



Testing Information Packet 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. For the candidate to be rescheduled for an examination, the reschedule fee must be submitted.

Examination fee will be forfeited if candidate is absent on scheduled examination date or cannot be admitted to the examination for any reason. A rescheduled fee must be submitted to receive another examination date. **NOTE: Examination fees are non-refundable.**

Personal items such as purses, coats, hooded sweatshirts, hats, scarves, cell phones, Smart watches, Smart Glasses that contain cameras or audio, 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 EPA registered, hospital disinfectant that is bactericidal, virucidal, and fungicidal and 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 registered, hospital disinfectant registered as effective against mycobacterium tuberculosis, human HIV-1, and hepatitis B virus. **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. **(Handwritten 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, rescheduling the examination will not be accepted for at least thirty (30) days.

Dress Code Requirements

OAC 4713 5-28

(A) All applicants shall wear appropriate clothing when scheduled to take the state licensure examination.

(1) Clothing that is comfortable and practical for work or a school uniform are acceptable attire. A clean smock or apron may be worn over attire.

(2) The following attire is not permitted in the examination center during an examination: clothing that shows excessive skin, clothing with offensive language, sleeveless attire, torn, dirty or tattered clothing, or other clothing as determined by board staff.

(B) An applicant not admitted to the test center due to attire shall be dismissed and required to reschedule for the state examination.

- **Candidates are required to use a mannequin hand(s) for the practical examination.**
- **All mannequin hands will be checked prior to the start of the examination.**
- **Candidates with mannequin hands that do not meet the requirements below will be dismissed from the examination and required to reschedule.**

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 cos.ohio.gov.

Nail Liquid (Monomer) Requirements:

All candidates are required to 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.

Each candidate is responsible for bringing the supplies necessary to complete each area being tested. Refer to the task's lines in each subject area to determine your supply list.

- Disinfectants are required to meet the standard listed (on page 1) and contain the manufacturer's label.
- Hand Sanitizer must contain the manufacturer's label.
- Blood Exposure Kit/Supplies to be used at the station.
- Disposal/trash bags (1-2) to be used at the station.
- Simulated Product must be used for all procedures. Simulated product should be labeled to indicate the name of the product. (Example: Massage Product)

Manicure Examination References

Milady Standard Nail Technology 2022/8th Edition

Salon Fundamentals 2022/1st Edition

Manicuring Practical Examination

SET UP AND CLIENT PROTECTION

15 MINUTES

Verbal Instructions

Following all infection control and safety guidelines, you will now set up all the supplies that will be used throughout 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/disinfectants display 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, please turn the mannequin hand toward the front to indicate you are finished. This procedure is 20 minutes. You will be informed when you have 10 and 5 minutes remaining. After the examiner has evaluated your manicure procedure, you will be instructed to remove the polish from the pinky finger or take out second mannequin hand. Once the polish has been removed or second hand ready, you will be instructed as a group to perform the Blood Spill procedure.

Procedure

- Sanitizes hands
- Sanitizes mannequin hand
- Shapes free edge from corner to center safely
- Length and shape of nails is changed/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
- Proper use of nippers demonstrated
- 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** applied to the entire nail plate
- Topcoat 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

BLOOD EXPOSURE PROCEDURE

5 MINUTES

Verbal Instructions

You will now perform the blood exposure portion of this exam. Each candidate will be instructed to perform the blood spill procedure. You are to demonstrate how to properly care for a cut sustained to the pinky finger of your client (mannequin hand). You are expected to follow all safety and infection control procedures.

Procedure

- All Blood exposure supplies labeled in English
- Wears disposable gloves
- Supplies/materials are visibly clean
- Cleans injured area with antiseptic
- Covers wound with absorbent dressing

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
- 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

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

Filing

- Shapes free edge
- Files on top of nail plate to balance
- Buffers nail
- Nail oil applied using infection control guidelines

Final Appearance

- Finished nail is smooth and even
- Nail is balanced/contoured/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