

EXAMINATION GUIDE

Esthetics

Exam Time:

- ***The Exam will begin at the time issued on the participant's Exam notification. Lateness 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. **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 in advance of Exam Day.
- Any special arrangements (such as an interpreter) must be arranged in advance of your Exam with the Executive Director; 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, and children are not permitted in the testing area(s) for any reason. Any model under the age of 18 must provide parental permission to participate in the examination.

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

Model or Mannequin

- Model must be at least 18 years of age and cannot be:
 - ❖ a licensed esthetician
 - ❖ licensed in make-up artistry
 - ❖ licensed in nail technology
 - ❖ licensed in eyelashes
 - ❖ a student pursuing a career in any area found under the scope of esthetics
 - ❖ a person employed in a Cosmetology school
- Models are required to sign a model release form prior to services
- Participant must use same model for the entire practical portion of the Exam

- Models must arrive with:
 - ❖ Clean, moisturized skin (face ready for make-up application)
 - ❖ Natural unpolished fingernails, and pre-polished toenails with a dark color (e.g.: red or burgundy/maroon) long enough to be cut and shaped.
 - ❖ Underarm and eyebrow hair long enough to be waxed.

All models must be fully vaccinated (2 doses) with one of the approved COVID-19 vaccines (due to the removal of the mask in some test areas).

COVID-19 PROTOCOLS

All participants are required to wear a non-medical grade face mask while on the premises, including models.

As of October 4, 2021:

- Certain skill area testing requires the removal of a mask (i.e.: esthetics, facials, make-up, etc.). Those models **must be fully vaccinated** (have both doses/injections of one of the recognized vaccines).
- A mask must cover the nose, mouth, and chin and not convey any unacceptable or unprofessional messaging or images.

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 (includes models).
- Subdued conversation is expected between the model and the practitioner and all participants should avoid loud interactions. **Participants who cause disruption at the Provincial Exam will be asked to leave the premises and will be marked DNA.**
- Professional attire should be worn (e.g.: college uniform or black pants, white or black top, and appropriate working, comfortable shoes).

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.
- Exam participants are responsible for service and practical set up and are given 15 minutes upon arrival for set up of all services prior to the start time.

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 set up all of all services prior to the start time.

Borrowing 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 and 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 overview
• Make-up application
• Clean up and set up for pedicure
• Pedicure
• Break
• Set up for waxing
• Wax procedures
• Set up for facial
• Facial
• Clean up and lunch
• Registration for written Exam
• Written Exams begin (participants have 4 hours to complete the written phase)

Participants will be stopped after each allotted time limit to have their work evaluated.

Please review the following information carefully.

Practical Exam Phases

1. Make-Up – 30 Minutes

Practical marking is based on the following:

- Correctly labeled cosmetics (cosmetics may be non-professional).
- Use of disinfected implements.
- Sanitation of hands.
- Draping of model.
- Positioning of an esthetician’s body and hands during application.
- Smoothness of base.
- Appropriate blending of all make-up.
- Appropriate use of all make-up.
- Over-all daytime look.
- Timing.
- Disposal of used implements.

Time	Objective	Checklist	✓
30 Mins	Demonstrate a completed daytime makeup application.	Headband	
		Neck strip	
		Cape	
		Makeup brushes and implements	
		Foundation, concealer, powder, blush, brow definer, eye shadow, eyeliner, mascara, lip liner, lipstick, lip gloss	
		Hand sanitizer	
		Pencil sharpener	
		Tweezers	
		Mask (for participant and model) and face shield	

2. Artificial Nail Enhancements with Gel or Monomer and Polymer Overlay with Tips (clear tips only) and 3 Artificial Nail Enhancements with Gel or Monomer and Polymer Overlay with Forms, on One (1) Hand – 60 Mins

Practical marking is based on the following:

- Prepping of model.
- Sanitization of hands.
- Disinfection of implements.

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

1

- Creation of a French “pink/clear and white” manicured look using forms either with monomer and polymer or gel products on 3 fingers.
- Proper curing throughout.
- Removal of residue.
- Buffing and dusting – manual buffing, demonstrating appropriate buffing and filing (electric filing is not permitted).
- Application of cured or non-cured gel top coat if required.

2

- Creation of a finished French "pink/clear and white" look using clear tips on 2 fingers.
- Application of proper size tips (clear tips only) and blend (removal of pre-blending is allowed).
- Application of primer, base coat, or bonder (as required).
- Application of building gel or monomer and polymer to create a French (pink and white) manicured look.
- Proper curing (as required).
- Removal of residue.
- Buffing and dusting.
- Application of cured or non-cured gel top coat if required.
- Overall appearance of gel or monomer and polymer overlay enhancements (blending, smoothness, thin/thickness, even lengths, and smile line).
- Neatness and timing.
- Waste disposal and clean up.

Time	Objective	Checklist	✓
60 Mins	Create on the same hand. 1. A finished French manicure look on 3 fingers using gel/acrylic and a white artificial nail product, using forms. 2. A finished French manicure look on 2 fingers using a monomer and polymer overlay with clear tips and white artificial nail product.	Towels and paper towel	

		Nail lamp (appropriate light for product)	
		2 dust masks	
		Hand sanitizer	
		Antiseptic / nail prep	
		Files and buffers	
		Cuticle remover or soak	
		Pushers	
		Nippers and tweezers	
		Cotton pads	
		Bag for waste	
		Gel: base coat and building gel, top coat, light cured or non-cured or monomer and polymer	
		Clear forms	
		Face mask (for participant and model)	

3. Pedicure – 60 Minutes

Pedicure is to be completed on both feet.

Practical marking is based on the following:

- Sanitation of hands.
- Appropriately disinfected implements.
- Appropriately labeled products.
- Examination of model's nail length.
- Soaking of feet.
- Drying of feet.
- Polish removal.
- Clipping and filing of nails.
- Foot filing.
- Cuticle care.
- Application of massage oil/lotion.
- Massage movements/flow of massage.
- Pressure used for massage.
- Re-Examination of feet.
- Cleansing of nails.
- Application of base colour and top coat (a dark colour must be used – e.g. dark red or burgundy/maroon).
- Timing and finished look.

Time	Objective	Checklist	✓
60 Mins	Demonstrate a pedicure on two feet.	Towels and paper towel	
		Foot basin or bowl (stainless steel)	
		Clean and disinfected implements	
		Nail clippers, nail files, cuticle pushers	
		Foot file, birchwood sticks, excavator (or appropriate tool to clean under feet edge)	
		Toe separators	
		Hand sanitizer and gloves	
		Cuticle remover	
		Base coat and top coat	
		Dark nail polish	
		Nail polish remover and cotton, lint free wipes	
		Mask (for participant and model)	

4. Waxing – 30 Minutes

Model must arrive with hair long enough to wax; soft wax is provided. Participant may bring hard wax and wax pot if desired.

Practical marking is based on the following:

- Draping of bed and model.
- Use of gloves.
- Use of disinfected implements.
- Examination of area to be waxed.
- Pre and post wax skin preparation.
- Testing of wax temperature.
- Wax application and removal.
- Tweezing.
- Timing.
- Clean up and disposal of waste.

Time	Objective	Checklist	✓
30 Mins	Demonstrate and complete hair removal by waxing the eyebrows and underarm of the model.	Gloves	
		Tweezers	
		Exam paper for the bed	
		Sheet and blanket	
		Professional pre/post wax (oil if performing soft wax)	
		Wax strips	
		Wooden spatulas	
		Robe or wrap around	
		Bag for waste	
		Headband and towels	
		Mask (for participant and model)	

5. Facial – 60 Minutes

Practical marking will be based on the following:

Procedure/Technique

- Draping of model's head and body.
- Labeling of professional products.
- Sanitization of hands or use of gloves.
- Use of disinfected implements.
- Removal of makeup.
- Cleansing of face and neck.
- Removal of cleanser.
- Application of toner.
- Skin analysis with magnifying lamp.
- Exfoliation (clear exfoliant is not permitted).
- Extractions (demonstrate hand positions and pressure).

Massage Technique

- Use of sufficient massage cream.
- Massaging of face and neck.
- Rhythm maintained with effective firmness.

Completion

- Removal of massage cream.
- Application and removal of mask (clear masks are not permitted).

- Application of day cream.
- Timing.
- Clean up and disposal of waste.

Time	Objective	Checklist	✓
60 Mins	Demonstrate a facial.	Sheets, blankets, headband, Gibson towels, tissues	
		Hand sanitizer and gloves	
		Massage cream and/or oil	
		Bowl (stainless steel)	
		4x4 gauze/sponges	
		Mask brush	
		Spatulas	
		Professional makeup remover, cleanser, toner, exfoliating cream, mask, day cream	
		Mask (for participant and model)	

Written Examination

- All written Exams are now completed online via the Association’s website (although participants can request to complete a written Exam at the Association office).
- Participants are given a maximum of 4 hours to complete all written tests.
- A laptop or iPad is required (cell phones are not permitted). Loaner computers are available for use, upon request.
- Once registered, Exam participants are not permitted to leave the Exam area for any reason without the permission of an Examiner.
- Exam participants must have a comprehensive understanding of full esthetics, 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.

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 or multiple-choice questions.

Examination/Area of Testing
Theory - Esthetics
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 and pay the required re-Examination fee 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.