

NAIL TECHNICIAN EXAMINATION INSTRUCTIONS (400 hours)

I GENERAL INSTRUCTIONS & REGULATIONS (Read Carefully)

1. Each candidate must appear with his or her *candidate examination number* at the location of the examination. Candidates must have current photo identification.
2. Upon commencement of the examination candidates must not communicate in any way with one another. Failure to comply with this rule may result in disqualification.
3. Smoking is prohibited on the premises where the examination is conducted, including the washrooms.
4. Escorts and friends of candidates are not permitted on the premises in which the examination is taking place.
5. In the event of an illness or injury, candidates must submit a medical certificate to the Association attesting to the nature and duration of the medical conditions or forfeit all exam fees which have been paid.
6. Examiners present at the exam are not permitted to respond to any inquiries by candidates regarding the results of the exam. The exam results will be mailed to candidates as soon as they have been recorded.
7. No refunds or extensions of temporary permits will be provided for those failing to appear for examination. Subject to medical certificate as in #5.
8. If candidates require breaks for medical reasons, please notify the examiners present before the commencement of the exam.
9. Absolutely, **NO gum chewing** throughout the entire exam.

II THE THEORY EXAMINATION (2 Hours)

The theory exam, conducted by the Board of Examiners in Cosmetology, is designed to evaluate candidates to ensure they have the broad spectrum of knowledge required to serve the public. Immediately prior to the commencement of the exam, instructions will be provided on how to complete the theory section. Any failure to comply with these instructions may result in disqualification. The questions are in a multiple choice format. Candidates must correctly answer at least 70% of the questions to successfully pass the theory examination.

1. Each candidate must bring two pencils with HB lead and an eraser. All other materials for the theory examination will be provided.
2. Immediately after completing the theory examination, candidates must leave the premises. If one candidate wishes to wait for another to finish, they must do so off the premises.
3. Candidates must comply with all instructions given immediately prior to the theory examination.
4. Candidates may use a dictionary but neither interpreters nor electronic aids are permitted.

III THE PRACTICAL EXAMINATION

Any interpretation of these rules and regulations is solely the decision of the Examining Board. Examiners may, at their discretion, require additional demonstration by the candidate in order to prove competence. Candidates must be prepared to answer oral questions in this section.

A GENERAL INSTRUCTIONS & REGULATIONS

1. Candidates must register **with one female model** and a fully completed model waiver form at the location of the prior to its commencement. Candidate numbers will be supplied with the final exam notification.
2. Candidates who converse or otherwise communicate with their models or with other candidates may be disqualified. In cases of disqualification candidates will be required to appear for examination at a later date.

3. Candidates must remain at their assigned work stations until they obtain permission to move. Failure to do so may result in disqualification.
4. Proper sanitary practices must be observed throughout the period of examination. Candidates are required to appear with their own professional equipment and supplies per these instructions. Borrowing is strictly prohibited.
5. Candidates should present themselves in uniforms which display no marks or identification. *Female candidates* will wear a "dress style" uniform (white preferred), or appropriate top with any colour skirt or slacks with hosiery and closed shoes. *Male candidates* will present themselves in a dress shirt or uniform top (white preferred) with any colour slacks. Lab coats must be worn over all outerwear. Failure to conform with this dress code *may* result in disqualification.

Good grooming with proper attention to personal hygiene particularly regarding the hair, face and hands is mandatory. Shoulder length or longer hair must be fixed off the face, and jewellery which might interfere with any aspect of the examination must be removed. Candidates must have nails of an appropriate length with *no* coloured polish.

6. Candidates must furnish **one female model only** whose skin is free from infection, inflammations, contagious disease or any other medical condition which would be an impediment to, or aggravated by, the examination. That model:
 - may not be directly or indirectly, connected with the field of esthetics or nail technology,
 - must be free from infections, inflammations or other medical conditions,
 - must be free from all jewellery,
 - must be free from artificial nail products prior to the exam,
 - must possess fingernails with a length not less than 1/4 inch over the free edge to permit proper demonstration of filing techniques and cuticles whose condition is such as to permit demonstrations of proper cuticle care,
 - must be either 19 years of age or older or possess written consent by a parent or guardian.

B AREAS OF EVALUATION

Candidates will be required to demonstrate a complete:

- basic manicure (45 minutes)
- 1 hand with gel nails and with polish application (35 minutes)
- 1 hand with acrylic nails with polish application (35 minutes)
- a full pedicure (1 hour)
and
- 1 foot with a gel overlay (½ hour)

Time allotted to complete the practical exam is 3.45 hours. Failure to complete within the given time will result in failure.

Examiners will inspect the nails after the **manicure/pedicure** and again after the **gel and acrylic nails** have been applied prior to the application of nail polish. Hold up your hand to signify finish of each phase of these.

The following must be demonstrated:

- Removal of nail polish, filing procedures/techniques, cuticle work/push/trim, massage of finger tips to elbow, two or more cosmetic massage movements. Clean and sanitized equipment *must* be used and failure to do so will result in automatic failure.
- Candidates will be required to apply 5 gel nails (no press-on tips allowed) and must demonstrate an extension of the natural nail at least 1/4 inch. There is to be no visible free edge on the nail that is to be used. Length of finished gel nail must compliment the length of the other nails.
- Candidates will be required to apply 5 acrylic nails (no press-on tips allowed) and must demonstrate an extension of the natural nail at least 1/4 inch. There is to be no visible free edge on the nail that is to be used. Length of finished artificial nail must compliment the length of the other nails.
- Candidates will be required to do a full pedicure and apply to one foot (left or right) a gel overlay. Candidates can choose any style (e.g. French style, etc.).

C REQUIRED SUPPLIES & EQUIPMENT

Candidates are required to appear at the practical examination with their own professional equipment and supplies per these instructions. Clean and sanitized equipment must be used and failure to do so will result in automatic failure. All candidates must

display equipment on a covered countertop. *Borrowing is strictly prohibited and will result in an automatic failure of the candidate(s). Points will be deducted from candidates who fail to provide themselves with the following equipment and supplies:*

Proper station preparation with the use of towels or paper towels, electric drill and/or manual buffing files and a garbage bag is required. Bring a 3-6 ft extension cord if using electrical equipment.

Supplies

- finger bowl
- soap
- supply tray
- sanitizing solution
- glass container for instruments
- cuticle nippers
- orangewood sticks
- nail files–buffers–emery boards
- nail polish remover
- nail cleansers
- cuticle oil & cream
- hand cream
- nail polish (base, flat dark red and top coat)
- absorbent cotton balls
- artificial nail products: gel, acrylic (odourless), fibreglass, silks, fabric (No press-on nails, opaque white tips or french manicure style)
- solvents
- primers & brushes
- plastic or stainless steel basin (no glass basins are allowed)
- sterilizing solution to apply to the feet before the feet go in the water
- white and sanitized towels
- liquid soap
- pumice
- any other equipment or supplies necessary to complete the exam requirements

Note: If tips are applied, they must be completed by an *overlay* and the tip can only cover 1/2 of the nail plate.

D REFERENCE TEXT: Art & Science of Nail Technology published by Milady Publishing.

FIRE PRECAUTIONS

In the event of a fire, DO NOT RUN! If clothing catches fire, STOP! DROP! AND ROLL! Use water if it is readily available or smother the flames in a coat or blanket.

THIS SCHEDULE CAN BE TAKEN TO THE EXAM FOR REFERENCE

***NOTE: EACH CANDIDATE WILL RECEIVE A COPY OF THE MODEL WAIVER FORM WITH THEIR FINAL CONFIRMATION LETTER!**