

## EXAMINATION GUIDE

### Nail Technology

#### 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

- 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
  - ❖ 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**

**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.

**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 – 60 minutes to complete
• Break
• Nail tips (clear tips only) with overlay/gel or monomer and polymer – 60 minutes to complete
• Clean up
• Lunch
• Set up
• Pedicure – 60 minutes complete
• Clean-up and break
• Registration for written Exams
• Written Exams begin (participants have three 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. 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
- Washing and sanitization of hands
- Disinfected implements
- Cuticle prep/push back and trim where necessary
- Removing shine/light buff/dust/clean and prep/dehydrate/prime/base if required
- Proper form placement
- Create a French “pink/clear and white” manicured look using forms either with monomer and polymer or gel products
- Proper curing throughout
- Removal of residue
- Buff and dust – manual buffing, demonstrating appropriate buffing and filing (electric filing not permitted)
- Dust masks must be available for the participant and the model
- Apply cured or non-cured gel top coat if required
- Overall appearance of gel or monomer and polymer overlay enhancements
- Neatness and timing
- Waste disposal and clean up

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

Time	Objective	Checklist	✓
60 mins	Create a finished French manicure look using gel/acrylic and white artificial nail product within 60 minutes	Towels and paper towel	
		2 dust masks	
		Hand sanitizer/antiseptic/nail prep	
		Files and buffers	
		(Cuticle remover/ or soak)	
		Pushers	
		Nippers and tweezers	
		Gel: basecoat and building gel, top coat, light cured or non-cured <b>or</b> monomer and polymer	
		Bag for waste	
		Face mask (for participant and model)	

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

Practical marking is based on the following:

- Prepping of model
- Sanitization of hands

- Disinfection of implements
- Applying nail antiseptic
- Cuticle prep (push back and trim if necessary)
- Removing shine (light buff, dust, prep, dehydrate)
- Application of proper size tips (clear tips only) and blend (remove pre-blending is allowed)
- Apply primer, base coat or bonder as required
- Apply building gel or monomer and polymer to create a French (pink/clear and white) manicured look
- Proper curing as required
- Removal of residue
- Buff and dust
- Application of cured or non-cured gel top coat if required
- Overall appearance of gel or monomer and polymer overlay enhancements
- Neatness and timing
- Waste disposal and clean up

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

Time	Objective	Checklist	✓
60 mins	Create a finished French manicure look using gel or monomer and polymer overlay with clear tips and white artificial nail product within 60 minutes	Nail Lamp (appropriate light for product)	
		Towels and paper towel	
		2 dust masks	
		Hand sanitizer/antiseptic/nail prep	
		Files and buffers	
		Cuticle pushers	
		Nippers and tweezers	
		Cotton/wiping pads	
		Forms	
		Gel or monomer and polymer	
		Bag for waste	
		Mask (for participant and model)	

### **3. Pedicure – 60 Mins**

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

Practical marking is based on the following:

- Sanitization of hands
- Appropriately disinfected implements and appropriately labeled products
- Use of gloves
- Examination of model's nail length
- Soaking of feet
- Drying and Examination of feet and between toes
- Polish removal
- Clipping and filing of nails (mask must be available for use by participant and model)
- Application of cuticle remover
- Buffing of soles of feet with foot file
- Cleaning under free edge and cuticles and pushing back cuticles (no nipping of cuticles; use of cuticle remover or cuticle cream is permitted)
- Application of cuticle oil
- Application of massage oil/lotion
- Massage movements/flow of massage (both feet and lower leg; just below the knee)
- Pressure used for massage
- Re-Examination of feet
- Cleansing of nails with appropriate cleanser (ex: alcohol)
- Application of base, color, and top coat (dark colour must be used ex: red or burgundy/maroon)
- Demonstration of polish clean up around cuticle with a cotton tipped orangewood stick
- Timing and finished look
- Waste disposal and clean up

Time	Objective	Checklist	✓
60 mins	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)	
		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 three 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 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.

**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.

<b>Examination/Area of Testing</b>
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.