

CREDENTIAL REVIEW *Assessment Instructions*

Assessment participant must have a comprehensive understanding of both the theory and practical components for the licence they seek. Education may be obtained from occupational training at a cosmetology college, or from equivalent work experience. *Participant may be required to pay an assessment fee to the Assessor.*

The Assessment consists of two phases:

1. Practical Phase
2. Communications Phase

Participant will be evaluated in practical demonstration and theory discussion in all areas pertaining to the scope of cosmetology in which they practise. *It is the responsibility of the participant to provide a model, as well as all other required equipment and/or supplies (unless otherwise stated by the Assessor).*

Booking the Assessment

Participant should contact an Assessor from one of the Association's Approved Assessment Locations (**page 2**) to arrange an Assessment, and to confirm the:

- assessment date and time
- assessment fee (must be paid in full prior to the Assessment)
- required assessment equipment, tools, and/or supplies
- model and/or mannequin options

All participants are required to wear a non-medical grade face mask (and, if applicable, a face shield for particular esthetics services) while attending for an assessment, including models.

Assessment Instructions

Assessment instructions for the scope of cosmetology in which you practise can be found on the following pages:

Hairdressing	Page 3
Esthetics	Page 6
Nail Technology	Page 10
Make-up Artistry	Page 13
Body Hair Removal	Page 16

It is recommended that participants read these instructions thoroughly and carefully.

Approved Assessment Locations

Listed below are the Approved Assessment Locations. Please contact an Assessor in your area to arrange for an Assessment.

	Contact	Location	Phone	Assessment Offered
Regency Training Salon and Spa	Judy Antonello	1046 Barrington St. Halifax, NS	(902) 371-5839	<ul style="list-style-type: none"> • Hairdressing • Esthetics • Body Hair Removal
Eastern Esthetics	Susan Keddy	19 Crane Lake Dr. Halifax, NS	(902) 450-2160	<ul style="list-style-type: none"> • Nail Technology • Body Hair Removal
Elevate Beauty Institute of Technology	Lisa Silliker	77 Crescent Dr., Unit 4, New Minas, NS	(902) 365-3993	<ul style="list-style-type: none"> • Hairdressing • Esthetics • Nail Technology • Body Hair Removal • Eyelash Enhancements • Make-up Artistry
NSCC Burridge	Bonnie Williams	372 Pleasant St. Yarmouth, NS	(902) 742-3501	<ul style="list-style-type: none"> • Hairdressing
NSCC Burridge	Jane Stronach	372 Pleasant St. Yarmouth, NS	(902) 742-3501	<ul style="list-style-type: none"> • Esthetics
CBBC	Tracy Samson	93 Johnston St. Sydney, CB	(902) 562-1806	<ul style="list-style-type: none"> • Hairdressing • Esthetics • Nail Technology • Body Hair Removal • Eyelash Enhancements
Hair Masters	Angela Iannetti	26 Archibald St. North Sydney, CB	(902) 794-2460	<ul style="list-style-type: none"> • Hairdressing • Esthetics • Nail Technology • Body Hair Removal • Eyelash Enhancements

HAIRDRESSING ASSESSMENT

The Practical Phase must be performed on a mannequin or a live model who is at least 18 years of age. A model cannot be a licensed hairdresser or student pursuing a career in Hairdressing. Participants may choose to use a mannequin head, but must provide their own mannequin and tripod/stand. The model or mannequin cannot have hair longer than 8" in length, and must be present to participate in all five (5) of the following hairdressing assessment phases:

1. Colour application
2. Permanent waving
3. Hairsetting pattern
4. Haircut
5. Blow-dry and style suitability

Participant is responsible for service set-up during assessment. Please carefully review the evaluation criteria for each service.

All participants are required to wear a non-medical grade face mask (and, if applicable, a face shield for particular esthetics services) while attending for an assessment, including models.

1. Colour Application

Objective:

Demonstrate a colour retouch using gel in place of a colour.

Over-the-counter gel is acceptable only for this phase.

Assessment:

- Preparation:
 - Colour apron/smock and gloves
 - Proper draping of model
- Colour application process and technique:
 - Sectioning and width of subsections ($\frac{1}{4}$ ")
 - Amount of product used
 - Gel applied to regrowth only and complete coverage of regrowth ($\frac{1}{2}$ ")
 - Method of application (bottle or brush)
 - Control of the hair during application
 - Neatness, timing and clean up

2. Permanent Waving

Objective:

Demonstrate perm wrap technique from the model or head form's forehead to nape and one full side. Single, double halo or straight back patterns are acceptable.

Stabilizers are not permitted.

Assessment:

- Clean correct size sections and subsections
- Use of appropriate rod size for length and texture of hair
- Appropriate amount of hair on each rod for rod size
- Correct use of end papers
- Tension
- Rods are balanced and even
- Position of elastics
- Neatness, timing and clean up

3. Hairsetting Pattern

Objective:

Demonstrate combination roller set and pincurls.

Participant may choose to use a professional setting product if so desired.

Assessment:

- Completion of entire head
- Result should be a wearable style if it were to be dried and combed out
- Rollers:
 - Minimum of six (6) rollers must be incorporated in the set
 - Amount of hair on roller
 - Roller placement and bases
- Pincurls:
 - Minimum of twelve (12) pincurls must be incorporated in the set
 - Three (3) clockwise
 - Three (3) counter-clockwise
 - Three (3) stand-up
 - Three (3) triangular base
- Hairsetting pattern completion:
 - Amount of setting lotion used
 - Tension
 - Rollers and pincurls correctly secured and formed
 - Completed set; overall appearance
 - Neatness, timing and clean up

4. Haircut

Objective:

Demonstrate a blended layered haircut that checks in all directions.

Assessment:

- Correct handling of comb and shears
- Well shaped and balanced
- Control of the hair
- Tension
- Even perimeter
- 1" cut all over
- Neatness, timing and clean up

5. Blow-Dry and Style Suitability

Objective:

Demonstrate ability to create the foundation for a finished style using professional hair dryers, brushes and styling products.

Assessment:

- Styling aids used
- Handling of dryer with appropriate nozzle attachment
- Appropriate sized brushed and technique
- Thoroughly dried hair and shape
- Neatness, timing and clean up

COMMUNICATION/ORAL PHASE

Questions may cover the following areas of study found in the Milady Standard Hairdressing textbook.

Reference Text: <http://www.milady.cengage.com/9781285080475.asp>

1. Hairdressing Theory
2. Bacteriology/Sanitation

ASSESSMENT RESULTS

Results should be forwarded to participant and to the Cosmetology Association of Nova Scotia by mail within thirty (30) days of the scheduled Assessment date.

Note: Results cannot be discussed by phone.

*Please contact an Assessor from the Approved Assessment Locations found on **page 2** for questions regarding a Hairdressing Assessment.*

ESTHETICS ASSESSMENT

PRACTICAL PHASE

The Practical Phase must be performed on a live model who is at least 18 years of age. The model cannot be a licensed Make-up Artist or Esthetician, or a student pursuing a career in the aforementioned scopes of practise. One model must be present to participate in all four (4) of the following Esthetics demonstrations:

1. Make-up
2. Pedicure
3. Waxing
4. Facial

Participant is responsible for service set-up during assessment. Please carefully review the evaluation criteria for each service.

All participants are required to wear a non-medical grade face mask (and, if applicable, a face shield for particular esthetics services) while attending for an assessment, including models.

1. Make-up

Model Preparation:

The model must arrive with clean, moisturized skin ready for make-up application.

The individual being assessed must wear a non-medical grade face mask and a face shield during this phase and the model may only remove their face mask while make-up is being applied.

Assessment:

- Cosmetics appropriately labelled
- Use of disinfected implements
- Sanitization of hands
- Position of the Esthetician's body and hands during make-up application
- Smooth base make-up application
- Appropriate blending and use of:
 - Foundation
 - Powder
 - Blush
 - Brow definer
 - Eye shadow
 - Eyeliner

- Mascara
 - Lip liner
 - Lipstick
- Overall daytime look
 - Neatness and timing
 - Clean up and disposal of waste

2. Pedicure

Model Preparation:

The model must arrive with pre-polished nails long enough to be cut and shaped.
Polish must be a dark color.

Assessment:

- Use of appropriate implements and products
- Products appropriately labelled
- Sanitization of hands
- Examination of model's nail length and work to be done
- Pedicure procedure and technique:
 - Soaking of the feet
 - Removal of polish
 - Clipping and filing of nails
 - Foot filing
 - Pushing back and nipping of cuticles
 - Application of cuticle oil
 - Drying of the feet
 - Applying massage lotion/oil
- Foot massage technique:
 - Flow of massage
 - Level of pressure applied
- Pedicure completion:
 - Re-examination of the feet
 - Cleansing of the nails
 - Base, color and top coat application (*red or burgundy polish only*)
 - Excess polish removal
 - Neatness and timing
 - Clean up and disposal of waste

3. Waxing

Model Preparation:

The model must arrive with underarm and eyebrow hair long enough to be waxed.
Wax will be provided.

The individual being assessed must wear a non-medical grade face mask and a face shield during this phase and the model may only remove their face mask while procedure is taking place.

Assessment:

- Supplies appropriately labelled
- Proper draping of model
- Use of disinfected implements
- Sanitization of hands
- Waxing procedure and technique:
 - Examination of area to be waxed
 - Pre and post waxing skin preparation
 - Testing of wax temperature
 - Wax application and removal
 - Tweezing
- Waxing completion:
 - Examined area must be free of hair and wax residue
 - Even brow shape
 - Neatness and timing
 - Clean up and disposal of waste

4. Facial

Model Preparation:

The model must arrive with clean, residue-free skin ready for facial services.

The individual being assessed must wear a non-medical grade face mask and a face shield during this phase and the model may only remove their face mask while procedure is taking place.

Assessment:

- Products appropriately labelled
- Appropriate draping of the model's head and body
- Use of disinfected implements
- Sanitization of hands
- Facial procedure and technique:

- Removal of make-up
 - Cleansing of face and neck
 - Removal of cleanser
 - Application of toner
 - Skin analysis with magnifying lamp
 - Exfoliation
 - Positioning of steamer
 - Extractions (hooking, or hand positions and pressure)
- Facial massage technique:
 - Use of sufficient massage cream
 - Massage of face and neck
 - Rhythm maintained with effective firmness
- Facial completion:
 - Removal of massage cream
 - Application and removal of mask (*no clear coloured masks*)
 - Application of day cream
 - Neatness and timing
 - Clean up and disposal of waste

COMMUNICATION/ORAL PHASE

Questions may cover the following areas of study found in the Milady Standard Esthetics textbook.

Reference Text: <http://www.milady.cengage.com/9781285080475.asp>

1. Make-up Theory
2. Bacteriology/Sanitation

ASSESSMENT RESULTS

Results should be forwarded to participant and to the Cosmetology Association of Nova Scotia by mail within thirty (30) days of the scheduled Assessment date.

Note: Results cannot be discussed by phone.

*Please contact an Assessor from the Approved Assessment Locations found on **page 2** for questions regarding an Esthetics Assessment.*

NAIL TECHNOLOGY ASSESSMENT

PRACTICAL PHASE

The Practical Phase must be performed on a live model who is at least 18 years of age. The model cannot be a licensed Nail Technician or Esthetician, or a student pursuing a career in the aforementioned scopes of practise. One model must be present to participate in all three (3) of the following Nail Technology demonstrations:

1. Pedicure (both feet)
2. Gel Forms (1 hand)
3. Gel Nail with Tip (1 hand)

Participant is responsible for service set-up, and are given time to do so. Please carefully review the evaluation criteria for each Nail Technology service.

1. Pedicure (Both Feet)

Model Preparation:

The model must arrive with nails long enough to be cut and shaped.

Objective: To perform a full pedicure on both feet.

Assessment:

- Appropriate, disinfected implements
- Appropriately labelled products
- Sanitization of hands
- Examination of model's nail length and the work to be done
- Pedicure procedure:
 - Soaking of the feet
 - Clipping and filing of the nails
 - Foot filing
 - Pushing back and nipping of cuticles
 - Applying cuticle oil
 - Drying of the feet
 - Application of massage lotion/oil
- Foot massage:
 - Flow of massage
 - Pressure applied
- Completion of pedicure
 - Re-examination of feet
 - Cleansing of nails
 - Application of base, color and top coat (*red or burgundy polish only*)

- Removal of excess polish
- Neatness, timing and clean up

2. Gel Forms (1 Hand)

Model Preparation:

The model must arrive with natural, unpolished fingernails.

Objective: To create a French manicure look using gel forms and white artificial nail product.

Assessment:

- Application of nail antiseptic
- Removal of shine
- Application of forms
- Application of primer
- Application of gel, base coat and building gel to create a French manicure look
- Curing time
- Removal of residue
- Buffing and dusting
- Apply cured or non-cured gel topcoat
- Overall appearance of the non-polished gel form
- Neatness, timing and clean up

3. Gel Nail with Tip (1 Hand)

Model Preparation:

The model must arrive with natural, unpolished fingernails.

Objective: To create a French tip manicure look using tips and white artificial nail product.

Assessment:

- Application of nail antiseptic
- Removal of shine
- Application of size and blend tips
- Application of base coat gel or bonder
- Application of building gel to create a French manicure look
- Display of proper curing throughout
- Removal of residue
- Buffing and dusting
- Application of cured or non-cured gel topcoat
- Overall appearance of the non-polished gel overlay with tips
- Neatness, and clean up

COMMUNICATION/ORAL PHASE

Questions may cover the following areas of study found in the Milady Standard Nail Technology textbook.

Reference Text: <http://www.milady.cengage.com/9781285080475.asp>

1. Nail Technology Theory
2. Bacteriology/Sanitation

ASSESSMENT RESULTS

Results should be forwarded to participant and to the Cosmetology Association of Nova Scotia by mail within thirty (30) days of the scheduled Assessment date.

Note: Results cannot be discussed by phone.

*Please contact an Assessor from the Approved Assessment Locations found on **page 2** for questions regarding a Nail Technology Assessment.*

MAKE-UP ARTISTRY ASSESSMENT

PRACTICAL PHASE

The Practical Phase must be performed on one (1) live model who is at least 18 years of age. The model cannot be a licensed Make-Up Artist or Esthetician, or a student pursuing a career in the aforementioned scopes of practise. One model must be present to participate in all three (3) of the following Make-up Artistry demonstrations:

1. Daytime Make-up
2. Evening Make-up (with strip lashes)

Participant is responsible for service set-up during assessment. Please carefully review the evaluation criteria for each Make-up service.

The individual being assessed must wear a non-medical grade face mask and a face shield during this phase and the model may only remove their face mask while procedure is taking place.

1. Daytime Make-up

Model Preparation:

The model must arrive with clean, moisturized skin.

Objective:

To create a suitable daytime make-up application.

Assessment:

- Cosmetics appropriately labelled
- Use of disinfected implements
- Sanitization of hands
- Position of the Make-up Artist's body and hands during make-up application
- Smooth base make-up application

- Appropriate blending and use of:
 - Foundation
 - Powder
 - Blush
 - Brow definer
 - Eye shadow
 - Eyeliner
 - Mascara
 - Lip liner
 - Lipstick

- Overall daytime look
- Neatness, timing and clean up

2. Evening Make-up (with strip lashes)

Model Preparation:

The model must arrive with clean, moisturized skin.

Objective:

To convert the previous daytime make-up application into an evening make-up application by use of additional cosmetics and strip lashes.

The individual being assessed must wear a non-medical grade face mask and a face shield during this phase and the model may only remove their face mask while procedure is taking place.

Assessment:

- Cosmetics appropriately labelled
- Use of disinfected implements
- Sanitization of hands
- Position of the Make-up Artist's body and hands during make-up application
- Smooth application of additional make-up
- Appropriate blending and use of:
 - Foundation
 - Powder
 - Blush
 - Brow definer
 - Eye shadow
 - Eyeliner
 - Mascara
 - Lip liner
 - Lipstick
 - Affixing of strip false eyelashes (*upper lashes only*)
- Overall evening look
- Neatness, timing and clean up

COMMUNICATION/ORAL PHASE

Questions may cover the following areas of study found in the Milady Standard Make-up Artistry textbook.

Reference Text: <http://www.milady.cengage.com/9781285080475.asp>

1. Make-up Artistry Theory
2. Bacteriology/Sanitation

ASSESSMENT RESULTS

Results should be forwarded to participant and to the Cosmetology Association of Nova Scotia by mail within thirty (30) days of the scheduled Assessment date.

Note: Results cannot be discussed by phone.

*Please contact an Assessor from the Approved Assessment Locations found on **page 2** for questions regarding a Make-up Artistry Assessment.*

BODY HAIR REMOVAL ASSESSMENT

PRACTICAL PHASE

The Practical Phase must be performed on a live model who is at least 18 years of age. A model cannot be licensed in Body Hair Removal or Esthetics or enrolled at a cosmetology college pursuing a career in the aforementioned scopes of practise. One model must be present to participate in all three (3) of the following Body Hair Removal demonstrations:

1. Eyebrow Wax
2. Underarm Wax
3. Half Leg Wax

Participant is responsible for service set-up (if required) and will be given time to do so. Please carefully review the evaluation criteria for each Body Hair Removal service.

Eyebrow, Underarm and Half Leg Wax

Model Preparation:

The model must arrive with eyebrow, underarm and leg hair long enough to be waxed. *Wax will be supplied.*

Objective:

To safely remove eyebrow hair and create desired brow shape and to remove underarm and half leg hair for smooth, post-wax skin.

The individual being assessed must wear a non-medical grade face mask and a face shield during the brow waxing phase and the model may only remove their face mask while procedure is taking place.

Assessment:

- Proper draping of model
- Use of disinfected implements
- Sanitization of hands
- Waxing procedure for each technique:
 - Examination of area to be waxed
 - Pre and post waxing skin preparation
 - Testing of wax temperature
 - Wax application and removal
 - Tweezing
- Waxing completion of each area:
 - Examined area must be free of hair and wax residue
 - Even brow shape

- Neatness
- Clean up and disposal of waste

COMMUNICATION/ORAL PHASE

Questions may cover the following areas of study found in the Milady Standard Esthetics Fundamentals, 11th Edition.

Reference Text: <http://www.milady.cengage.com/esthetics.asp>

Chapters 5 and 18

Milady Standard Esthetics 11th Edition
Hardcover ISBN-13: 9781285769417
Softcover ISBN-13: 9781285769431

1. Hair Removal Theory (on the different types of hair removal; ex: threading)
2. Bacteriology/Sanitation

ASSESSMENT RESULTS

Results should be forwarded to participant and to the Cosmetology Association of Nova Scotia by mail within thirty (30) days of the scheduled Assessment date.

Note: Results cannot be discussed by phone.

*Please contact an Assessor from the Approved Assessment Locations found on **page 2** for questions regarding a Body Hair Removal Assessment.*