

EXAMINATION GUIDE
Nail Technology

Exam Time:

- ***The exam will begin at the time issued on the participant's exam notification.***
- Once registered, the exam participant is not permitted to leave the exam area for any reason.
- Failure to follow all directions for each phase could result in disqualification from the exam.
- Arrangements for an oral exam must be made in advance with the Executive Director and noted on the exam application.
- Any special arrangements (such as an interpreter) must be made in advance with the Executive Director; all out of pocket expenses arising therefrom are the responsibility of the exam participant.
- The exam must be written in ink (blue or black) and you are responsible for bringing your own writing implements.

Not permitted in the exam area:

- Reference or paper notes
- Textbooks
- Cameras, cell phones or other electronic devices (including watches)
- Food or drink
- Family or friends are not permitted in the testing area for any reason

Note: It is recommended to bring snacks/lunch and a drink for you and your model for lunch and break times.

Model

- Model must be at least 18 years of age and cannot be a licensed esthetician, nail technician, a student pursuing a career as a nail technician or a person employed in a cosmetology school.
- Exam day requires one model to complete the practical phase.
- Models must arrive with natural unpolished fingernails, and pre-polished toenails long enough to be cut and shaped.
- Polish for the pedicure must be a dark color (ex: red or burgundy/maroon).

Professional Appearance /Behavior

- Participants must present a professional appearance. Behavior should be professional at all times, showing respect for examiners and models.

- Subdued conversation is expected between the model and the participant and participants should avoid loud interaction. Participants who cause disruption at the provincial exam will be asked to leave.
- Professional attire should be worn (ex: college uniform or black pants, white top, black flat or low shoes or boots).

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 use at 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). Bring duplicate tools cleaned and disinfected or one tool and the required disinfectant and disposable tools where possible.

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 (add extra tools/supplies/products if needed).

- Tools and products must be professional.
- Tools must be pre-disinfected and stored in an appropriate container prior to the practical exam.
- Exam participants are responsible for service/practical set up and are given time to do so prior to the start time.

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 (ex: tripping over bags).

NOTE: examiners will provide an overview for the day, including bathroom and smoking area, and fire escape route prior to the start of the Exam.

No borrowing is 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.

All though Exam 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 with overlay enhancements
- Forms with overlay/gel or monomer and polymer – 60 minutes to complete
- Break
- Nail tips with overlay/gel or monomer and polymer – 60 minutes to complete
- Clean up
- Lunch
- Set up
- Pedicure – 60 minutes complete
- Break
- Registration for written exam
- Written exam begins
- Participants have three hours to complete the written phase

Participants will be stopped at each allotted time limit and their work evaluated.

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 & 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 Pushers	
		Nippers and tweezers	
		Gel: basecoat and building gel, top coats, light cured or non-cured OR Monomer and polymer	
		Bag for waste	

2. Artificial Nail Enhancements with Gel or Monomer and Polymer Overlay with Tips 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 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 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 tips and white artificial nail product within 60 minutes	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	

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
- Sanitization of feet
- 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	

Written Examination

- Once registered the exam participant is not permitted to leave the exam area for any reason.
- Exam participants must have a comprehensive understanding of nail technology and the Nova Scotia Cosmetology Association's By-Laws.
- Participants are given a maximum of three hours to complete all written tests.

Not permitted in the exam area:

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

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

The written portion of the exam consists of two sections containing true or false, fill in the blank or multiple-choice questions.

Examination/ Area of Testing
Sanitation, Disinfection & 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 the *Cosmetology Act, 2012, c. 39, Schedule "B"*.

Note: A participant may only challenge the provincial exam a maximum of three times.

For questions regarding your provincial examination in nail technology, please contact the Cosmetology Association of Nova Scotia at 902-468-6477, ext. 206.