



## Testing Information Packet (TIP) Manicuring Practical

### Examination Admittance Information:

Candidates are required to present one (1) of the following forms of government-issued, current, valid photo identification:

- Driver's license
- Military ID
- USA Passport
- Other form of Government Identification

Failure to comply will result in the candidate for examination being required to reschedule examination date.

Candidates will NOT be permitted to enter the examination room if arrival time is after the initial examination check-in process has been completed or after the time allotment has expired for a lunch break. In order for the candidate to be rescheduled for an examination, the reschedule fee must be submitted.

Candidates that are absent on their scheduled examination date or cannot be admitted to the examination will have their examination fee forfeited. To be rescheduled for an examination, the reschedule fee must be submitted.

- Examination fees are non-refundable.

Personal items such as purses, coats, hats, scarves, cell phones, Smart watches, cameras, tablets, or other electronic devices are not permitted in examination rooms. Secure lockers are available in the lobby area and must be used to store personal items.

### **Exam Center Infection Control Guidelines:**

**An appropriate disinfectant is required to be used during the examination.**

Candidates must follow all appropriate infection control and public protection procedures during all phases of the examination. In the event of a blood spill candidates will be expected to follow the appropriate Blood Spill procedure.

- For objects that come in contact with intact skin, the appropriate disinfectant would be an environmental protection agency (EPA) registered, hospital grade bactericidal (esp. pseudomonacidal), virucidal, and fungicidal (quaternary ammonium compound - "quat") that is mixed and used according to the manufacturer's directions. For objects that come in contact with bodily fluids or blood, an appropriate disinfectant would include an EPA disinfectant registered as effective against "HIV/HBV". **NOTE: Disinfectant used for the examination should meet both guidelines.**
- Manufacturer's labels are required on all disinfectants and hand sanitizers. Labels must be original or photocopied originals. **(Hand written or typed labels are NOT acceptable).**
- Any procedure that requires a demonstration with the use of a chemical will be completed by using a simulated product.

### **Prohibited Acts/Materials:**

- Communicating to other candidates and/or borrowing supplies during any portion of the examination process.
- Use of cell phone for talking and/or texting during any portion of the examination. This includes examination clean-up time and restroom breaks.
- Printed materials, handwritten notes, and itemized supply/procedure list(s) are **NOT** permitted.
- Writing examination information on body parts (ex: hands, arms, legs, etc.) that could be used by candidate in any portion of the examination.
- Numbering of products and/or supplies to aid in the proper order to be used during any procedure may result in dismissal or points deducted from the examination.
- Unauthorized replication of examination materials for distribution and/or future use.

**Failure to comply with examination center guidelines will result in dismissal from the examination. If dismissed, reschedule of the examination will not be accepted for at least thirty (30) days.**

### **Nail Liquid (Monomer) Requirements:**

It is required that all candidates use an **ODOR FREE** liquid nail product for the examination. Failure to comply with this requirement at any time during the examination will result in dismissal from the examination.

### **Mannequin(s) Hand Requirements**

Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examination. Prior to reporting to the examination center, candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger. Instructions for making a glove-hand for practical examination are available at [www.cos.ohio.gov](http://www.cos.ohio.gov).

**All mannequin hands will be checked prior to the start of the examination.**

**Candidates are required to use a mannequin(s) for all portions of the practical examination.  
Live models are not permitted.**

### **Examination Dress Code Requirements**

#### **Ohio Administrative Code 4713-5-28**

- (A) All applicants shall wear professional clothing when scheduled to take the state licensure examination.
  - (1) Applicants shall be dressed in professional attire in order to be admitted to the testing center.
  - (2) Clothing that is comfortable and practical for work, such as pants or a skirt or school uniform and clean shoes are acceptable attire. A clean smock or apron may be worn over professional attire.
  - (3) The following examination attire is not permitted in the examination center during an examination: tank tops, t-shirts with offensive language, beach wear, torn, dirty or tattered clothing or clothing that reveals the midriff or lower back and clothing that is extremely low cut.
- (B) An applicant not admitted to the test center due to attire shall be dismissed, and required to reschedule for the state examination.

### **SUGGESTED GENERAL SUPPLIES**

Hand Sanitizer  
Disinfectant (See Standards page 1)  
First Aid Supplies (Blood Spill Kit)  
Disposal bags (1-2)  
Protective gloves  
Towels (cloth/paper)  
Bowl  
Tissues/Cotton products  
Orangewood Sticks  
Cuticle Remover  
Cuticle Oil  
Massage Product  
Polish supplies (Dark polish required)  
Nail filing and Buffing implements  
Metal manicure implements  
Nail Tips  
Adhesive/Glue  
Wrap Material  
Accelerator  
Dehydrator/Cleanser  
Primer  
Liquid/Powder Nail Product  
Sculptured Nail Forms  
Acrylic Brush

**MANICURING REFERENCES**  
**Salon Fundamentals Nails 2007**  
[www.pivot-point.com](http://www.pivot-point.com)

**Milady Standard Nail Technology 2011**  
[www.milady.cengage.com](http://www.milady.cengage.com)

# Manicuring Practical Examination

The nail technician practical examination will be comprised of the following five (5) areas. All candidates will be evaluated on the following tasks:

## SET UP AND CLIENT PROTECTION (15 MINUTES)

### Verbal Instructions:

Following all infection control and safety guidelines, you will now set up all of the supplies that will be used through out your exam.

Nail liquid must be odor free.

Using a nail liquid with an odor will result in your dismissal from this exam.

This procedure is 15 minutes; you will be informed when you have 10 and 5 minutes remaining.

### Procedure:

Disinfects work area

Disposes of all soiled materials

Sanitizes hands

All sanitizers and disinfectants displays manufacturers label in English

All manicure products/supplies labeled in English

Implements/tools are visibly clean

Follows all infection control guidelines

Maintains work area in a safe manner

## BASIC MANICURE (20 MINUTES)

### Verbal Instructions:

You will now perform the basic manicure including the polish procedure, of this exam.

Upon completion of each procedure of this exam, please turn the mannequin hand toward the front to indicate that you are finished.

After the examiner has evaluated your manicure procedure, you will be instructed to remove your polish to prepare your hand for the next procedure.

This procedure is 20 minutes; you will be informed when you have 10 and 5 minutes remaining.

### Procedure:

Sanitizes hands

Sanitizes mannequin hand

Shapes free edge from corner to center safely

Length and shape of nails is changed and uniform

Fingers are completely immersed in water

Hand dried completely

Cuticle cream or remover applied using infection control guidelines

Properly pushes back cuticle

Cleans under free edge

Demonstrates proper use of nippers

Properly buffs nails

Cuticle oil applied using infection control guidelines

### HAND MASSAGE

Massage product applied using infection control guidelines

Palm, fingers and back of hand massaged

Hand is massaged with continuous contact

Massage product removed from entire nail/skin

### POLISH

Base coat is applied to the entire nail plate

Dark nail polish is applied to the entire nail plate

Top coat is applied to the entire nail plate

### FINAL APPEARANCE

Polish is smooth and even on nail plate

Skin and cuticle are free of polish

### END OF TASK

Disposes of soiled materials

Follows all infection control guidelines

Maintains work area in a safe manner

## NAIL TIP (20 MINUTES)

### Verbal Instructions:

You will now perform the nail tip procedure of this exam.

You will apply a nail tip to the index finger.

This procedure is 20 minutes; you will be informed when you have 10 and 5 minutes remaining.

### Procedure:

All nail tip products/supplies labeled in English

Implements/tools are visibly clean

Shine is removed from nail plate

Nail dehydrator/cleanser is applied to nail plate

Uses nail adhesive to attach nail tip to nail plate

½ of nail plate remains uncovered

Nail tip is safely trimmed to desired length

### FILING

Shapes free edge

Blends tip to nail plate

### FINAL APPEARANCE

Surrounding skin is free from adhesive

Nail plate and nail tip are same width

Finished tip is smooth and even

### END OF TASK

Disposes of soiled materials

Follows all infection control guidelines

Maintains work area in a safe manner

## NAIL WRAP (20 MINUTES)

### Verbal Instructions:

You will now perform the nail wrap procedure of this exam.

You will apply the nail wrap on the middle finger.

This procedure is 20 minutes; you will be informed when you have 10 and 5 minutes remaining.

### Procedure:

All nail wrap products/supplies labeled in English

Implements/tools are visibly clean

Shine is removed from nail plate

Nail dehydrator applied to nail plate

Cut wrap material to size and shape of nail plate

Applies wrap resin to nail plate

Applies wrap material over nail plate

Trims excess wrap material with scissors

Resin is applied over nail wrap

Resin accelerator is applied over nail wrap

Second coat of resin is applied

Second coat of resin accelerator is applied

### FILING

Shapes and refines nail wrap

Buffers nail wrap

Nail oil applied using infection control guidelines

### FINAL APPEARANCE

Wrap covers entire nail plate

Surrounding skin is free of resin

Finished nail is smooth and even

### END OF TASK

Disposes of soiled materials

Follows all infection control guidelines

Maintains work area in a safe manner

## **SCULPTURED NAIL (20 MINUTES)**

### ***Verbal Instructions:***

You will now perform the sculptured nail procedure of this exam.

You will apply a sculptured nail to the ring finger.

This procedure is 20 minutes; you will be informed when you have 10 and 5 minutes remaining.

### ***Procedure:***

All sculptured nail products/supplies labeled in English

Implements/tools are visibly clean

Shine is removed from nail plate

Cleanses nail plate

Applies form snugly under free edge

Applies primer only to natural nail plate

Applies product to extend the free edge

Applies product to completely cover nail plate

### **Filing**

Shapes free edge

Files on top of nail plate to balance

Buff's nail

Nail oil applied using infection control guidelines

### **Final Appearance**

Finished nail is smooth and even

Nail is balanced, contoured and tapered

Nail plate is covered by product

Surrounding skin is free of product

### **END OF TASK**

Disposes of soiled materials

Follows all infection control guidelines

Maintains work area in safe manner