

## EXAMINATION GUIDE

### Nail Technology

#### Exam Time:

- *Exams will begin at the time issued on the participant's Exam notification. Being late will result in disqualification.*
- Once registered, the Exam participant is not permitted to leave the Exam area for any reason without approval from an Examiner.
- **A photo ID is required for registration (for both participant and model).**
- Failure to follow all directions for each phase could result in disqualification from the Exam.
- Arrangements for an oral Exam must be noted on the participant's Exam application and must be approved by the Executive Director a minimum of 45 days in advance of Exam Day.
- Any special arrangements (such as an interpreter) must be arranged with the Executive Director well in advance of your Exam; all out of pocket expenses arising therefrom are the responsibility of the Exam participant.

#### Not permitted in the Exam area during the Exam:

- Cameras, cell phones or other electronic devices (including smart watches)
- Food or drinks
- Reference or paper notes
- Textbooks

Family, friends, or children are not permitted in the testing area(s) for any reason.

**Note:** It is recommended participants bring snacks/lunch and a drink for break times.

#### Model

- Model must be at least 18 years of age and cannot be:
  - ❖ a licensed esthetician or nail technician;
  - ❖ a student pursuing a career in esthetics or nail technology; or
  - ❖ a person employed in a Cosmetology school.
- Models are required to sign a model release form prior to services.
- Participant must use the same model for the entire practical portion of the Exam.
- Models must arrive with natural unpolished fingernails, and pre-polished toenails with a dark color (e.g.: red or burgundy/maroon) and toenails long enough to be cut and shaped.

## **COVID-19 PROTOCOLS**

Participants are not required to wear a non-medical grade face mask while on the premises, including models, but may choose to do so.

### **Professional Appearance and Behavior**

- All participants must present a professional attitude and appearance. Behavior should be professional at all times and participants must always show respect for Examiners (including models).
- Subdued conversation is expected between the model and the practitioner and all participants should avoid loud interaction. **Participants who cause disruption at the Provincial Exam will be asked to leave the premises and will be marked DNA.**
- Professional attire must be worn (e.g.: clean and ironed college uniform or black pants, clean and ironed white or black top (with no visible midriff), and appropriate working, comfortable shoes). ***Failure to wear the proper attire may result in disqualification from the Provincial Exam(s).***

### **Tools:**

- A suggested checklist is provided for each practical phase. **NOTE:** some phases require the same tools. All tools must be clean and disinfected prior to each use during the Exam (if the same tool is used for numerous phases during the practical Exam, the tool must be cleaned and disinfected prior to the next phase). It is recommended to have multiple clean and disinfected tools for working.

**NOTE:** Not all tools may be listed. It is recommended that you go through each phase noted herein to ensure you have everything you require for your practical (include extra tools, supplies, products, etc.).

- Tools and products must be professional grade.
- Tools must be pre-disinfected and stored in an appropriate container prior to the practical Exam.
- Exam participants are responsible for service and practical set up and are given 15 minutes upon arrival for setup of all services prior to the start time.

**Borrowing of tools or supplies is not permitted** during the Exam; failure to bring the required tools or supplies will result in failure of the phase the participant is not prepared for.

**SAFETY:** tool bags should be kept away from the practical Exam area, which should be kept neat and tidy during the Exam to avoid hazards (e.g.: tripping over bags).

**NOTE:** examiners will provide an overview for the day, including: COVID-19 protocols, washroom and smoking area locations, emergency exits (fire escape route) and the emergency muster area outside prior to the start of the Exam(s).

***Although Exam duration times are listed below, the Exam Day scheduled times may vary throughout Exam Day.***

### **Exam Schedule**

|  |
|--|
| • Register with model for practical Exam   |
| • Set up and nail forms and tips (clear tips only) with overlay enhancements                     |
| • Forms with overlay/gel or monomer and polymer  |
| • Nail tips (clear tips only) with overlay/gel or monomer and polymer                            |
| • Clean up   |
| • Break  |
| • Prepare for Pedicure   |
| • Pedicure   |
| <b>Participants will be stopped after each allotted time limit to have their work evaluated.</b> |
| • Clean-up and break   |
| • Registration for written Exams   |
| • Written Exams begin (participants have three hours to complete the written phase)              |

**Please review the following information carefully.**

### **Practical Exam Phases**

**Artificial Nail Enhancements with Gel or Monomer and Polymer Overlay with Tips (5- clear tips only) and 5 Artificial Nail Enhancement Forms with Gel or Monomer and Polymer Overlay with Forms, on two (2) Hand – 120 Mins**

Practical marking is based on the following:

#### ***Patron Protection (20%)***

- Correctly labeled supplies
- Proper use of equipment
- Proper table setup
- Use of disinfected implements
- Sanitization of hands (nail tech and model)
- Cleanup and disposal of waste

***Procedure (10%)***

- Application of nail antiseptic
- Cuticle prep (push back and trim if necessary)
- Removal of shine (light buff, dust, prep, dehydrate, prime)

***Nail Application I and II (50%)***

**I. Forms Apply Gel Tips – 5 Fingers**

- Application of proper size tips and blend (tips cannot be full coverage)
- Application of primer, base coat, or bonder *as required*
- Application of clear building gel or monomer and polymer to create a (clear and white) French manicured look
- Proper curing *as required*
- Removal of residue, buff, and dust
- Application of cured or non-cured gel top coat *as required*

**II. Forms – 5 Fingers**

- Application of forms
- Application of primer (includes base gel or bonder)
- Application of French gel polish must be white builder gel or white gel polish (a curing gel - clear and white) French manicured look
- application of clear builder gel - coverage of the nail with gel
- cured throughout
- removal of residue, buff, and dust
- application of sealant

***Overall Appearance (15%)***

- Shape and evenness of both hands
- C-Curve, smile line of both hands
- Smoothness of nail and length of free edge of both hands

***Timing – 120 Mins (5%)***

***Mixing of gel with monomer and polymer is prohibited.***

| Time    | Objective  | Checklist   | ✓ |
|---------|--|---|---|
| 120mins | Create a finished French manicure look using gel/acrylic and white artificial nail product within 60 minutes.<br>Create a finished French manicure look using clear gel or monomer and polymer overlay with clear or sheer tips (no color) and white artificial nail product within 60 minutes | Nail Lamp (appropriate light for product)<br>Towels and paper towel                                 |   |
|         |  | Nail forms and clear nail tips (must not be full coverage)  |   |
|         |  | Two (2) dust masks - optional   |   |
|         |  | Hand sanitizer/antiseptic/nail prep   |   |
|         |  | Files and buffers   |   |
|         |  | Cuticle remover/ or soak  |   |
|         |  | Cuticle pushers   |   |
|         |  | Nippers and tweezers  |   |
|         |  | Gel: basecoat and building gel, top coat, light cured or non-cured<br><b>or</b> monomer and polymer |   |
|         |  | Cotton/wiping pads  |   |
|         |  | Bag for waste   |   |

***Mixing gel with monomer and polymer is prohibited.***

### **3. Pedicure – 60 Mins**

***Pedicure is to be completed on both feet.***

Practical marking is based on the following:

#### ***Patron Protection (25%)***

- Appropriately labeled professional products
- Proper setup
- Proper use of equipment and product
- Use of appropriately disinfected implements
- Sanitized hands
- Gloves
- Cleanup and disposal of waste

#### ***Procedure (40%)***

- Model arrived with dark toenail polish on toenails
- Examination of model's nail length
- Soaking of feet

- Drying of feet
- Polish removal
- Clipping and filing of nails
- Foot filing
- Cuticle care (soften cuticle, push back, and loosen)
- Clean under free edge and sides

#### ***Foot & Leg Massage (10%)***

- Foot and leg massage up to the knee with the appropriate application of massage oil/lotion
- Correct pressure, movements/rhythm of massage foot and leg up to the knee

#### ***Completion (20%)***

- Re-examination of feet and cleansing of nails
- Application of base, dark colour and top coat (a dark colour must be used – e.g. dark red or burgundy/maroon) and finished look
- Finished look – even with no polish on skin

#### ***Timing – 60 Mins (5%)***

| Time           | Objective  | Checklist                                  | ✓ |
|----------------|--|--|---|
| <b>60 mins</b> | Demonstrate a pedicure on 2 feet within 60 minutes | Towels and paper towel                     |   |
|                |  | Bed sheet/paper/blanket for client comfort |   |
|                |  | Gloves                                     |   |
|                |  | 2 dust masks                               |   |
|                |  | Hand sanitizer/antiseptic/nail prep        |   |
|                |  | Files and buffers                          |   |
|                |  | Cuticle pushers                            |   |
|                |  | Nippers and tweezers                       |   |
|                |  | Orange wood sticks                         |   |
|                |  | Spatulas                                   |   |
|                |  | Rasp and curette                           |   |
|                |  | Cotton and alcohol                         |   |
|                |  | Cuticle remover/cream/cuticle oil          |   |
|                |  | Massage lotion or cream                    |   |
|                |  | Base coat, colour and top coat             |   |
|                |  | Nail polish remover                        |   |
|                |  | Bag or container for disposables           |   |
|                |  | Foot basin/bowl (stainless steel)          |   |

### ***Written Examination***

- Written Exams are completed at the Association's office unless otherwise noted.
- Participants are given a maximum of two hours to complete written tests.
- Exam participants are not permitted to leave the Exam area for any reason once registered without the permission of an Examiner.
- Exam participants must have a comprehensive understanding of nail technology, infection control, safety, and the Nova Scotia Cosmetology Association's By-Laws.
- Participants must bring a black or blue pen; there will be no borrowing or sharing of supplies permitted due to COVID-19.

*If applicable:*

If completing an Exam online, a laptop or iPad is required (cell phones are not permitted). Loaner computers are available for use at the Association office, upon request.

### **Not permitted in the Exam area:**

- Reference or paper notes
- Textbooks
- Cameras, cell phones or other electronic devices (including smart watches)
- Food or drinks

***Failure to follow all directions could result in disqualification from the Exam.***

The written portion of the Exam(s) consist of true or false and multiple-choice questions.

| Examination/Area of Testing                    |
|--|
| Theory – Nail Technology                       |
| Infection Control & Safety                     |
| Cosmetology Association of Nova Scotia By-Laws |

### **Exam Results**

Results are forwarded to participants via regular mail within thirty (30) days following the Exam date. Test results will not be discussed by telephone.

The pass mark for all phases is **70%**. In the event of an Exam failure, the participant must contact the Cosmetology Association of Nova Scotia to schedule a new Exam date in accordance with s. 39 of *Cosmetology Act*, 2012, By-law No. 6, and the Cosmetology Association's Policies.

***Note: A participant may only challenge the Provincial Exams a maximum of three times.***

For general questions regarding Provincial Examinations, please contact the Cosmetology Association of Nova Scotia's Exam Co-ordinator at 902-468-6477, ext. 202.