National Nail Technology Practical Examination CIB

National-Interstate Council of State Boards of Cosmetology (NIC)

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CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org for the most current bulletin prior to testing.

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

This bulletin contains IMPORTANT INFORMATION regarding National Nail Technology Practical Examination content and administration for core services and additional sections and references.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.

- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same for Theory, Practical, Written Practical, and Additional Sections for each exam.

BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!

IMPORTANT INSTRUCTIONS

General

- The NIC Practical examinations are designed to assess candidates' ability to perform tasks expected to be performed while working as a licensed professional. The tasks a candidate will be asked to perform are those that frequently occur on-the-job and that are important to safe and proficient performance. Though the tasks are performed in an artificial testing session, efforts are made to make the tasks seem realistic and to closely mimic actual conditions. Candidates are expected to conduct themselves as if they were performing these tasks in actual scenarios.
- 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 the examination.*

- All examinations are administered in a testing environment.
- Candidates are evaluated at all times. Continue working until the entire section is complete or time has elapsed.

Supplies

Candidates are required to bring a supply 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 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.
- EPA registered, disinfectant wipes that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT AND AEROSOL SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.
- **All products 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 only in English. No labels indicating order of use when performing the service are allowed.
- Original manufacturer's labels are *required* for all disinfectants and hand sanitizers.

- Simulated products are not allowed for disinfectants and hand sanitizers.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "Suggested Examination Supplies" provided for each section of the examination. Suggested Supplies can be found after the "Content Domains" section of this bulletin.

Standardized Administration

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- All practical examinations are administered in English. The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions or an emergency situation, the proctors and/or examination administration personnel are not allowed to communicate with other testing candidates.
- Candidates requesting information during the examination will be told one of the following statements:
  - "Do the best you can with what you have available."
  - "Do as you were taught."
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, they need to step back or turn the hand toward the examiner (in the case of nail

sections) to indicate they have finished. In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination. When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail sections) IMMEDIATELY.

Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- 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 immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

Safety

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.

- Infection Control is defined as:
  - Hand washing with soap and water, or the use of hand sanitizers. (Hand washing can be simulated with hand sanitizer).
  - Use personal protection equipment, for example, gloves and etc., to create a barrier between the practitioner and the client per service.
  - Regular cleaning, disinfection and sterilization of the environment including tools and surfaces, to reduce the spread of infections.
- In the event of a blood exposure incident, candidates will be expected to follow proper blood exposure procedures.
- Failure to do so may result in dismissal from the examination.
- Be sure to contact the examination provider or State to obtain the most current version of, and any addenda to blood exposure procedures.
- 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 and could result in removal from the testing area.
- If a candidate experiences any unsafe conditions, they need to address it immediately.

Blood Exposure Procedures

NIC has adopted the following OSHA standards for Blood Exposure 1910.1030 - Bloodborne pathogens. | Occupational Safety and Health Administration[1]

[1]https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030/

How does the adopted OSHA standard impact the evaluation of Blood Exposure during testing?

The NIC practical examinations will use the OSHA standard in evaluating candidate performance during testing. The following is the order in which Blood Exposure will be expected to be performed during testing:

NIC practical exam's evaluation of these steps are as follows:

- Avoid all contact with blood or bodily fluids.
- Use an appropriate antiseptic hand cleanser[2] (e.g., hand sanitizer) before working on client.
- Put on disposable gloves.
- If an individual is bleeding, do not touch the blood. Ask the injured individual to use a cotton ball or tissue to stop the bleeding and to throw the used material directly into the trash.
- Bandage open cuts or broken skin to prevent contact with blood.
- Throw away disposable gloves immediately after using them.
- Place contaminated supplies in appropriate receptacles.
- Use an appropriate hand cleanser after working on a client; hand wash with soap and water or use hand sanitizer (hand washing can be simulated with hand sanitizer).

[2]OSHA 29 C.F.R. § 1910.1030(d)(2)(iv). Hand cleanser can be substituted for hand-washing when soap and water is unavailable.

NIC Model or Mannequin Requirements

Please refer to your state specific guidelines for model and mannequin requirements. If your state requires that you use a mannequin head(s) or hand(s):

- Candidates who are required to use a mannequin head(s) are responsible for coming prepared for the examination.

- Mannequin heads that are premarked for services or presectioned are not allowed for any part of the practical examination. - Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads MUST be a full-size head, "minikin" or "junior" mannequin heads are NOT permitted.
- Mannequin heads and/or hands must be approved by the examination state/vendor prior to admittance into examination.

Special Attention

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

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates 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 set up required during 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 Sections).
- Candidates are not allowed to label products as single-use items.
- Monomer must be low-odor/less-odor and factory sealed in its original container with manufacturer's label.
- Polymer must be in its original container with manufacturer's label (please check State specific examination provider's guidelines).
- Primer (if used) must be in original container with manufacturer's label.
- Candidates MUST wear gloves when using disinfectant.

NAIL TECHNOLOGY PRACTICAL EXAMINATION CONTENT OUTLINE

Core Domain Sections

The scope of the National Nail Technology Practical Examination includes 7 (seven) 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 (15 minutes)
2. BASIC WATER MANICURE AND POLISH APPLICATION (20 minutes)
3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)
4. FULL-WELL NAIL TIP APPLICATION AND BLENDING (15 minutes)
5. SCULPTURED NAIL (20 minutes)
6. REMOVAL OF SCULPTURED NAIL (20 minutes)
7. BLOOD EXPOSURE PROCEDURE (Examined individually)

Domain Details

The following outlines the scope of content covered by the NIC National Nail Technology Practical Examination.

Proctor–Verbal Instructions: Read to all candidates: *"Please go to your assigned station and do nothing until instructed by the Proctor."*

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

Proctor - Verbal Instructions: Read to all candidates:

"*You will prepare your work area for your client.*

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

You will also set up the supplies for the Basic Water Manicure and Polish Application section.

You will prepare your client for the services.

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.

Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **1.1 Disinfects all work areas completely with product that is EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- **1.2 Sanitizes hands**
- **1.3 Universal products are labeled in English**
- **1.4 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

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

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

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

"*Please stop working.*"

2. BASIC WATER MANICURE AND POLISH APPLICATION (20 minutes)

Proctor - Verbal Instructions: Read to all candidates:

"*You will perform a Basic Water Manicure and Polish Application of all 5 fingers.*

You will perform at least one massage movement to include the top of the hand, the palm of the hand, and all 5 fingers.

You will use a colored polish that is distinguishable from the nail plate.

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 inidcate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **2.1 Manicure products are labeled in English**
- **2.2 Implements and supplies are visibly clean**
- **2.3 Performs a basic water manicure**
- **2.4 Prepares nails and applies colored polish that is distinguishable from the nail plate.**

Proctor - Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated 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.*

Please do nothing until the next verbal instructions are given."

- **2.5 Final appearance of the manicure**

- **2.6 Final appearance of polish application**

Examiner - Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:

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

Proctor - Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

"*All examiners have indicated they are ready to proceed.*

You will remove the polish from the 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 have 5 minutes to complete this section.

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."

- **Candidates will be evaluated on the following tasks:**
- **2.7 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

Proctor - Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

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

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

"*Please stop working.*"

Proctor - Verbal Instructions: Read when all examiners have indicated they have completed their assessment:

"*Examiners please rotate at this time.*"

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 the universal supplies you will use for the remainder of the examination.

You will also set up for the following sections of the examination:

- Full-well Nail Tip Application and Blending,

- Sculptured Nail, and

- Removal of Sculptured Nail.

You will prepare your client for the services.

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.

Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.

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 that is EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- **3.2 Sanitizes hands**
- **3.3 Universal products are labeled in English**
- **3.4 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

Proctor - Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

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

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

"*Please stop working*."

4. FULL-WELL NAIL TIP APPLICATION AND BLENDING (15 minutes)

Proctor - Verbal Instructions: Read to all candidates: (Note: Proctor can choose any finger.)

"*You will perform a full-well nail tip application and blending.*

You will apply the nail tip to the _____ finger.

Fingers are identified as thumb, index, middle, ring, and little finger.

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:**
- **4.1 Nail tip application and blending products are labeled in English**
- **4.2 Implements and supplies are visibly clean**
- **4.3 Prepares for nail tip application**
- **4.4 Selects full-well tip and attaches to nail plate of assigned finger**
- **4.5 Trims, shapes, and blends nail tip**

Proctor - Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated 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.*

Please do nothing until the next verbal instructions are given."

- **4.6 Final appearance of finished nail tip**

Examiner - Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:

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

- **4.7 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

Proctor - Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

"*All examiners have indicated they are ready to proceed.*"

5. SCULPTURED NAIL (20 minutes)
Proctor - Verbal Instructions: Read to all candidates: (Note: Proctor can choose any finger.)

"*You will sculpt a nail on the _____ finger.*

Fingers are identified as thumb, index, middle, ring, and little finger.

You must use a low-odor/less-odor product.

(Check your state-specific testing guidelines for product requirements.

) 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 Sculptured nail products are labeled in English**
- **5.2 Implements and supplies are visibly clean**
- **5.3 Prepares nail plate for sculptured nail**
- **5.4 Sculpts a nail to extend beyond the free edge of assigned finger**
- **5.5 Shapes, contours and finishes sculptured nail**

Proctor - Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated 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.*

Please do nothing until the next verbal instructions are given."

- **5.6 Final appearance of sculptured nail**

Examiner - Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:

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

- **5.7 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

Proctor - Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

"*All examiners have indicated they are ready to proceed.*"

6. REMOVAL OF SCULPTURED NAIL (20 minutes)
Proctor - Verbal Instructions: Read to all candidates:

"*You will perform a removal of the sculptured nail.*

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:**
- **6.1 Sculptured nail removal products are labeled in English**
- **6.2 Implements and supplies are visibly clean**
- **6.3 Removes sculptured nail**
- **6.4 Smooths and finishes the natural nail**

Proctor - Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:

"*All candidates have indicated 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.*

Please do nothing until the next verbal instructions are given."

- **6.5 Final assessment of sculptured nail removal**

Examiner - Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:

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

- **6.6 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

Proctor - Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

"*All examiners have indicated they are ready to proceed.*"

7. BLOOD EXPOSURE PROCEDURE (Examined individually)
Proctor - Verbal Instructions: Read to all candidates:

"*You will demonstrate the Blood Exposure Procedure.*

You will imagine the following scenario: During a service, you have sustained a minor cut to your index finger.

The injury is such that you can continue with the service.

Your work area or client has not been contaminated.

You are expected to demonstrate the proper procedure for a blood exposure.

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

You will be instructed individually by the examiner to demonstrate the Blood Exposure Procedure.

Do not begin to demonstrate the Blood Exposure Procedure until instructed by the examiner to do so.

(1) The instructions will be repeated."

- **Candidates will be evaluated on the following tasks:**
- **7.1 Blood exposure supplies and materials are labeled in English**
- **7.2 Removes materials from the first aid kit**
- **7.3 Supplies and materials are visibly clean**

Examiner - Verbal Instructions: Read to each candidate individually:

"*Please demonstrate the Blood Exposure Procedure.*"

- **7.4 Candidate wears gloves**
- ~~**7.5 Cleans injured area with antiseptic**~~
- **7.6 Covers with dressing that is absorbent and secured**
- **7.7 Disposes of all contaminated supplies**

Examiner - Verbal Instructions: Read to each candidate individually after the blood exposure procedure has been examined:

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

Proctor - Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

"*All examiners have indicated they are ready to proceed.*"

CANDIDATE CLEANUP AND FINAL SUMMARY Proctor - Verbal Instructions: Read to all candidates at the conclusion of the examination:

"*All examiners have indicated they have completed their assessment.*

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

This concludes the National-Interstate Council of State Boards of Cosmetology, National Nail Technology Practical Examination.

Thank you for your participation."

SUGGESTED **EXAMINATION SUPPLIES**

Universal Supplies will be defined as

- Hand sanitizer
- Disinfectant
- First aid kit
- Three containers labeled:
  - 'Items to be Disinfected'
  - 'Soiled Linens'
  - 'Trash'

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present in English
- All other created labels must be only English

Suggested Supplies
* Acetone/Polish Remover

Suggested Supplies
* Adhesive
* Base Coat
* Buffer(s)
* Candidate Supply Kit to Serve as Dry Storage Area (Must be Closeable)
* Container Labeled “items to be Disinfected”
* Container Labeled “soiled Linens”
* Container Labeled “trash”
* Cotton
* Cuticle Pusher
* Cuticle Softener
* Dappen Dish(Es)
* EPA-Registered Disinfectant Wipes with Manufacturer’s Label that Demonstrate Bactericidal, Fungicidal, and Virucidal Properties Must be Used (Must be Actual Disinfectant Wipes in Manufacturer’s Container)
* Finger Bowl with Water
* First Aid Kit
* Foil Removal Wraps
* Gloves
* Hand Sanitizer with Manufacturer’s Label (Must be Actual Hand Sanitizer in Manufacturer’s Container)
* Mannequin Hand(s) with Artificial Nails Attached (Must be Entire Hand; Cannot Have Removable Digits)
* Massage Product
* Monomer Must be Low-Odor in Its Original Container with Manufacturer’s Label
* Nail Brush
* Nail Cleanser
* Nail Clipper and/or Tip Trimmer
* Nail File(s)
* Nail Form(s)
* Nail Tips
* Oil

Suggested Supplies
* Paper Towels
* Polymer Must be in Its Original Container with Manufacturer's Label (Check State Specific Testing Guidelines for Product Requirements)
* Primer (if Used) Must be in Original Container with Manufacturer's Label
* Sculptured Nail Brush
* Sculptured Nail Products – Monomer, Polymer
* Top Coat
* Towel(s)
* Visibly-Colored Polish (Distinguishable from Nail Plate)

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference exam material.

Reference Date:

Standard

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