



PSI licensure:certification  
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# STATE OF UTAH

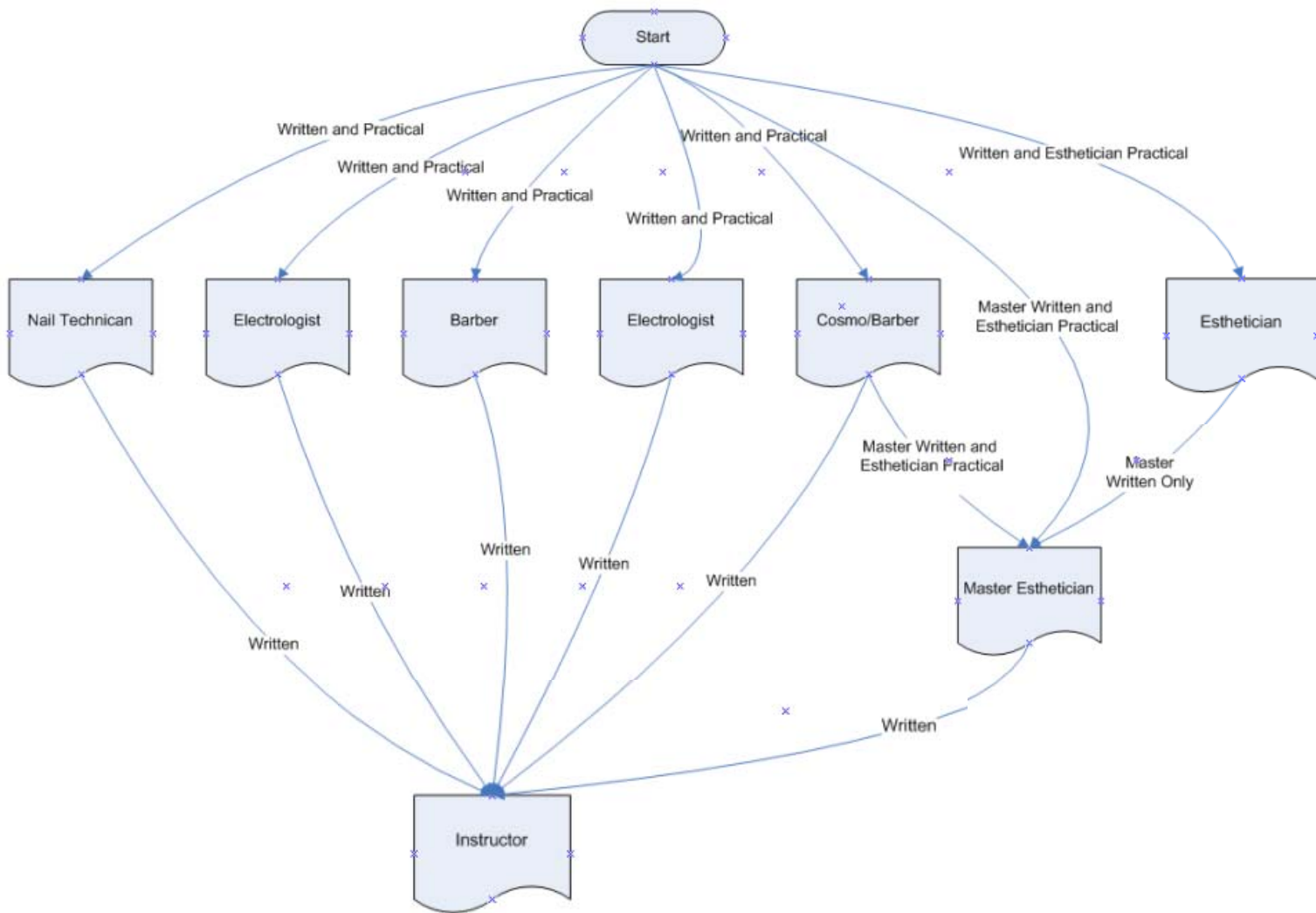
## DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING NAIL TECHNICIAN EXAMINATIONS CANDIDATE INFORMATION BULLETIN

**EFFECTIVE APRIL 15, 2010**

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Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com)

## PATHWAY TO LICENSURE



### EXAMINATIONS BY PSI

The Division has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Utah and in many areas throughout the United States.

This Candidate Information Bulletin provides you with information about the examination process for Nail Technician Licensure in the State of Utah.

**The written and practical examinations both must be passed in order to become licensed. If you fail an examination, you must wait 30 days before retesting.**

The examinations are developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

### EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for 1 examination.

The following fee table lists the applicable fee for each examination, whether you are taking the written examination or practical examination. The fee is for each examination, regardless if are taking the examination for the first time or repeating.



EXAMINATION FEE

\$ 87

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

### INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. To register over the Internet, candidates will need to have a valid MasterCard or Visa. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. To register by Internet, complete the steps below:

1. Complete the registration form online and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available examination dates and locations for scheduling your examination. Select your desired testing date.

### FAX REGISTRATION

For fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination at (800) 733-9267.

### STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form found in this Candidate Information Bulletin. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**

Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by VISA, MasterCard, money order, or cashier's check. Money orders or cashier's checks must be made payable to PSI. Print your social security number on your check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, AND PERSONAL CHECKS ARE NOT ACCEPTED.**

2. Please allow 2 weeks to process your Registration before scheduling for your examination.

### TELEPHONE REGISTRATION

For telephone registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

1. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday between 3:30 am and 6:00 pm and Saturday, between 7:00 am and 1:00 pm, Mountain Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

PSI will make every effort to schedule the examination site and time that is most convenient for you. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 3:00pm MT. Please be prepared to offer alternate examination appointment choices.

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.**

### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

### SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would



otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at [www.psiexams.com](http://www.psiexams.com).

### SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state. **If you elect not to disclose your social security number to PSI, please enclose a separate letter explaining this with your Examination Registration Form.** However, you must provide it to the state.

## EXAMINATION SITE LOCATION

The following test centers are located in Utah.

Note: The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

#### **Hurricane (St. George) (Written and Practical)**

473 N. Old Highway 91, Suite 6  
Hurricane, UT 84737

*From I-15N, take the UT-9 exit 16 toward Hurricane/Zion Natl. Park. Merge onto UT-9/W State St toward Hurricane. Turn left onto N 6300 W/UT-212. 473 Old Hwy 91 in Hurricane approximately 1.5 miles past the Wal-Mart Distribution Center on the left hand side behind Quality Wood Products.*

#### **North Orem (Provo) (Written Only)**

581 West 1600 North, Suite C  
North Orem, UT 84057

*From US-89, turn right onto W Center St/UT-114. Merge onto I-15 N via the ramp on the left toward Salt Lake. Take the 1600 North exit 273. Turn east onto West 1600 North. Go one mile east. PSI is located in the World Financial Group building on the right hand side.*

#### **North Salt Lake City (Written and Practical)**

25 North 400 West, Suite 7  
North Salt Lake City, UT 84054

*(The city of North Salt Lake not Salt Lake City proper. The PSI test site is in Davis County just north of the Flying J Refinery.)*

*From Salt Lake City and the South (Temporary for I-15 Construction due to complete in Fall of 2010).*

*Merge on to I-15N. Take the 600 N (309) exit. Turn right and go to 300 W (US89). Turn left on 300 W (US89). Go North about 4.5 miles and turn left onto E Center St. Turn right on to 400 W.*

*From the North*

*Merge onto I-15 S Salt Lake. Take the Center St., exit 314. Turn right onto W Center St. Turn right onto 400 W.*

*From I-80 East merge to I-215 North. Take the Redwood Rd/UT-68 exit 28 and turn right onto Center Street.*

*PSI is on the Northwest corner of 400 West and Center Street.*

#### **Sunset (Ogden) (Written and Practical)**

2465 N Main Street #11C

Sunset, UT 84015

*From I-15 S, take the UT-97 exit-338- toward Clinton/Roy/ Sunset. Turn right onto W 5600 S/UT-97. Turn left onto S 1900 W/UT-126. Continue to follow UT-126.*

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule a written test outside of Utah. The practical examination is only offered at the Utah testing centers. Practical examinations must be taken in Utah.

## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, and identification. ***If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.***

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

***You must provide 2 forms of identification.*** One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. ***Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed***



appointment, and you will not be able to take the examination.

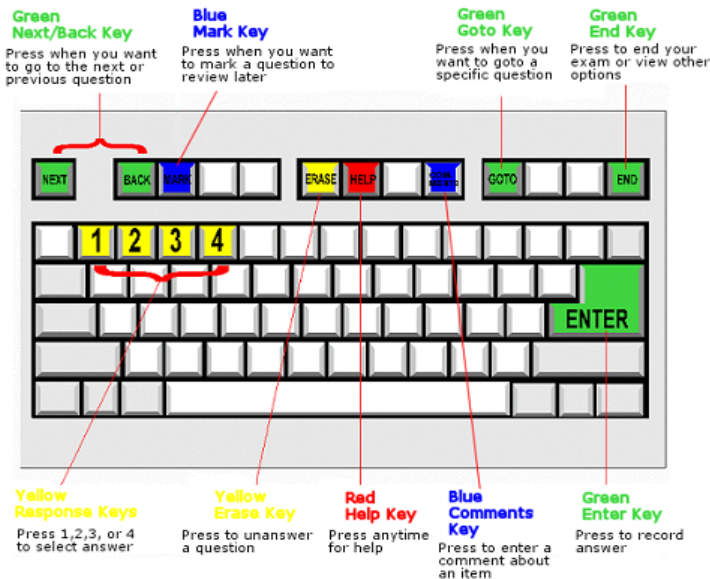
### SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, and children are not allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy. Either one may result in the disqualification of examination results and may lead to legal action.

## TAKING THE WRITTEN EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use a mouse.



### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of

your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### EXAMINATION REVIEW

The Utah Division of Occupational and Professional Licensing is utilizing the National Interstate Council of State Boards of Cosmetology (NIC) exams. The NIC conducts ongoing analysis and review of their examinations to ensure the examinations accurately measure minimal competency in the required knowledge area.

### SCORE REPORTS

You will receive the score report immediately following the completion of the examination. Official score results of the practical examination will be released to your state board within 3 business days after the examination. Please note that passing scores are valid for a period of one year toward Utah licensure.

You can write to PSI to request a duplicate of your score report.

Passing scores will be accepted by Utah Division of Occupational and Professional Licensing for a period of 1 year after the completion of the examination. Testing scores older than 1 year will not be accepted and the candidate must retest.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

**IMPORTANT:** Starting April 1, 2008, Mannequins will be required. Live models will not be accepted.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## STATE OF UTAH NAIL TECHNICIAN WRITTEN AND PRACTICAL EXAMINATION CONTENT OUTLINES

This document contains important information regarding the State of Utah Nail Technician Written and Practical Examination content and administration. You must score at least 75 to pass each examination. Please review all information carefully.

### IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the basic manicure section of this examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please turn the hand toward the examiner to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.

- Manufacturer's labels are required on all disinfectants and sanitizers.
- You may NOT bring any notes (e.g., written task lines, numbers or supply lists on kit containers/bags), cheat sheets, task lines, or Candidate Information Bulletins into the examination site.

### MANNEQUIN(S)

Candidates are required to bring a mannequin hand(s) for the practical examination. Mannequin hands with digital fingers (trainer hands) are NOT permitted during the examinations. Prior to reporting to the examination candidates MUST apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

### NAIL TECHNICIAN WRITTEN EXAMINATION CONTENT SECTIONS

The time allowed for the Nail Technology written examination is 90 minutes.

#### SCIENTIFIC CONCEPTS - 45%

##### Infection Control Procedures

- ◇ Microbiology
  - Pathogenic and non pathogenic bacteria
  - Viruses
- ◇ Methods of infection control
  - Chemical agents
  - Heat
- ◇ Levels of infection control
  - Sanitation
  - Disinfection
  - Sterilization
- ◇ Safety Procedures
  - Disposal
  - Storage

##### Basic Human Anatomy and Physiology

- ◇ Skin of the hands and feet
  - Function
  - Structure
  - Disorders and diseases
  - Abnormal pigmentation
  - Infections
  - Inflammations
  - Lesions
- ◇ Systems and their functions

- Skeletal system
  - Arms
  - Hands
  - Legs
  - Feet
- Muscular system
  - Forearms
  - Hands
  - Lower legs
  - Feet
- Blood vascular (circulatory) system
- Nervous system

- Ventilation
- Disposal

## NAIL TECHNOLOGY PROCEDURES - 55%

### General Nail Technology Procedures

- ◇ Client consultation
- ◇ Contraindications
- ◇ Nail assessment
- ◇ Service protocol
- ◇ Documentation

### Nail Service Tools

- ◇ Equipment
- ◇ Implements
- ◇ Supplies, products, and materials

### Natural Nail Service Procedures (Manicure and Pedicure)

- ◇ Sanitize
- ◇ Remove polish
- ◇ Shape nails
- ◇ Apply cuticle remover
- ◇ Soften cuticles in warm soak
- ◇ Exfoliate (pedicure)
- ◇ Push back cuticle
- ◇ Remove excess cuticle
- ◇ Clean nails (i.e., top and free edge)
- ◇ Buff nails
- ◇ Apply cuticle oil
- ◇ Apply lotion for massage
- ◇ Remove traces of oil or lotion on/under nails
- ◇ Apply polish

### Basic Massage Movements

- ◇ Effleurage
- ◇ Friction
- ◇ Petrissage
- ◇ Tapotement

### Apply, Repair and Maintain Nails

- ◇ Tips
- ◇ Acrylic
  - Backfill
  - Fill
  - Overlays
  - Sculpted
  - Tips
- ◇ Wraps
  - Fill
  - Overlays
  - Tips
- ◇ Gels
  - Light-cured
    - Backfill
    - Fill
    - Overlays
    - Sculpted
    - Tips
  - No light-cured
    - Fill
    - Overlays
    - Tips

### Nail Composition

- ◇ Structure
  - Cuticle
  - Free edge
  - Hyponychium
  - Matrix
  - Nail bed
  - Nail folds/grooves
  - Nail plate
- ◇ Disorders and diseases of the nail
  - Abnormal nail growth or formation (e.g., trumpet, tile-shaped, egg shell, onychauxis)
  - Brittle
  - Bruised
  - Corrugations and furrows
  - Discolored nails
  - Fungus, infections, and molds
  - Hangnail
  - Ingrown
  - Leuconychia (white spots)
  - Melanonychia (black band under or within the nail plate)
  - Onychia (inflammation of entire nail)
  - Onycholysis (lifting of the nail)
  - Paronychia (infection of the tissue around the nail)
  - Pterygium (overgrowth of cuticle)

### Basic Chemistry

- ◇ Nail service products
  - Acetone and non-acetone
  - Alum (styptic)
  - Antiseptic
  - Brush cleaner
  - Catalyst/activator
  - Cuticle cream and solvents
  - Exfoliants
  - Gels (e.g., light-cured, no light-cured)
  - Moisturizers
  - Monomer
  - Nail adhesives
  - Nail enamel/ polish/treatments
  - Polymer
  - Priming agent
- ◇ OSHA hazard communication standard
  - MSDS standard
  - Product safety
    - Labeling
    - Storage

## Electric Filing

- ◇ Safety procedures
  - Appropriate attachment
  - Appropriate speed
  - Appropriate use
- ◇ Maintenance and disinfection

## Specialty Services

- ◇ Hot oil/lotion therapy
- ◇ Paraffin treatment
- ◇ Scrubs
- ◇ Soaks

### SAMPLE QUESTIONS

The following sample questions are similar to those on the State of Utah Nail Technology Written Examination. Each question is followed by four answer choices. Only one choice is correct. Correct answers are listed following the sample questions.

1. Pumice stone is used in manicuring as
  - a. an abrasive.
  - b. a bleach.
  - c. a lubricant.
  - d. an astringent.
2. What is the **FIRST** step in performing a manicure?
  - a. Shape the nails
  - b. Soften the cuticles
  - c. Clean under free edge
  - d. Remove old polish
3. Where should all manicuring cosmetic supplies be kept when not being used?
  - a. On a clean shelf
  - b. On the manicuring table
  - c. In a clean manicuring kit
  - d. In clean, closed containers
4. Which one of the following is a condition in which the cuticle splits around the nail?
  - a. Hangnails
  - b. Pterygium
  - c. Onychophagy
  - d. Onychorrhexis
5. Nerves and blood vessels are found in the nail
  - a. bed.
  - b. wall.
  - c. plate.
  - d. grooves.
6. An antiseptic is used in manicuring to
  - a. bleach the nails.
  - b. treat minor cuts.
  - c. smooth corrugated nails.

d. give the nails a high sheen.

7. After each use, manicuring instruments should be
  - a. wiped with a towel.
  - b. wiped with a tissue.
  - c. cleansed and disinfected.
  - d. placed in dry storage.
8. For which one of the following are oil manicures recommended?
  - a. Leuconychia
  - b. Split nails
  - c. Brittle nails
  - d. Prevention of infection
9. What is the actively growing part of the nail?
  - a. Lunula
  - b. Matrix
  - c. Mantle
  - d. Free edge
10. What should be applied to a split in the nail before wrapping it?
  - a. Top coat
  - b. Base coat
  - c. Adhesive glue
  - d. Nail hardener

### Answers

1. a	4. a	7. c	10. c
2. d	5. a	8. c	
3. d	6. b	9. b	

### NAIL TECHNOLOGY REFERENCES

*Milady's Standard Nail Technology*, 2007, Milady, 5 Maxwell Drive, Clifton Park, NY 12065, (800) 347-7707, [www.Milady.com](http://www.Milady.com)

*Salon Fundamentals Nails* 2007, Pivot Point International, Inc., Evanston, IL 60201, (800) 886-4247, [www.pivot-point.com](http://www.pivot-point.com)

*NIC Health and Safety Standards*, NIC, Inc., October 2002 [www.nictesting.org](http://www.nictesting.org)

### OPTIONAL REFERENCES

*Milady's Standard Textbook of Cosmetology*, 2004, Milady 5 Maxwell Drive, Clifton Park, NY 12065, (800) 730-2214 [www.Milady.com](http://www.Milady.com)

*Salon Fundamentals, Cosmetology*, 2002, Pivot Point International, Inc., Evanston, IL 60201, (800) 886-4247 [www.pivot-point.com](http://www.pivot-point.com)



## NAIL TECHNICIAN PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the State of Utah Nail Technician Practical Examination includes 6 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

### Core Domain Services

Set Up and Client Protection  
Manicure  
Nail Tip  
Nail Wrap  
Sculptured Nail  
Polish

## SET UP AND CLIENT PROTECTION (10 minutes)

### Verbal Instructions:

*"You will now set up the general supplies that you will use throughout your examination."*

*"You will also set up the manicure supplies."*

*"You will be observed for client protection, safety and infection control procedures."*

*"Upon completion of each section of this examination, please turn the hand toward the examiner to indicate that you are finished."*

*"You will have 10 minutes to complete this section."*

*"You will be informed when you have 5 minutes remaining"*

(1) *"The instructions will be repeated."*

(2) *"You may begin set up."*

### Candidates will be evaluated on the following tasks:

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

## MANICURE (20 minutes)

### Verbal Instructions:

*"You will now perform the manicure section of this examination."*

*"You will be expected to follow all safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

*"You will be informed when you have 10 minutes remaining."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

### Candidates will be evaluated on the following tasks:

#### Preparation

- Sanitizes hands
- Sanitizes hand to be manicured

#### Demonstration of Filing

- Shapes free edge safely
- Establishes uniform length and shape

#### Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand completely
- Applies cuticle cream or remover using infection control procedures
- Pushes back cuticle safely
- Cleans under free edge safely
- Buffs nail safely
- Applies cuticle oil using infection control procedures

#### Demonstration of Hand Massage

- Applies massage product using infection control procedures
- Massages palm, back of hand, and fingers
- Maintains continuous contact while massaging hand
- Cleanses massage product from each nail plate

#### Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

## NAIL TIP (20 minutes)

### Verbal Instructions for Set Up:

*"You have 2 minutes to remove the supplies from your kit for the nail tip section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

### Verbal Instructions:

*"You will now perform the nail tip section of this examination."*

*"You will apply a nail tip to the ring finger."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

*"You will be informed when you have 10 minutes remaining."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

### Candidates will be evaluated on the following tasks:

#### Preparation

- Sets up nail tip supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Selects a nail tip that matches width of nail plate

#### Application of Nail Tip

- Applies nail dehydrator/cleanser to nail plate
- Attaches nail tip to nail plate with nail adhesive
- At least ½ of nail plate remains uncovered
- Trims nail tip safely

#### Demonstration of Filing/Blending

- Shapes free edge safely
- Tip is blended to nail plate safely

#### Final Appearance of Nail

- Cuticle and skin surrounding nail are free from nail adhesive
- Hyponychium is free from nail adhesive
- Finished nail is smooth and even

#### Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**NAIL WRAP**  
(20 minutes)

**Verbal Instructions for Set Up:**

*"You have 2 minutes to remove the supplies from your kit for the nail wrap section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

**Verbal Instructions:**

*"You will now perform the nail wrap section of this examination."*

*"You will apply a wrap to the middle finger."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

*"You will be informed when you have 10 minutes remaining."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

**Preparation**

- Sets up nail wrap supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Applies nail dehydrator/cleanser to nail plate

**Application of Nail Wrap Product**

- Applies nail adhesive to nail plate
- Applies wrap material over nail plate
- Removes excess wrap material to fit nail plate safely
- Applies nail adhesive over nail wrap
- Applies wrap accelerator safely
- Applies second coat of nail adhesive
- Applies second coat of wrap accelerator safely

**Demonstration of Filing**

- Files nail wrap safely
- Buffs nail wrap safely

**Final Appearance of Nail Wrap**

- Nail plate is covered by wrap
- Cuticle and surrounding skin remains free of nail adhesive
- Finished nail wrap is smooth and even

**Safety and Infection Control**

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**SCULPTURED NAIL**  
(20 minutes)

Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless or low odor sculptured nail products be used for the practical examination.

**Verbal Instructions for Set Up:**

*"You have 2 minutes to set up the supplies for the sculptured nail section of this examination." Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

**Verbal Instructions:**

*You will now perform the sculptured nail section of this examination, using an odorless product."*

*"You will apply a sculptured nail to the index finger."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

*"You will be informed when you have 10 minutes remaining."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

**Preparation**

- Sets up sculptured nail supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle of dust

**Application of Sculptured Nail Product**

- Applies nail form to fit snugly under free edge
- Applies primer safely
- Applies sculptured product to extend free edge
- Applies sculptured product to cover nail plate

**Demonstration of Filing**

- Shapes free edge safely
- Files sculptured nail to shape/balance safely
- Buffs sculptured nail safely

**Final Appearance of Nail**

- Finished sculptured nail is smooth, even, and beveled/tapered
- Contour of sculptured nail is balanced
- Nail plate is covered by sculptured nail product
- Cuticle and surrounding skin remains free of sculptured nail product

**Safety and Infection Control**

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**POLISH (10 minutes)**

**Verbal Instructions for Set Up:**

*You have 2 minutes to remove the supplies from your kit for the polish section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set-up."*

**Verbal Instructions:**

*"You will now perform the polish section of this examination."*

*"You will polish all 5 nails."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 10 minutes to complete this section."*

*"You will be informed when you have 5 minutes remaining."*

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

**Preparation**

- Sets up polish supplies labeled in English

**Application of Polish**

- Applies base coat to cover nail plate
- Applies red polish to cover nail plate
- Applies top coat to cover nail plate

**Final Appearance of Nails**

- Final appearance of polish is smooth and even

- Cuticle and surrounding skin remain free of polish
- Safety and Infection Control**
- Disposes of soiled materials using infection control procedures
  - Practices infection control procedures safely throughout service
  - Maintains work area in a safe manner throughout service

### CANDIDATE SUMMARY AND FINAL CLEANUP

**Verbal Instructions:**

*“This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”*

### RECOMMENDED GENERAL SUPPLIES

**ALL SUPPLIES MUST BE LABELED IN ENGLISH**

- dry storage kit/container
- hand sanitizer
- mannequin hand(s) with artificial nails attached (trainer hands are **NOT** permitted)
- spray disinfectant
- disposal bag for waste materials
- cloth and paper towel(s)
- cotton
- first aid supplies (blood spill kit)
- tape

### BASIC MANICURE SUPPLIES

- bowl and container of water
- cuticle cream/remover
- filing and buffing implements
- cuticle pusher
- nail brush
- hand lotion or massage product
- cuticle oil

### NAIL TIP AND NAIL WRAP SUPPLIES

- cuticle pusher
- nail tips and adhesive
- nail wrap material (non pre-cut fabric)
- filing and buffing implements
- scissors
- accelerator

### SCULPTURED NAIL SUPPLIES

- cuticle pusher
- sculptured nail products (powder, primer, “odorless or low odor” liquid) (The product must be in its original container with the manufacturer’s label indicating that it is “odorless or low odor”.)
- sculptured nail brush
- liquid & powder containers
- filing and buffing implements

- sculptured nail forms
- primer

### POLISH SUPPLIES

- polish remover
- base coat/top coat
- red polish

### NAIL TECHNICIAN REFERENCES

*Milady’s Standard Nail Technology, 2007 (Revised)*  
Milady, 5 Maxwell Drive, Clifton Park, NY 12065,  
(800) 347-7707, www.Milady.com

*Salon Fundamentals, Nail Technician, 2007,* Pivot Point International, Inc., Evanston, IL 60201, (800) 886-4247  
www.pivot-point.com

### OPTIONAL REFERENCES

*Milady’s Standard Textbook of Cosmetology, 2008*  
Milady, 5 Maxwell Drive, Clifton Park, NY 12065, (800) 730-2214, www.Milady.com

*Salon Fundamentals, Cosmetology, 2007,* Pivot Point International, Inc., Evanston, IL 60201, (800) 886-4247  
www.pivot-point.com

NIC Health and Safety Standards, NIC, Inc., October 2002  
www.nictesting.org

### HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps **MUST** be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** *This is the responsibility of the candidate and should be executed as follows:*

**CANDIDATE INJURY - FOR EXAMINATION PURPOSES**

1. **PROTECTION** - If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

**MODEL INJURY - FOR EXAMINATION PURPOSES**

1. **STOP** service.



2. *GLOVE hands of candidate/student/licensee.*
3. *CLEAN injured area as appropriate.*
4. *APPLY antiseptic and/or liquid or spray styptic as appropriate (see NOTE).*
5. *COVER the injury with the appropriate dressing to prevent further blood exposure.*
6. *DOUBLE BAG and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.*
7. *RETURN to service.*

**EXAMINERS:**

- *EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.*
- *FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.*
- *DOCUMENT INCIDENT IN BLOOD SPILL LOG.*

**NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.**

**WET DISINFECTION STANDARD**

All tools and implements, EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.

All tools and implements WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

**DRY STORAGE STANDARD**

*Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.*

**HAND WASHING**

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to each client *and* after smoking, drinking, eating, and using the restroom.

**NAIL TECHNOLOGY**

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is prohibited for use during ANY practical examinations. Odorless sculpture nail products are **required** for use during ANY practical examinations.

Adopted as amended October 2002



School Code	School	School Licensed for	School Code	School	School Licensed for
0088	A MANE ATTRACTION ACADEMY. LLC	Cosmetology/Barber	0079	MEDSPA ACADEMIES, INC. DBA Elase Academy	Esthetics
0053	ACAYDIA SCHOOL OF AESTHETICS, LLC	Esthetics	0059	MOUNTAINLAND - AMERICAN FORK UT	Cosmetology/Barber
0056	AMERICAN BEAUTY ACADEMY	Cosmetology/Barber	0060	MOUNTAINLAND - SPANISH FORK UT	Cosmetology/Barber
0029	APPRENTICE PROGRAM		0025	NEW HORIZONS BEAUTY COLLEGE	Cosmetology/Barber
0081	BEAUTIFUL YOU SCHOOL OF NAIL TECHNOLOGY	Nail Technology	0024	OGDEN-WEBER APPLIED TECHNICAL CENTER - OGDEN	Cosmetology/Barber
0082	BEAUX CHAVEUX ACADEMY OF COSMETOLOGY, INC	Cosmetology/Barber	0061	OGDEN-WEBER APPLIED TECHNICAL CENTER - ROY CAMPUS	Cosmetology/Barber
0083	BONNIE JOSEPH ACADEMY OF COSMETOLOGY	Cosmetology/Barber	8888	OTHER / OUT OF STATE	
0027	BRIDGERLAND APPLIED TECHNOLOGY COLLEGE	Cosmetology/Barber Esthetics	0045	PAUL MITCHELL, THE SCHOOL PROVO DbA Von Curtis	Cosmetology/Barber
0005	CAMEO COLLEGE OF BEAUTY	Cosmetology/Barber Esthetics Electrology	0087	PAUL MITCHELL, THE SCHOOL Salt Lake	Cosmetology/Barber Esthetics
0011	CANYONS TECHNICAL EDUCATION CENTER AKA Jordan District Technical	Cosmetology/Barber	0057	POLISHED NAIL ACADEMY	Nail Technology
0052	CAPELLI INSTITUTE OF HAIR	Cosmetology/Barber	0020	PREMIER HAIR ACADEMY	Cosmetology/Barber
0038	COLOR MY NAILS SCHOOL OF NAIL TECHNOLOGY	Nail Technology	0085	PRIME CUT ACADEMY OF HAIR AND NAIL ARTISTRY	Cosmetology/Barber
0084	COSMETOLOGY CAREER ACADEMY	Cosmetology/Barber	0065	RENAISSANCE ACADEMIE, LLC	Cosmetology/Barber
0016	DALLAS ROBERTS ACADEMY, DRSM, INC	Cosmetology/Barber Esthetics	0001	SALT LAKE COMMUNITY COLLEGE	Cosmetology/Barber Esthetics
0048	DAVIS APPLIED TECHNOLOGY COLLEGE	Cosmetology/Barber	0073	SHERMAN KENDALL ACADEMY OF BEAUTY ARTS & SCIENCES OF MIDVALE	Cosmetology/Barber Esthetics
0023	DELTA TECHNICAL CENTER	Cosmetology/Barber	0014	SHERMAN KENDALL ACADEMY OF BEAUTY ARTS & SCIENCES OF SALT LAKE CITY	Cosmetology/Barber Esthetics
0021	EASTERN UTAH COLLEGE	Cosmetology/Barber	0063	SKIN INSTITUTE LLC, THE St George	Esthetics
0018	ECHELON EDGE ACADEMY, DBA Design Academy, Francois D	Cosmetology/Barber Esthetics	0086	SKIN SCIENCE INSTITUTE OF LASER AND ESTHETICS	Esthetics
0022	EVANS HAIRSTYLING COLLEGE - CEDAR CITY	Cosmetology/Barber	0040	SKIN SCIENCE INSTITUTE, LLC Salt Lake City	Esthetics
0017	EVANS HAIRSTYLING COLLEGE - LINDON	Cosmetology/Barber	0033	SKIN WORKS SCHOOL OF ADVANCED SKINCARE	Esthetics
0026	EVANS HAIRSTYLING COLLEGE - ST GEORGE	Cosmetology/Barber	0003	SNOW COLLEGE - RICHFIELD	Cosmetology/Barber
0069	FORUM ACCADEMIA, THE	Cosmetology/Barber Esthetics	0058	TAYLOR ANDREWS ACADEMY - ST GEORGE	Cosmetology/Barber Esthetics
0019	GRANITE SCHOOL DISTRICT AKA Granite Technical Institute	Cosmetology/Barber	0043	TAYLOR ANDREWS ACADEMY OF HAIR DESIGN West Jordan	Cosmetology/Barber Esthetics
0004	HAIRITAGE HAIR ACADEMY ST GEORGE	Cosmetology/Barber Nail Technology	0044	TAYLOR ANDREWS - LAYTON	Cosmetology/Barber Esthetics
0072	HIGHLAND HAIR ACADEMY LLC DBA Paul Mitchell the School	Cosmetology/Barber	0074	TAYLOR ANDREWS - OREM INC. DBA Taylor Andrews Academy	Cosmetology/Barber
0047	IMAGEWORKS ACADEMY OF HAIR DESIGN	Cosmetology/Barber	0054	THE BARBER SCHOOL	Barber School
0034	MANDALYN ACADEMY INC	Esthetics	0064	THE NAIL ROOM ARTISTIC ACADEMY	Nail Technology
0076	MARINELLO SCHOOL OF BEAUTY – LAYTON AKA Fran Brown Beauty College	Cosmetology/Barber Esthetics Nail Technology	0055	TOP NAILS AND HAIR BEAUTY SCHOOL	Barber School Cosmetology/Barber Esthetics
0080	MARINELLO SCHOOL OF BEAUTY – OGDEN AKA Stacey's Hands Of Champions Beauty College	Cosmetology/Barber Esthetics Nail Technology	0075	UTAH COLLEGE OF MASSAGE THERAPY, ESTHETICS	Esthetics
0077	MARINELLO SCHOOL OF BEAUTY – PROVO AKA Bon Losee Academy / Hair Artis	Cosmetology/Barber Esthetics	0089	UTAH INSTITUTE, LLC DBA Aveda Institute of Provo	Cosmetology/Barber Esthetics
0030	MAXIMUM STYLE TECH SCHOOL OF COSMETOLOGY	Cosmetology/Barber Esthetics			



# SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

## Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Check any special arrangements you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended Time (Additional time requested: \_\_\_\_\_)
- Large-Print written examination
- Other \_\_\_\_\_
- Out-of-State Testing Request (this request does not require additional documentation) \_\_\_\_\_

Site requested: \_\_\_\_\_  
(Only written examinations may be taken out-of-state. Practical examinations must be taken in Utah.)

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 800-733-9267 x6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.**



PSI Services, LLC  
3210 E Tropicana  
Las Vegas, NV 89121

FIRST CLASS MAIL

