY IDENTIFICATION - Choose One

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issues Alien Registration Card

### SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
- Social Security Card
- US issued Birth Certificate with Raised Seal

\*NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

Candidates must register with the full legal name as it appears on their government issued identification. The name on the identification must be the same as the name used to register for the examination. If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

### SECURITY PROCEDURES

The following items are **not** permitted in the examination room:

- All personal electronic devices except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers,



reference or reading material, music players, radios, electronic games, calculators, or briefcases.

- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.

the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### EXAMINATION QUESTION EXAMPLE

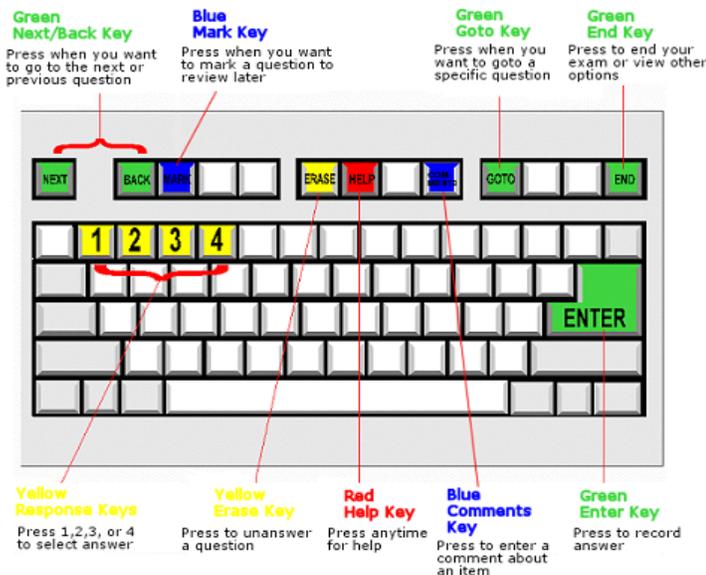
A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.



## TAKING THE EXAMINATION BY COMPUTER

### TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown as follows. You may also use the mouse.



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

### EXAMINATION REVIEW

The Arkansas Department of Health Cosmetology Section is utilizing the NIC examinations. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial to

## SCORE REPORTING

Your score will be given to you immediately following completion of the examination. This is an unofficial score report that will be printed at the examination site.



## NATIONAL COSMETOLOGY WRITTEN EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). This Candidate Information Bulletin includes the content outline covered by the NIC National Cosmetology examination, sample questions and answers. For more information on the examination content outlines and references go to [www.arkansas.gov/cos](http://www.arkansas.gov/cos).