

MISSISSIPPI STATE BOARD OF  
COSMETOLOGY AND BARBERING



PRACTICAL EXAM  
STUDENT HANDBOOK

Cosmetology, Barbering, Nail Technology,  
Esthetics, and Instructors

Revised 12.9.2024

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## EXAM OVERVIEW

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For licensure in Mississippi an applicant who does not already hold a license from another state must successfully complete a written and practical exam. An applicant must demonstrate by practical exam minimal skills and knowledge necessary for the licensure sought. An applicant must demonstrate by written exam for licensure knowledge of the profession, health and safety standards, and Mississippi law pertinent to the practice of licensure sought.

During the practical exam, the applicant must safely and successfully implement a practical skill within the allotted time. Failure to complete a skill within the allotted time will result in failure of that skill. An applicant's performance will be evaluated by testing evaluators. A complete list of the skills tested by practice area is found on page 17

### EXAM FEES

Exam fees must be paid at the time of the reservation. Payments can be made by credit/debit card or voucher. To schedule your exam, you can select the link below:

Practical Exam - Practitioner	\$ 95.00	<a href="http://www.msbc.ms.gov">www.msbc.ms.gov</a>
Practical Exam - Instructor	\$ 120.00	<a href="http://www.msbc.ms.gov">www.msbc.ms.gov</a>

### ADA ACCOMMODATIONS

The Mississippi State Board of Cosmetology and Barbering (MSBCB) complies with the provisions of the Americans with Disabilities Act, as amended. All testing accommodations must be submitted to [info@msbc.ms.gov](mailto:info@msbc.ms.gov) on the form provided by the Board.

Accommodation is not a guarantee of improved performance or test completion. Test accommodations are individualized and considered on a case-by-case basis.

### TESTING SITES

The Practical Exam will be given at the following:

#### **Cosmetology/Nail Technology/Esthetics/Instructors**

##### **Jackson**

Robert E. Lee Building  
239 North Lamar Street  
2<sup>nd</sup> Floor Testing Room  
Jackson, MS 39201

##### **Biloxi**

E.L. Bolton Building  
1141 Bayview Avenue  
1<sup>st</sup> Floor Testing Room  
Biloxi, MS 39530

##### **North MS**

Everest Building  
802 Central Street  
Water Valley, MS 38965

Parking: Robert E. Lee Building parking is available in the parking garage located behind the Robert E. Lee building in any space 7<sup>th</sup> Floor or above.

##### **Barber**

##### **Jackson**

MS Barber Academy  
5420 I55 North Frontage Road  
Jackson, MS 39211

##### **Biloxi**

##### **North MS**

Foster's Cosmetology & Barbering College  
1813 City Ave. North  
Ripley, MS 38663

### CANCELLATION AND RESCHEDULING

To be eligible for a refund, all cancellations or requests to reschedule must be made to the MSBCB office at least five (5) calendar days prior to the day of the exam. No show, cancellation, or request to reschedule made after that time will not be refunded, and the exam fee will not be transferrable to a new exam date.

Exam dates and payments may not be transferred to another person.

### **ABSENCE POLICY**

MSBCB will consider excusing an absence from an exam only for extreme emergencies and with the required documentation. Potential excusable absences include, but are not limited to, applicant illness, death in the family, disabling traffic accident, jury duty, military orders, or weather emergency.

Requests for an excused absence must be made in writing within fourteen (14) calendar days following the date of the missed exam. This request must include proof (i.e. doctor note) of the reason you were absent. The decision of the MSBCB regarding absences is final.

### **WEATHER EMERGENCY**

Exams may be delayed or cancelled in the event of a weather emergency. If the exam is cancelled due to a weather emergency, the applicant will be contacted by the MSBCB and will be provided with a voucher to retake the exam on another date at no additional cost. If the exam is not cancelled, you must follow the absence policy.

### **EXAM DAY - WHAT TO BRING**

You must bring the following items with you to check in at the practical exam site:

- Two (2) forms of current (unexpired) signature-bearing identification and  
One must be government-issued photo identification (e.g. driver's license). The second ID can be a supporting ID. The signature and names must match. Applicants will not be permitted to test if they do not have proper ID or if the ID is expired.
- MSBCB issued an approval letter.  
Approval letters will be provided electronically through email in the form of a ticket for entry that can either be added to your phone or printed and brought to the testing center.

**If all required documents are not presented at check-in on the exam day, the applicant will be disqualified and forfeit all exam fees.**

Applicants must bring all the items required to perform the skills required in the practical exam. It is recommended that candidates label all items used. An applicant may not borrow an item from another student testing. The complete list of items needed per licensure are found on pages 8-16. If a model is used during the exam, the model must be at least sixteen (16) years old and may not be affiliated with any school licensed by the MSBCB.

**Once an applicant has entered the testing room, the applicant is not able to receive a disqualification but a score of either passing or failing.**

## **TESTING POLICIES**

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### **TARDINESS**

Arrive at the test center at least thirty (30) minutes before your scheduled exam begins. If you are late for your scheduled exam, you will not be allowed to take the test but will receive a disqualification and a forfeiture of the exam fee.

### **ATTIRE**

Cosmetology, Esthetics, and Nail Technician candidates are required to wear a scrub top and scrub bottom in any color. The scrubs may not have a school or business logo. The logo of the scrub manufacturer is permissible. Scrubs must fit so no undergarments are visible. Candidates must wear low healed, closed toe shoes with rubber soles.

Barber candidates are required to wear a smock that is buttoned or always zipped in any color. The smock may not have a school or business logo. Candidates must wear either khaki or black pants. Smock and pants must fit so no undergarments are visible. Candidates must wear low healed, closed toe shoes with rubber soles.

Failure to follow the dress code will result in a disqualification and forfeiture of exam fees.

### **ELECTRONIC DEVICES**

For both testing candidates and models, cellular phones, pagers, smartwatches, or any other electronic devices are not permitted on the premises of any testing site. The testing locations are not equipped to store any electronic devices.

If the candidate or model's electronic device makes any noise during the practical exam, the candidate will receive a failure and forfeit exam fees.

### **PERSONAL BELONGINGS/STUDY AIDS**

Personal belongings (e.g. purse, bag, briefcase, study material, books, paper, etc.) are not permitted in the exam room.

### **EATING/DRINKING/SMOKING/VAPING**

Eating, drinking, smoking, and/or vaping is not permitted during the exam.

### **MISCONDUCT**

Disruptive conduct by either the candidate or model will result in the candidate's dismissal from the exam. Candidates may not speak to the model except in the case of skin analysis. Any incident of misconduct will be reported to the MSBCB for consideration of further discipline.

Candidates are not permitted to share supplies with other candidates. Candidates found to be sharing supplies will receive a failure and forfeit exam fees.

Candidates found to be using a mannequin that is either pre-cut or cut with a guide will receive a failure and forfeit exam fees. If three (3) or more students of the same school are found to be using a mannequin that is either pre-cut or cut with a guide during the practical exam within a one (1) year time, the school will be required to appear before the Board.

### **GUESTS/VISITORS**

Guests, visitors, animals (except for service animals), interpreters, or children are NOT allowed at the exam centers.

## **PRACTICAL EXAM – WHAT TO EXPECT**

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### **SETTING**

When you sign in at the practical site, you will be given a numbered sticker to wear on the left side of your scrub top or smock. This number will coincide with your numbered workstation for the exam and your score reporting form.

The practical exam is set up to resemble an actual workstation. The Practical Skills Exam will be administered by an evaluator. Instructors are evaluated by Licensed Instructors.

All set up and removal of supplies and equipment is included in the skill timeframe. Candidates will be allowed to set up a mannequin stand and mannequin (un-sectioned and uncombed) prior to the practical exam.

### **THE TASKS**

The practical exam skills list contains all the skills that candidates will be asked to demonstrate during the practical exam. Each skill represents a task that a candidate for licensure should be able to successfully perform and has been broken down into a series of steps. Sanitation and safety components will be evaluated throughout all skills.

Before your practical exam begins, the evaluator will notify the candidates of the skill to perform, any special instruction regarding the skill, and the time allotted to perform the skill. Skill and instructions provided by the evaluator will be read in English. Additional translations are available in Korean, Spanish, and Vietnamese. If a candidate requires a translation, the candidate must notify MSBCB at least five (5) business days prior to the exam date.

Before a skill begins, the evaluator will ask if the candidates have any questions. This is the only opportunity for questions. Once a skill begins, the evaluator will not answer questions and will not tell a candidate whether a skill was performed correctly.

Once you begin a new skill, you may not go back to correct a previous skill.

Your station will have a card provided that reads “in progress” and “complete”. When you have completed your skill, please turn that card over to display “complete”. This will let the evaluator know you have completed your skill so the evaluator may check the skill.

### **SCORE REPORTING**

You must successfully complete all the skills on the evaluation form within the allotted time to pass the practical exam. For practitioners, a score of 75 or above is a passing score. For instructors, a score of 80 or above is a passing score.

MSBCB will provide a copy of the official exam results to each candidate on exam day. A duplicate or substitute copy of exam results can be obtained by contacting MSBCB. Exam results will not be given over the telephone. Exam results cannot be sent to a third party (i.e. employer).

### **LICENSURE**

Once a candidate has successfully passed both the written and the practical exams, the candidate may contact the MSBCB for licensure.

### **FAILING AND RETAKING AN EXAM**

Within one (1) year of an applicant’s completion of a course of training (graduation) for the professions of cosmetology, barbering, nail technology, esthetics, and/or instructor, the applicant may take or re-take either the practical exam or the written exam as many times as needed to successfully obtain a passing score.

Once the one (1) year period described above has passed and the applicant has not successfully passed both parts of the required examination, the applicant must complete “brush up hours” consisting of additional training of the prescribed course hours for which the application for licensure was submitted. The brush up hours must be related to the examination or portion of the examination that the applicant failed to pass.

The amount of required brush up hours is as follows:

- 366 days to three (3) years: at least ten (10) percent but no more than fifteen (15) percent of the prescribed course hours;
- More than three (3) years and less than seven (7) years: at least twenty (20) percent but no more than twenty-five (25) percent of the prescribed course hours; or
- More than seven (7) years: at least forty (40) percent but no more than fifty (50) percent of the prescribed course hours.

If an applicant fails an exam or portion of an exam, the applicant must wait at least fourteen (14) days before scheduling a new exam date. Students failing only one (1) skill will be allowed to retake the failed skill only. Students failing more than one (1) skills will be required to retake the entire practical exam.

### **GRIEVANCE PROCESS**

A candidate may submit a complaint regarding the practical exam in writing to [info@msbc.ms.gov](mailto:info@msbc.ms.gov). Oral complaints will not be accepted. All complaints must be submitted within ten (10) days after the exam. The complaint should contain as much detail as possible for MSBCB to make a decision. Complaints from third parties (e.g. school, employer, family, etc.) will not be accepted without express written permission from the candidate.

Upon receipt of the complaint, MSBCB will acknowledge receipt and investigate. Within ten (10) business days of receipt of the complaint, the candidate will be sent a written response from MSBCB that will detail the outcome of the investigation and remedy, if any.

### **BOARD CONTACT**

Mississippi State Board of Cosmetology and Barbering  
PO Box 55689  
Jackson, MS 39296

Physical Address:  
239 North Lamar Street, Suite 301  
Jackson, MS 39201

(601)-359-1820  
[info@msbc.ms.gov](mailto:info@msbc.ms.gov)

## EQUIPMENT LIST

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**All Candidates:**

General Bag	Label
Cleaner/Disinfectant	Cleaner/Disinfectant
Hand Sanitizer	Hand Sanitizer
Paper Towels	
Trash Bag/Gift Bag	Trash
Spray Bottle with Water	Water
First Aid Kit Containing Items Necessary for Blood Spill Procedures: Gloves Adhesive Bandages Gauze or Cotton Wipe Antiseptic Two (2) Small Ziploc Baggies	Antiseptic
Container (large enough to hold reusable items after all skills)	Soiled
Clips	
Carrying Case (not to exceed 20"H x 14"W x 9"D)	



**COSMETOLOGY EQUIPMENT LIST**

	Label
<b>Basic Layered Haircut (Razor or Shears) – Mannequin 1</b>	
Mannequin 1 (blunt cut with hair no longer than 7 inches)	
Neck strip/Towels	
Cape for Wet Service / All Purpose Cape	
Spray Bottle with Water	Water
Combs	
Razor or Shears/Scissors	
Clippies or Duck Bill Clips	

<b>Permanent Wave – Mannequin 1</b>	
Towels	
Cape for Chemical Service / All Purpose Cape	
Permanent Rods (6) six No Larger than White / No Smaller than Blue	
End Papers	
Combs	
Protective Cream or Cotton	Protective Cream
Disposable Gloves	
<b>Perm Bottle with Water Inside (no color bottles)</b>	Perm Wave Solution

<b>Thermal Styling (Curling Iron) – Mannequin 2</b>	
Mannequin 2 (hair no longer than 7 inches)	
Towel for Draping	
White Paper or White Towel	
Curling Iron – 1/2” to 3/4”	
Non-Metal Combs	
Clippies / Hairspray (Optional)	

<b>Thermal Pressing (Flat Iron or Pressing Comb) – Mannequin 2</b>	
Towel for Draping	
White Paper or White Towel	
Flat Iron or Pressing Comb	
Non-Metal Combs	

<b>Highlighting &amp; Bleach Retouch – Mannequin 2</b>	
Towels	
Chemical Cape	
Disposable Gloves	
Pintail Comb/Foil Comb	
Foils	
Comb	
Applicator Brush and Bowl	
Mock Bleach	Bleach

<b>Chemical Relaxer – Retouch – Mannequin 2</b>	
Towels	
Chemical Cape	
Non-Metal Comb or Applicator Brush and Bowl	
Mock Base Cream	

Disposable Gloves	Base Cream
Mock Relaxer	Relaxer

## **BARBERING EQUIPMENT LIST**

	Label
<b>Hair Color (Virgin Tint) – Mannequin 1</b>	
Mannequin 1 (blunt cut with hair no longer than 7 inches)	
Towels	
Chemical Cape	
Disposable Gloves	
Pintail Comb/Foil Comb	
Foils	
Combs	
Applicator Brush and Bowl	

<b>Permanent Wave – Mannequin 1</b>	
Mannequin 1 (blunt cut with hair no longer than 7 inches)	
Towels	
Cape for Chemical Service / All Purpose Cape	
Permanent Rods (6) six No Larger than White / No Smaller than Blue	
End Papers	
Combs	
Protective Cream or Cotton	Protective Cream
Disposable Gloves	
Perm Bottle with Water Inside (no color bottles)	Perm Wave Solution

<b>Haircut – Mannequin 2</b>	
Mannequin 2 (blunt cut with hair no longer than 7 inches)	
Neck strip/Towels	
Cape for Wet Service / All Purpose Cape	
Spray Bottle with Water	Water
Combs	
Shears/Scissors (Regular and Thinning)	
Clippies or Duck Bill Clips	

<b>Blow Drying – Mannequin 2</b>	
Mannequin 2 (blunt cut with hair no longer than 7 inches)	
Neck strip/Towels	
All Purpose Cape	
Combs	Water
Comb Attachment	
Brushes – Regular, Round and Clipper	
Gun Type Hair Dryer	

<b>Thermal Styling (Curling Iron) – Mannequin 2</b>	
Mannequin 2 (blunt cut with hair no longer than 7 inches)	
Towel for Draping	
White Paper or White Towel	
Curling Iron – 1/2" to 3/4"	
Non-Metal Combs	
Clippies / Hairspray (Optional)	

<b>Taper Haircut – Live Male Model</b>
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Neck strip/Towels	
Cape for Wet Service / All Purpose Cape	
Spray Bottle with Water	Water
Combs	
Shears/Scissors (Regular and Thinning)	
Clipper	

<b>Shampoo – Live Male Model</b>	
Neck strip/Towels	
Cape for Wet Service / All Purpose Cape	
Spray Bottle with Water	Water
Shampoo	

<b>Shave – Live Male Model</b>	
Neck strip/Towels	
Cape for Wet Service / All Purpose Cape	
Spray Bottle with Water	Water
Razor	
T-Edger	
Shaving Creme	

<b>Facial – Live Male Model</b>	
Head Drape (Headband, Cap or Towel)	
Disposable Gloves	
Towel (Wet)	
Toner	Toner
Massage Cream	Massage Cream

## NAIL TECHNOLOGIST EQUIPMENT LIST

	Label
<b>Remove Polish (White Polish)</b>	
Hand Form (1) - Nails Affixed to Entire Hand Polished with White Polish	
Polish Remover	Polish Remover
Cotton or Wipes	

<b>Nail Tip Application</b>	
Hand Sanitizer	Hand Sanitizer
Cuticle Pusher or Orangewood Stick	
Cuticle Nippers	
Nail Tips	
Files or Emery Boards	
Paper Towel, Cotton, or Manicure Brush	
Buffers	
Nail Glue	Nail Glue

<b>Acrylic – Over Form</b>	
Hand Sanitizer	Hand Sanitizer
Cuticle Pusher or Orangewood Stick	
Cuticle Nippers	
Files or Emery Boards	
Buffers	
Paper Towel, Cotton, or Manicure Brush	
Nail Forms	
Primer	Primer
Acrylic/Polymer	Acrylic
Monomer	Monomer
Acrylic Nail Brush	
Cuticle Oil	Cuticle Oil

<b>Acrylic Overlay on Natural Nail</b>	
Hand Sanitizer	Hand Sanitizer
Cuticle Pusher or Orangewood Stick	
Cuticle Nippers	
Files or Emery Boards	
Buffers	
Paper Towel, Cotton, or Manicure Brush	
Primer	Primer
Acrylic/Polymer	Acrylic
Monomer	Monomer
Acrylic Nail Brush	
Cuticle Oil	Cuticle Oil

<b>Acrylic Overlay with Tip</b>	
Hand Sanitizer	Hand Sanitizer
Cuticle Pusher or Orangewood Stick	
Cuticle Nippers	
Nail Tips	
Tip Cutters (Optional)	
Files or Emery Boards	
Buffers	

Paper Towel, Cotton or Manicure Brush	
Primer	Primer
Acrylic/Polymer	Acrylic
Monomer	Monomer
Nail Glue	Nail Glue
Acrylic Nail Brush	
Cuticle Oil	Cuticle Oil

<b>Shape, Push Cuticle with Orangewood Stick, Remove with Nippers</b>	
Hand Sanitizer	Hand Sanitizer
Emery Boards and Nail Files	
Cuticle Remover	Cuticle Remover
Orangewood Stick	
Cuticle Nippers	
Manicure Brush, Cotton or Wipes (Optional)	

<b>Polish Application</b>	
Base Coat	Base Coat
Dark Polish	Nail Polish
Top Coat	Top Coat
Manicure Brush, Cotton or Wipes (Optional)	
Corrector Pen / Orangewood Stick with Cotton with Remover / Cotton Swab with Remover	

**ESTHETICS EQUIPMENT LIST**

	Label
<b>Skin Analysis – Live Model</b>	
Magnifying Glass	
Sheets (2) Twin Size 1-Fitted, 1 Top	
<b>Facial – Skin Cleansing – Live Model</b>	
Head Drape (Headband, Cap or Towel)	
Cleanser	Cleanser
Cotton, Gauze or Esthetic Wipes	
Spatulas	
<b>Manipulations</b>	
Massage Cream	Massage Cream
Spatulas	
Cotton Rounds, Gauze or Cotton	
Toner or Astringent	Toner or Astringent
Moisturizer	Moisturizer
<b>Masque Application, Masque Removal and Moisturizing</b>	
Pre-Moistened Eye Pads in a Baggie	Eye Pads
Masque	Masque
Cream Masque (Evaluator Must Be Able to See It)	
Applicator Brush	
Spatulas	
Toner or Astringent	Toner or Astringent
Moisturizer	Moisturizer
Gauze or Cotton Rounds	
Towels	
<b>Hair Removal - Eyebrow Tweezing or Threading</b>	
Antiseptic	Antiseptic
Disposable Gloves	
Tweezers or Thread	
Gauze, Cotton or Cotton Rounds	
<b>Hair Removal - Wax Eyebrow and Wax Entire Upper Lip</b>	
Antiseptic	Antiseptic
Cotton Rounds or Gauze	
Disposable Gloves	
Spatulas	
Strips	
Mock Wax	Wax
<b>Makeup Application</b>	
Concealer / Highlighter	Concealer / Highlighter
Foundation	Foundation
Eye Shadow	Eye Shadow

Eyebrow Pencil	Eyebrow Pencil
Pencil Sharpener	
Mascara	Mascara
Powder Blush	Blush
Lip Color	Lip Color
Disposable Applicators	



## **PRACTICAL EXAM CONTENT OUTLINE**

### **COSMETOLOGIST**

1. Station Set Up
2. Sanitation
3. Basic Fully Layered Haircut
4. Permanent Wave
5. Thermal Styling – Curling Iron
6. Thermal Pressing – Flat Iron or Pressing Comb
7. Highlighting & Bleach Retouch
8. Chemical Relaxer – Retouch (No Base)

### **BARBER**

1. Station Set Up
2. Sanitation
3. Hair Color (Virgin Tint)
4. Permanent Wave
5. Haircut (Female)
6. Blow Drying
7. Thermal Styling (Curling /Flat Iron)
8. Taper Haircut
9. Male Shampoo – Stand Up
10. Shave
11. Facial

### **NAIL TECHNOLOGIST**

1. Station Set Up
2. Sanitation
3. Remove Polish – 5 Fingers (White Polish)
4. Nail Tip Application – Middle Finger Only
5. Acrylic – Over Form – Index Finger Only
6. Acrylic Overlay on Natural Nail – Ring Finger Only
7. Acrylic Overlay with Tip – Pinky Finger Only
8. Shape, Push Cuticle with Orangewood Stick, Remove with Nippers – Thumb Only
9. Polish Application – 5 Fingers – Base Coat, 2 Coats of Polish, Topcoat

### **ESTHETICIAN**

1. Station Set Up and Prepare Client
2. Sanitation
3. Skin Analysis
4. Facial – Skin Cleansing
5. Manipulations
6. Masque Application, Masque Removal and Moisturizer Application
7. Hair Removal – Eyebrow Tweezing or Threading
8. Hair Removal – Wax Eyebrow
9. Hair Removal – Wax Entire Upper Lip
10. Makeup Application – Daytime

## COSMETOLOGY

5 MINUTES	<b>Station Set-Up</b>		<b>Weight</b>
	1	Set up mannequin stand and mannequin – Haircut Mannequin not cut true to form – General Bag Only No longer than (7) seven inches	

THROUGHOUT	<b>Sanitation</b>		<b>Weight</b>	
	1	Arrives with disinfected implements in sealed containers and clean supplies – labeled in English		5
	2	Sanitizes hands (One time before test unless the hands become unsanitary)		5
	3	Sanitizes work area (One time before test unless the table becomes unsanitary)		5
	4	Universal precautions shall be utilized to clean blood and body fluids		15
	5	Implements dropped on the floor shall not be used until demonstrating mock disinfection		20
	6	Places disposable materials in trash after use		20
	7	Places used implements in container separate from disinfected implements		20
	8	Sanitizes work area after completing tasks (One time after the end of ALL tasks)		10

45 MINUTES	<b>Basic Full Layered Haircut - 1” Cut Minimum (Shears OR Razor) 90° Elevation – All Perimeters Cut at 0°</b>		<b>Weight</b>	
	1	Drape client		5
	2	Wets and sections hair		5
	3	Establishes control of tools throughout haircut		10
	4	Establishes and follows Guideline		20
	5	Removes a minimum of 1” of hair throughout haircut		20
	6	Executes full layered hair with 90° Elevation – All Perimeters Cut at 0°		20
	7	No tags, gaps or windows – must be blended		10
	8	Uses cutting tools safely		5
	9	Clean up and sanitize		5
	10	Completes skill in the allotted time		

30 MINUTES	<b>Permanent Wave</b>		<b>Weight</b>	
	1	Drapes client for chemical service		5
	2	Sections hair for permanent wave (minimum 6 sections – maximum 9 sections)		5
	3	Sub-section in correlation with the diameter of the rod size		5
	4	Partings are straight and clean		5
	5	Wraps 6 rods (1/2 off base) – Center back section		20
	6	Hair is wrapped around rods evenly and smoothly		15
	7	Fastens the band along the top of the rod verifying it is not twisted		15
	8	Applies cream or cotton around rods		5
	9	Wears disposable gloves during application of mock solution only		5
	STOP FOR EVALUATOR CHECK – RAISE SOLUTION BOTTLE			
	10	Applies mock solution evenly for processing		5
	11	Demonstrates test curl		5
	12	Verification of no fish hooks		10
13	Completes skill in allotted time			

20 MINUTES	<b>Thermal Styling – Curling Iron (1/2” to 3/4”</b>		<b>Weight</b>	
	1	Drape client		5
	2	Check temperature of iron on white paper or towel		10
	3	Subsections the back crown in correlation to the diameter of the iron		15
	4	Demonstrates 1 on base curl		10
	5	Demonstrates 1 half off base curl		10
	6	Demonstrates 1 off base curl		10

	7	Places comb between iron and scalp to prevent burns	10
	8	Partings for sub-section are straight and consistent in size	10
	9	Hair is free of fishhooks	10
	10	Hair is free of ridges	10
	11	Completes skill in allotted time	

<b>15 MINUTES</b>	<b>Thermal Pressing – Flat Iron or Pressing Comb – Soft Press (1 Top / 1 Bottom)</b>		<b>Weight</b>
	1	Drape client	5
	2	Check temperature of iron or comb on white paper or towel	10
	3	Parts sub-sections straight and consistent in size	20
	4	Protects from burns	20
	5	Demonstrates Pressing Comb – Presses hair using back of comb OR Demonstrates Flat Iron – Free of creases (Utilizing three (3) curls from Thermal Styling Skill)	25
	6	Hair is free of ridges	20
	7	Completes skill in allotted time	

<b>20 MINUTES</b>	<b>Highlighting / Beach Retouch</b>		<b>Weight</b>
	1	Drape client for chemical service	5
	2	Section utilizing top front half of head	5
	3	Wears disposable gloves during application	5
	4	Completes 3 foils (weave or slice – leaving hair between foils) – Utilizing 1/2 of the section	20
	5	Demonstrates clean partings	5
	6	Using a brush and a bowl - Applies product evenly to the hair strand not extending to scalp area	10
	7	Check mannequin's skin for bleach and removes product	5
	8	Bleach retouch – Utilizing remaining 1/2 of the section	5
	9	Using brush and bowl, applies product at the scalp completely covering 1/2" to 1" of regrowth	20
	10	Cross-checks section to ensure complete coverage	5
	11	Removes excess product from the skin	5
	12	Avoids overlapping of product on previously lightened hair	10
	13	Completes skill in allotted time	

<b>15 MINUTES</b>	<b>Chemical Relaxer – Virgin (1/2" Regrowth)</b>		<b>Weight</b>
	1	Drape client for chemical service	5
	2	Utilizes right front side of head	5
	3	Applies base cream to hairline and ears	10
	4	Wears disposable gloves during application	5
	5	Applies mock relaxer to virgin hair in 1/4" to 1/2" subsections	25
	6	Verifies complete coverage	20
	7	Smooths hair with back of non-metal comb or application brush	20
	8	Verifies mid-shaft and ends are free from product	5
	9	Verifies unprotected area free from product	5
10	Completes skill in allotted time		

## PRACTICAL EXAM SCORING

### BARBER

5 MINU TES	<b>Station Set-Up</b>		<b>Weight</b>
	<b>1</b>	Set up mannequin stand and mannequin – Haircut Mannequin not cut true to form – General Bag Only No longer than (7) seven inches	

THROUGHOUT	<b>Sanitation</b>		<b>Weight</b>	
	<b>1</b>	Arrives with disinfected implements in sealed containers and clean supplies – labeled in English		5
	<b>2</b>	Sanitizes hands (One time before test unless the hands become unsanitary)		5
	<b>3</b>	Sanitizes work area (One time before test unless the table becomes unsanitary)		5
	<b>4</b>	Universal precautions shall be utilized to clean blood and body fluids		15
	<b>5</b>	Implements dropped on the floor shall not be used until demonstrating mock disinfection		20
	<b>6</b>	Places disposable materials in trash after use		20
	<b>7</b>	Places used implements in container separate from disinfected implements		20
	<b>8</b>	Sanitizes work area after completing tasks (One time after the end of ALL tasks)		10

10 MINUTES	<b>Hair Color (Virgin Tint) – Mannequin 1</b>		<b>Weight</b>	
	<b>1</b>	Drape client for chemical service		15
	<b>2</b>	Section hair		10
	<b>3</b>	Wears disposable gloves during application		10
	<b>4</b>	Partings are straight and clean		10
	<b>5</b>	Apply base cream to hairline and ears		15
	<b>6</b>	Apply color from scalp to hair ends		15
	<b>7</b>	Cross check section to ensure complete coverage		15
	<b>8</b>	Removes excess product from the skin		10
<b>9</b>	Completes skill in allotted time			

15 MINUTES	<b>Permanent Wave (6 Rods) – Mannequin 1</b>		<b>Weight</b>	
	<b>1</b>	Drape client for chemical service		5
	<b>2</b>	Sections hair for permanent wave minimum 6 sections – maximum 9)		5
	<b>3</b>	Subsection in correlation with the diameter of the rod size		5
	<b>4</b>	Partings are straight and clean		5
	<b>5</b>	Wraps 6 rods of 3 graduated size (1/2 off base) – Center Back Section		20
	<b>6</b>	Hair is wrapped around rods evenly and smoothly		15
	<b>7</b>	Fastens the band along the top of the rod verifying it is not twisted		15
	<b>8</b>	Applies cream or cotton around rods		5
	<b>9</b>	Wears disposable gloves during application of mock solution only		5
	<b>10</b>	Applies mock solution evenly for processing		5
	<b>11</b>	Demonstrates test curl		5
	<b>12</b>	Verification of no fish hooks		10
<b>13</b>	Completes skill in allotted time			

40 MINUTES	<b>Hair Cut – Mannequin 2</b>		<b>Weight</b>	
	<b>1</b>	Preparation of tools		10
	<b>2</b>	Drapes client		10
	<b>3</b>	Neatness of parting		10
	<b>4</b>	Establishes and follows guidelines		15
	<b>5</b>	Wets and sections hair		5
	<b>6</b>	Establishes control of tools throughout haircut		5
	<b>7</b>	Maintain proper hand dexterity (90 degrees)		15
<b>8</b>	Control of hair while cutting using 1/2 inch partings	10		

	<b>9</b>	Final blending of hair cut	10
	<b>10</b>	Cleans up work area	10
	<b>11</b>	Completes skill in allotted time	

<b>10 MINUTES</b>	<b>Blow Drying – Mannequin 2</b>		<b>Weight</b>
	<b>1</b>	Preliminary preparation / proper draping	10
	<b>2</b>	Technique for removing excess moisture with dryer	20
	<b>3</b>	Technique for control of hair with comb	10
	<b>4</b>	Technique for control of hair with comb attachment	10
	<b>5</b>	Technique for use of temperature control	20
	<b>6</b>	Move blow dryer back / forth / up / down	20
	<b>7</b>	Clean up of work area	10
	<b>8</b>	Completes skill in allotted time	

<b>25 MINUTES</b>	<b>Thermal Styling (Curling / Flat Iron) – Mannequin 2</b>		<b>Weight</b>
	<b>1</b>	Preliminary preparation / proper draping	10
	<b>2</b>	Proper control of hair	10
	<b>3</b>	Use of proper iron size	10
	<b>4</b>	Technique for controlling heat	10
	<b>5</b>	Test the heat of the iron with white paper / towel	20
	<b>6</b>	Skilled with the use of iron and comb	20
	<b>7</b>	No fishhooks or ridges	10
	<b>8</b>	Clean up work area	10
	<b>9</b>	Completes skill in allotted time	

<b>20 MINUTES</b>	<b>Taper Haircut – Live Male Model</b>		<b>Weight</b>
	<b>1</b>	Prepares and properly drapes client	5
	<b>2</b>	Handling of comb and clippers	15
	<b>3</b>	Hand position and dexterity	10
	<b>4</b>	Taper cut to include: Removal of weight-line in taper area Complete haircut removing at least 1-inch of hair Proper outline of entire haircut	35
	<b>5</b>	Removal of excess neck hairs	10
	<b>6</b>	Proper use of mirror while cutting	15
	<b>7</b>	Clean up of work area	10
	<b>8</b>	Completes skill in allotted time	

<b>10 MINUTES</b>	<b>Shampoo – Live Male Model</b>		<b>Weight</b>
	<b>1</b>	Prepares and properly drapes client	5
	<b>2</b>	Properly saturate hair with water	15
	<b>3</b>	Properly applies shampoo	10
	<b>4</b>	Properly manipulate the scalp	20
	<b>5</b>	Position client correctly at shampoo bowl	10
	<b>6</b>	Properly rinse hair	20
	<b>7</b>	Properly dry hair	10
	<b>8</b>	Clean up of work area	10
	<b>9</b>	Completes skill in allotted time	

<b>15 MINUTES</b>	<b>Shave – Live Male Model (No more than 2 days growth – improper model results in immediate failure.)</b>		<b>Weight</b>
	<b>1</b>	Sanitizes hands	10
	<b>2</b>	Prepares and properly drapes	5
	<b>3</b>	Adjust chair height and neck rest	5
	<b>4</b>	Placement of towel on chest	5

	<b>5</b>	Properly cleaning of the face with first lather	10
	<b>6</b>	Removal of first lather correctly	10
	<b>7</b>	Applies second lather correctly	10
	<b>8</b>	Demonstrates 14 strokes correctly	25
	<b>9</b>	Remove lather residue	10
	<b>10</b>	Clean up of work area	10
	<b>11</b>	Completes skill in allotted time	

<b>15 MINUTES</b>	<b>Facial – Live Male Model</b>		<b>Weight</b>
	<b>1</b>	Properly drape client (head covering)	10
	<b>2</b>	Apply first warm towel	10
	<b>3</b>	Apply massage cream in correct manner	25
	<b>4</b>	Demonstrate proper massage technique	25
	<b>5</b>	Remove excess massage cream	10
	<b>6</b>	Apply toner	10
	<b>7</b>	Clean up of work area	10
	<b>8</b>	Completes skill in allotted time	

## NAIL TECHNICIAN

<b>5 M</b>	<b>Station Set-Up</b>		<b>Weight</b>
	<b>1</b>	Set up station with equipment and hand form	

<b>THROUGHOUT</b>	<b>Sanitation</b>		<b>Weight</b>
	<b>1</b>	Arrives with disinfected implements in sealed containers and clean supplies – labeled in English	5
	<b>2</b>	Sanitizes hands (One time before test unless the hands become unsanitary)	5
	<b>3</b>	Sanitizes work area (One time before test unless the table becomes unsanitary)	5
	<b>4</b>	Universal precautions shall be utilized to clean blood and body fluids	15
	<b>5</b>	Implements dropped on the floor shall not be used until demonstrating mock disinfection	20
	<b>6</b>	Places disposable materials in trash after use	20
	<b>7</b>	Places used implements in container separate from disinfected implements	20
<b>8</b>	Sanitizes work area after completing tasks (One time after the end of ALL tasks)	10	

<b>10 MINUTES</b>	<b>Remove Polish – 5 Fingers – White Polish</b>		<b>Weight</b>
	<b>1</b>	Saturate a cotton ball or gauze pad with polish remover	5
	<b>2</b>	Remove existing polish	10
	<b>3</b>	Verify no polish smears on fingers	20
	<b>4</b>	Verify no polish on cuticle	35
	<b>5</b>	Verify no polish remaining on nail plate	30
<b>6</b>	Completes skill in allotted time		

<b>15 MINUTES</b>	<b>Nail Tip Application – Middle Finger Only</b>		<b>Weight</b>
	<b>1</b>	Sanitizes client's hand	5
	<b>2</b>	Pushes cuticles back	5
	<b>3</b>	Without cutting, demonstrates the ability to trim excess cuticle using nipper	10
	<b>4</b>	Selects appropriate tip for client's nail	10
	<b>5</b>	Trim and shape the artificial nail tip before application	10
	<b>6</b>	Etches nail surface gently to remove shine	10
	<b>7</b>	Removes nail dust from nail surface with paper towel or cotton	10
	<b>8</b>	Applies glue to nail or tip	10
	<b>9</b>	Applies nail tip to free edge	10
	<b>10</b>	Blends and shapes tip without cutting or abrading the skin around the nail	10
	<b>11</b>	Removes nail dust from nail surface with paper towel or cotton after tip is applied	10
<b>12</b>	Completes skill in allotted time		

<b>25 MINUTES</b>	<b>Acrylic – Over Form – Index Finger Only</b>		<b>Weight</b>
	<b>1</b>	Sanitizes client's hand	5
	<b>2</b>	Pushes cuticles back	5
	<b>3</b>	Without cutting, demonstrates the ability to trim excess cuticle using nipper	10
	<b>4</b>	Etches nail surface gently to remove shine	5
	<b>5</b>	Removes nail dust from nail surface with paper towel or cotton	5
	<b>6</b>	Places nail form under free edge without gaps between form and nail	15
	<b>7</b>	Applies primer to nail surface, as required by manufacturer, while avoiding skin contact	10
	<b>8</b>	Applies and distributes acrylic mixture, leaving a margin between product and cuticle/skin around nail	10
	<b>9</b>	Allows nail mixture to dry	10
	<b>10</b>	Removes nail form	5
	<b>11</b>	Files and refines the nail and nail surface without cutting or abrading the skin around the nail	10
<b>12</b>	Buff nail	5	

	<b>13</b>	Applies oil to cuticle	5
	<b>14</b>	Completes skill in allotted time	

<b>20 MINUTES</b>	<b>Acrylic Overlay on Natural Nail – Ring Finger Only</b>		<b>Weight</b>
	<b>1</b>	Sanitizes client's hand	5
	<b>2</b>	Pushes cuticles back	5
	<b>3</b>	Without cutting, demonstrates the ability to trim excess cuticle using nipper	10
	<b>4</b>	Etches nail surface gently to remove shine	10
	<b>5</b>	Removes nail dust from nail surface with paper towel or cotton	5
	<b>6</b>	Applies primer to nail surface, as required by manufacturer, while avoiding skin contact	10
	<b>7</b>	Applies and distributes acrylic mixture, leaving a margin between product and cuticle/skin around nail	10
	<b>8</b>	Allows nail mixture to dry	10
	<b>9</b>	Files and refines the nail and nail surface without cutting or abrading the skin around the nail	15
	<b>10</b>	Buff nail	10
	<b>11</b>	Applies oil to cuticle	10
<b>12</b>	Completes skill in allotted time		

<b>25 MINUTES</b>	<b>Acrylic Overlay with Tip – Pinky Finger Only</b>		<b>Weight</b>
	<b>1</b>	Sanitizes client's hand	5
	<b>2</b>	Pushes cuticles back	5
	<b>3</b>	Without cutting, demonstrates the ability to trim excess cuticle using nipper	10
	<b>4</b>	Selects appropriate tip for client's nail	5
	<b>5</b>	Trim and shape the artificial nail tip before application	5
	<b>6</b>	Etches nail surface gently to remove shine	10
	<b>7</b>	Removes nail dust from nail surface with paper towel or cotton	5
	<b>8</b>	Applies glue to nail or tip	5
	<b>9</b>	Applies nail tip to free edge	5
	<b>10</b>	Blends and shapes tip without cutting or abrading the skin around the nail	10
	<b>11</b>	Removes nail dust from nail surface with paper towel or cotton after tip is applied	5
	<b>12</b>	Applies primer to nail surface, as required by manufacturer, while avoiding skin contact	5
	<b>13</b>	Applies and distributes acrylic mixture, leaving a margin between product and cuticle/skin around nail	5
	<b>14</b>	Allows nail mixture to dry	5
	<b>15</b>	Files and refines the nail and nail surface without cutting or abrading the skin around the nail	5
	<b>16</b>	Buff nail	5
	<b>17</b>	Applies oil to cuticle	5
<b>18</b>	Completes skill in allotted time		

<b>10 MINUTES</b>	<b>Shape, Push Cuticle with Orangewood Stick, Remove with Nippers – Thumb Only</b>		<b>Weight</b>
	<b>1</b>	Shape the nail using a medium grit abrasive board.	15
	<b>2</b>	Filed from one side to the center of the free edge.	10
	<b>3</b>	Apply cuticle remover	10
	<b>4</b>	Using orangewood stick, gently push and lift cuticle tissue off nail plate	15
	<b>5</b>	Without cutting, demonstrates the ability to trim excess cuticle using nipper	30
	<b>6</b>	Clean under free edge	20
<b>7</b>	Completes skill in allotted time		



<b>10 MINUTES</b>	<b>Polish Application – 5 Fingers</b>		<b>Weight</b>
	<b>1</b>	Removes traces of oil with polish remover.	15
	<b>2</b>	Applies base coat to nails.	20
	<b>3</b>	Applies two coats of dark-colored polish from base to free edge.	30
	<b>4</b>	Applies topcoat.	20
	<b>5</b>	Removes excess polish on skin.	15
	<b>6</b>	Completes skill in allotted time.	

## ESTHETICS

<b>5 MIN UTE</b>	<b>Station Set-Up</b>		<b>Weight</b>
	<b>1</b>	Set up station and drape chair.	

<b>THROUGHOUT</b>	<b>Sanitation</b>		<b>Weight</b>
	<b>1</b>	Arrives with disinfected implements in sealed containers and clean supplies – labeled in English	5
	<b>2</b>	Sanitizes hands (One time before test unless the hands become unsanitary)	5
	<b>3</b>	Sanitizes work area (One time before test unless the table becomes unsanitary)	5
	<b>4</b>	Universal precautions shall be utilized to clean blood and body fluids	15
	<b>5</b>	Implements dropped on the floor shall not be used until demonstrating mock disinfection	20
	<b>6</b>	Places disposable materials in trash after use	20
	<b>7</b>	Places used implements in container separate from disinfected implements	20
<b>8</b>	Sanitizes work area after completing tasks (One time after the end of ALL tasks)	10	

<b>5 MINUTES</b>	<b>Skin Analysis</b>		<b>Weight</b>
	<b>1</b>	Uses magnifying glass to analyze condition of skin of face	20
	<b>2</b>	Uses magnifying glass to analyze condition of skin of neck	20
	<b>3</b>	Uses magnifying glass to analyze condition of skin of shoulders	20
	<b>4</b>	Describes client's skin type to client	20
	<b>5</b>	Recommends services or products for client's skin type	20
<b>6</b>	Completes skill in allotted time		

<b>10 MINUTES</b>	<b>Facial – Skin Cleaning</b>		<b>Weight</b>
	<b>1</b>	Drape client to protect clothing and hair	10
	<b>2</b>	Applies cleanser to face avoiding eye area	20
	<b>3</b>	Applies cleanser to neck	20
	<b>4</b>	Applies cleanser to shoulders	20
	<b>5</b>	Spread cleanser using upward motions	10
	<b>6</b>	Removes cleanser	10
	<b>7</b>	Prevents cross-contamination	10
<b>8</b>	Completes skill in allotted time		

<b>15 MINUTES</b>	<b>Manipulations</b>		<b>Weight</b>
	<b>1</b>	Drape client to protect clothing and hair	5
	<b>2</b>	Applies product using upward motions	5
	<b>3</b>	Performs facial manipulations with a slow, even rhythm	5
	<b>4</b>	Performs facial manipulations with upward movements	5
	<b>5</b>	Uses cushions of fingertips, palms or back of hands for facial manipulations	5
	<b>6</b>	Demonstrates effleurage, petrissage, and tapotement on entire face without breaking contact	40
	<b>7</b>	Demonstrates effleurage on neck	5
	<b>8</b>	Demonstrates effleurage on chest area	5
	<b>9</b>	Maintains hand contact with client's skin throughout manipulations	5
	<b>10</b>	Removes product	5
	<b>11</b>	Applies toner or astringent to skin	5
	<b>12</b>	Applies moisturizer	5
	<b>13</b>	Prevents cross-contamination	5
<b>14</b>	Completes skill in allotted time		

<b>3 0 M</b>	<b>Masque Application, Masque Removal and Moisturizer Application</b>		<b>Weight</b>
	<b>1</b>	Drape client to protect clothing and hair	5

	<b>2</b>	Applies masque	5
	<b>3</b>	Places eye pads on client's eyes	10
	<b>4</b>	Avoids lips and eye area when applying masque	20
	<b>5</b>	Removes masque	20
	<b>6</b>	Applies toner or astringent to skin	10
	<b>7</b>	Applies moisturizer	10
	<b>8</b>	Prevents cross-contamination	20
	<b>9</b>	Completes skill in allotted time	

<b>5 MINUTES</b>	<b>Hair Removal – Mock Eyebrow Tweezing or Threading – One (1) Eyebrow</b>		<b>Weight</b>
	<b>1</b>	Cleanses eyebrow with antiseptic	20
	<b>2</b>	Wears disposable gloves	20
	<b>3</b>	Tweezes brow in same direction of hair growth while holding skin tightly OR Thread brow in opposite direction of hair growth AND properly disposes of hair	40
	<b>4</b>	Cleans tweezed / threaded area with antiseptic	20
	<b>5</b>	Completes skill in allotted time	

<b>5 MINUTES</b>	<b>Hair Removal – Mock Eyebrow Waxing – One (1) Eyebrow</b>		<b>Weight</b>
	<b>1</b>	Cleanses eyebrow with antiseptic	5
	<b>2</b>	Dries eyebrow area	5
	<b>3</b>	Wears disposable gloves	20
	<b>4</b>	Test temperature of wax by applying to arm or wrist with disposable applicator	15
	<b>5</b>	Applies wax to eyebrow in direction of hair growth	10
	<b>6</b>	Applies strip in direction of hair growth	10
	<b>7</b>	Holds skin tightly during removal of strip	10
	<b>8</b>	Removes waxing strip in the opposite direction of hair growth	10
	<b>9</b>	Cleanses waxed area with antiseptic	5
	<b>10</b>	Prevents cross-contamination	10
<b>11</b>	Completes skill in allotted time		

<b>5 MINUTES</b>	<b>Hair Removal – Mock Entire Upper Lip Waxing</b>		<b>Weight</b>
	<b>1</b>	Cleanses upper lip with antiseptic	5
	<b>2</b>	Dries upper lip	5
	<b>3</b>	Wears disposable gloves	20
	<b>4</b>	Test temperature of wax by applying to arm or wrist with disposable applicator	15
	<b>5</b>	Applies wax to upper lip in direction of hair growth	10
	<b>6</b>	Applies strip in direction of hair growth	10
	<b>7</b>	Holds skin tightly during removal of strip	10
	<b>8</b>	Removes waxing strip in the opposite direction of hair growth	10
	<b>9</b>	Cleanses waxed area with antiseptic	5
	<b>10</b>	Prevents cross-contamination	10
<b>11</b>	Completes skill in allotted time		

<b>15 MINUTES</b>	<b>Makeup Application – Daytime – Recommended Order Only</b>		<b>Weight</b>
	<b>1</b>	Applies concealer and/or highlighter evenly	10
	<b>2</b>	Applies foundation evenly	10
	<b>3</b>	Applies eye shadow	10
	<b>4</b>	Sanitizes eyebrow pencil by sharpening (before and after use)	20
	<b>5</b>	Applies eyebrow pencil	10
	<b>6</b>	Applies mascara	10
	<b>7</b>	Applies blush	10
	<b>8</b>	Applies lip color	10
	<b>9</b>	Prevents cross-contamination by using disposable applicators	10
<b>10</b>	Completes skill in allotted time		

## **INSTRUCTOR PRACTICAL EXAM**

The instructor practical exam will consist of two parts: lecture and demonstration.

### **LECTURE EVALUATION**

One (1) week prior to the exam, the candidate will be e-mailed the one (1) topic that the candidate will need to present. From that one (1) topic, the candidate will select one (1) of the three (3) subcategories to present during the exam. The candidate will need to prepare an outline and bring instructional aids to the examination. Two (2) copies of the outline are required to be brought to the exam. The candidate may use visual aids including, but not limited to textbook, handout, flip chart, poster, prepared mannequin, etc.

During the exam, the candidate will have twenty (20) minutes to develop a lesson plan for conducting a class using the appropriate principles of learning, motivation, presentation, application, and evaluation. The lecture requires the use of adequate instructional aids. The outline and lesson plan will be collected by the evaluator at the end of the exam.

The candidate will have ten (10) minutes to prepare for the lecture and up to thirty (30) minutes to execute it.

### **DEMONSTRATION EVALUATION**

In the Demonstration evaluation, the candidate will perform three (3) basic, field-related tasks as if in a classroom. The candidate will be evaluated according to procedure, technical skill content, and delivery. The candidate will be expected to bring two (2) hard copies of the lesson plans for the demonstration topics. These lesson plans will be collected by the evaluator at the end of the exam. The candidate is expected to bring all the equipment needed to perform demonstrations.

The candidate will have ten (10) minutes to prepare for each demonstration and up to fifty (50) minutes to execute each demonstration. The candidate is expected to perform techniques for teaching manipulative skills if in front of a classroom, discussing the steps of the procedure as you perform them. These skills will all be performed on mannequins or hand forms.

## SAMPLE LESSON PLAN

Subject:

Topic:

Learning Objective:

Pre-requisites of the Learner:

Tools and Materials:

A. Instructor:

B. Student:

References:

Introduction:

Demonstration/Lecture:

I.

A.

B.

1.

2.

II.

A.

1.

2.

B.

C.

III.

A.

B.

Summary:

Application:

Evaluation:

Assignment:

## **COSMETOLOGY INSTRUCTOR LECTURE**

### **PROPERTIES OF THE HAIR**

- A. Structure of the Hair  
This lesson should include a demonstration of the layers of the hair and the importance of each.
- B. Structures Associated with the Hair Root and Follicle  
This lesson should include the correct pronunciation and function of each structure thereof.
- C. Disorders of the Hair  
This lesson should introduce to the class the disorders and a brief discussion of each.

### **PROPERTIES OF THE SCALP**

- A. The Scalp and Various Treatments Thereof  
This lesson should include a brief discussion concerning a healthy scalp, structure of the hair and how it is managed; along with the importance of being able to recognize the various irregularities and the required treatments.
- B. Scalp Manipulations  
This lesson should include the introduction of each movement along with a discussion of each.
- C. Irregularities of the Scalp  
This lesson should introduce the irregularities of the scalp and a brief discussion of each.

### **SANITATION AND DISINFECTION**

- A. Contamination Control  
Introduce contamination control and how to identify common salon contaminants.
- B. Sanitation and Disinfection  
Introduce sanitation and disinfection and how to know when each is appropriate. Explain why sterilization is not important in the professional salon.
- C. Disinfectants  
Introduce the effective use of disinfectants on implements and hard surfaces; discuss how to perform universal disinfection procedures in the salon.

## **LECTURE EVALUATION CRITERIA**

In the introduction of material, the candidate must clearly state an objective and a purpose and explain the knowledge, skills, and abilities that students are to acquire within the context of the lesson.

The candidate must begin the lecture on time. The subject matter of the lesson must be clearly stated, accurate, presented in a linear fashion, and it must relate directly to the assigned topic. All necessary, relevant materials must be prepared in advance, and visual aids must be legible. The candidate must present clearly and with confidence.

As with any valuable lesson, you must discuss the theory of the subject and the practical application. At the conclusion of the lesson, the candidate must summarize the subject. As an instructor would do in a classroom setting, the candidate must describe some assessment methods that will be used to determine your students' retention of the subject matter. List several student assignments that will be used to reinforce subject matter.

Clearly states lesson plan, including topic, objective and time required.
Objective explicitly states purpose of lesson.
Objective delineates the knowledge, skills and abilities students should acquire within the lesson.
Subject matter of lesson plan is directly correlated to selected topic.
Brings all necessary, relevant materials.
Presents material in a linear manner.
Visual aids are clear and easily legible.
Begins lesson on time.
Does not second-guess information being presented.
Information presented is accurate.
Describes safety and sanitation procedures of subject matter.
Discusses theory of assigned subject.
Discusses practical application of assigned subject.
Summarizes subject at conclusion of lesson.
Describes assessment methods that will be used to determine student's retention of subject matter.
List students' assignment(s) to reinforce subject matter.

## **COSMETOLOGY INSTRUCTOR DEMONSTRATION**

### **HAIRCUT**

The candidate will be expected to explain while demonstrating a haircut on a mannequin. During the introduction, the candidate must list equipment, implements, products, and materials that are used during a haircut and explain and demonstrate correct safety and client protection procedures. After the introduction, the candidate must orally review the procedure for performing a haircut service. The candidate will be expected to demonstrate the correct procedures for preparing the hair and have knowledge of the correct area(s) to begin procedure. The candidate should explain professional terminology throughout the entire demonstration. Describe and demonstrate how to section hair for the procedure. During the demonstration the candidate must discuss and demonstrate the correct procedures for haircutting as well as demonstrate the correct process for performing the procedure. The candidate will explain and demonstrate symmetry. The candidate will be expected to conclude by summarizing the demonstration with an explanation of criteria that can be used to judge a quality haircutting service. During the demonstration, the candidate must always maintain sanitary conditions.

Identifies implements, supplies, equipment and set up required to perform a haircut.
Explains and demonstrates correct safety and client protection during demonstration.
Identify the safe and proper use of the various tools of hair cutting.
Correctly identify reference points on the head form and understand their role in haircutting.
Discuss and demonstrate angles, elevations and guidelines.
Demonstrates correct procedures to section hair for a basic haircut.
Identify and demonstrates a stationary guide.
Identify and demonstrates a traveling guide.
Discuss three basic haircuts.
Define cross-checking.
Give a summary of demonstration.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

### **CHEMICAL RELAXING: SODIUM HYDROXIDE, VIRGIN**

The candidate will be expected to demonstrate a chemical relaxing service: (sodium hydroxide) on virgin hair on a mannequin. During the introduction, the candidate must list equipment, implements, products, and materials that are used during a chemical relaxing service and explain and demonstrate correct safety and client protection procedures. After the introduction, the candidate must orally review the procedure for performing a chemical relaxing service. The candidate will be expected to demonstrate the correct procedures for preparing the hair and have knowledge of the correct area(s) to begin procedure and describe and demonstrate how to determine hair porosity and elasticity tests as well as demonstrate how to section hair for the procedure. During the demonstration, the candidate must discuss and demonstrate the correct procedures for using and applying the base cream and sodium hydroxide solution, as well as demonstrate the correct process for performing periodic strand tests during the procedure. The candidate will be expected to demonstrate correct procedures to rinse, shampoo, and condition hair after treatment and correctly use and explain professional terminology throughout the entire demonstration. The candidate must discuss the importance of following manufacturer's directions for determining processing times and consistently reinforce the demonstration with oral explanations. The candidate will be expected to conclude the demonstration by summarizing the demonstration with an explanation of criteria that can be used to judge a quality chemical relaxing service. During the demonstration, the candidate must maintain sanitary conditions.

Identifies implements, supplies, equipment and set up required to perform chemical hair relaxer service.
Explains and demonstrates correct safety and client protection procedures.
Demonstrates correct procedure(s) to prepare hair for service.
Discusses and demonstrates correct procedures to determine hair porosity and elasticity tests.
Demonstrates correct procedures to section hair for procedure.
Discusses importance of process to apply protective base cream to hairline and ears.
Demonstrates correct procedure for applying protective base cream to hairline and ears.



Demonstrates knowledge of correct area(s) to begin procedure.
Demonstrate correct process and procedure for application of relaxer to hair and scalp.
Demonstrates correct knowledge of steps needed for finalizing the application of relaxer cream.
Demonstrate correct process needed for performing periodic strand tests during procedure.
Discusses the importance of following manufacturer's directions for determining correct processing time.
Demonstrates correct process and procedure to rinse, shampoo and condition hair after treatment.
Correctly uses and explains professional terminology in discussing proper procedures throughout entire demonstration.
Consistently reinforces demonstration with oral explanations.
Summarizes demonstration.
Follows time frame stated in lecture.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

**PERMANENT WAVING: BASIC WRAP**

The candidate will be expected to demonstrate a permanent wave on a mannequin using a basic wrap. During the introduction, the candidate must list equipment, implements, products, and materials that are used during a permanent waving service and explain and demonstrate correct safety and client protection procedures. Before beginning the procedure, the candidate must orally review the procedures for this service. The candidate must demonstrate the correct procedures for preparing hair for this service, including the knowledge of how to perform a preliminary test curl process, and how to subdivide the hair for the procedure and demonstrate and discuss the wrapping procedure using end paper and permanent wave rod. The candidate will be expected to discuss and demonstrate the proper angles necessary for wrapping hair sections. During the demonstration the candidate must explain the importance of the application of barrier cream and cotton and correctly demonstrate the process and procedure for the application of the perm solution. The candidate will be expected to demonstrate and discuss the correct procedures for determining the processing time for product used. Application of final neutralizer to processed hair should be discussed and demonstrated as well as stating the steps needed for finalizing the permanent waving procedure. Professional terminology should be used throughout the entire demonstration. The candidate must discuss the importance of following the manufacturer's directions for determining final rinsing procedures and consistently reinforce the demonstration with oral explanations. The candidate will be expected to conclude the demonstration by summarizing the demonstration with an explanation of criteria that can be used to judge a quality permanent waving service. During the demonstration, the candidate must always maintain sanitary conditions.

Identifies implements, supplies, equipment and set up required to perform basic permanent wave service.
Explains and demonstrates correct safety and client protection procedures.
Demonstrates correct procedure(s) to prepare hair for service.
Discusses and demonstrates correct procedures for preliminary test curl process.
Demonstrates correct procedures for subdividing hair.
Correctly demonstrates wrapping procedure using end papers and rods.
Demonstrates correct angle necessary for wrapping remaining sections.
Discusses importance of application of barrier cream and/or cotton.
Demonstrate correct process and procedure for application of perm solution.
Demonstrates and discusses the correct procedure(s) for determining processing time.
Demonstrates correct knowledge of steps needed for finalizing the processing procedure.
Demonstrate correct process and procedures needed for application of neutralizer to processed hair.
Demonstrates and discusses the importance of following manufacturer's directions for final rinsing procedure.
Correctly uses and explains professional terminology in discussing proper procedures through entire demonstration.
Consistently reinforces demonstration with oral explanations.
Summarizes demonstration.
Follows time frame stated in lecture.
Speaks clearly and distinctly throughout demonstration.

Maintains sanitary conditions throughout.

**PRACTICAL EXAM SCORING**

**COSMETOLOGY INSTRUCTOR**

<b>20 MINUTES DEVELOPMENT 10 MINUTES PREPARATION 30 MINUTES EXECUTION</b>	<b>Lecture Evaluation</b>		<b>Weight</b>
	1	Objective explicitly states purpose of lesson	5
	2	Objective delineates the knowledge, skills and abilities students should acquire within the lesson.	10
	3	Subject matter of lesson plan is directly correlated to selected topic.	5
	4	Brings all necessary, relevant materials	20
	5	Presents material in a linear manner	5
	6	Visual aids are clean and easily legible	5
	7	Begins lesson on time	5
	8	Does not second-guess information being presented	5
	9	Information presented is accurate	5
	10	Describes safety and sanitation procedures of subject matter.	5
	11	Discusses theory of assigned subject.	5
	12	Discusses practical application of assigned subject.	5
	13	Summarizes subject at conclusion of lesson.	10
	14	Describes assessment methods that will be used to determine student's retention of subject matter.	5
	15	List students' assignment(s) to reinforce subject matter.	5
16	Completes skill in allotted time.		

<b>10 MINUTES PREPARATION 50 MINUTES EXECUTION</b>	<b>Haircut</b>		<b>Weight</b>
	1	Identifies implements, supplies, equipment and set up required to perform a haircut.	10
	2	Explains and demonstrates correct safety and client protection during demonstration.	5
	3	Identify the safe and proper use of the various tools of hair cutting.	10
	4	Correctly identify reference points on the head form and understand their role in haircutting.	5
	5	Discuss and demonstrate angles, elevations and guidelines.	10
	6	Demonstrates correct procedures to section hair for a basic haircut.	10
	7	Identify and demonstrates a stationary guide.	5
	8	Identify and demonstrates a traveling guide.	5
	9	Discuss three basic haircuts.	15
	10	Define cross-checking.	5
	11	Give a summary of demonstration.	10
	12	Speaks clearly and distinctly through demonstration.	5
	13	Maintains sanitary conditions throughout.	5
14	Completes skill in allotted time.		

<b>10 MINUTES PREPARATION 50 MINUTES EXECUTION</b>	<b>Chemical Relaxing: Sodium Hydroxide, Virgin</b>		<b>Weight</b>
	1	Identifies implements, supplies, equipment and set up required to perform chemical hair relaxer service.	5
	2	Explains and demonstrates correct safety and client protection procedures.	5
	3	Demonstrates correct procedure(s) to prepare hair for service.	5
	4	Discusses and demonstrates correct procedures to determine hair porosity and elasticity tests.	5
	5	Demonstrates correct procedures to section hair for procedure.	5
	6	Discusses importance of process to apply protective base cream to hairline and ears.	5
	7	Demonstrates correct procedure for applying protective base cream to hairline and ears.	5
8	Demonstrates knowledge of correct area(s) to begin procedure.	5	

	9	Demonstrate correct process and procedure for application of relaxer to hair and scalp.	5
	10	Demonstrates correct knowledge of steps needed for finalizing the application of relaxer cream.	5
	11	Demonstrate correct process needed for performing periodic strand tests during procedure.	5
	12	Discusses the importance of following manufacturer's directions for determining correct processing time.	5
	13	Demonstrates correct process and procedure to rinse, shampoo and condition hair after treatment.	5
	14	Correctly uses and explains professional terminology in discussing proper procedures throughout entire demonstration.	10
	15	Consistently reinforces demonstration with oral explanations.	5
	16	Summarizes demonstration.	5
	17	Follows time frame stated in lecture.	5
	18	Speaks clearly and distinctly throughout demonstration.	5
	19	Maintains sanitary conditions throughout.	5
	20	Completes skill in allotted time.	

<b>10 MINUTES PREPARATION 50 MINUTES EXECUTION</b>	<b>Permanent Waving: Basic Wrap</b>		<b>Weight</b>
	1	Identifies implements, supplies, equipment and set up required to perform basic permanent wave service.	5
	2	Explains and demonstrates correct safety and client protection procedures.	5
	3	Demonstrates correct procedure(s) to prepare hair for service.	5
	4	Discusses and demonstrates correct procedures for preliminary test curl process.	5
	5	Demonstrates correct procedures for subdividing hair.	5
	6	Correctly demonstrates wrapping procedure using end papers and rods.	5
	7	Demonstrates correct angle necessary for wrapping remaining sections.	5
	8	Discusses importance of application of barrier cream and/or cotton.	5
	9	Demonstrate correct process and procedure for application of perm solution.	5
	10	Demonstrates and discusses the correct procedure(s) for determining processing time.	5
	11	Demonstrates correct knowledge of steps needed for finalizing the processing procedure.	5
	12	Demonstrate correct process and procedures needed for application of neutralizer to processed hair.	5
	13	Demonstrates and discusses the importance of following manufacturer's directions for final rinsing procedure.	5
	14	Correctly uses and explains professional terminology in discussing proper procedures through entire demonstration.	10
	15	Consistently reinforces demonstration with oral explanations.	5
	16	Summarizes demonstration	5
	17	Follows time frame stated in lecture.	5
	18	Speaks clearly and distinctly throughout demonstration.	5
	19	Maintains sanitary conditions throughout.	5
20	Completes skill in allotted time.		

## **BARBER INSTRUCTOR LECTURE**

### **PROPERTIES OF THE HAIR**

D. Structure of the Hair

This lesson should include a demonstration of the layers of the hair and the importance of each.

E. Structures Associated with the Hair Root and Follicle

This lesson should include the correct pronunciation and function of each structure thereof.

F. Disorders of the Hair

This lesson should introduce to the class the disorders and a brief discussion of each.

### **PROPERTIES OF THE SCALP**

D. The Scalp and Various Treatments Thereof

This lesson should include a brief discussion concerning a healthy scalp, structure of the hair and how it is managed; along with the importance of being able to recognize the various irregularities and the required treatments.

E. Scalp Manipulations

This lesson should include the introduction of each movement along with a discussion of each.

F. Irregularities of the Scalp

This lesson should introduce the irregularities of the scalp and a brief discussion of each.

### **SANITATION AND DISINFECTION**

D. Contamination Control

Introduce contamination control and how to identify common shop contaminants.

E. Sanitation and Disinfection

Introduce sanitation and disinfection and how to know when each is appropriate. Explain why sterilization is not important in a professional shop.

F. Disinfectants

Introduce the effective use of disinfectants on implements and hard surfaces; discuss how to perform universal disinfection procedures in the shop.

## BARBER INSTRUCTOR DEMONSTRATION

### **HAIRCUT**

The candidate will be expected to explain while demonstrating a haircut on a mannequin. During the introduction, the candidate must list equipment, implements, products, and materials that are used during a haircut and explain and demonstrate correct safety and client protection procedures. After the introduction, the candidate must orally review the procedure for performing a haircut service. The candidate will be expected to demonstrate the correct procedures for preparing the hair and have knowledge of the correct area(s) to begin procedure. The candidate must explain professional terminology and use this throughout the entire demonstration. The candidate must describe and demonstrate how to section hair for the procedure. During the demonstration the candidate must discuss and demonstrate the correct procedures for haircutting as well as demonstrate the correct process for performing the procedure. The candidate will explain and demonstrate symmetry. The candidate will be expected to conclude by summarizing the demonstration with an explanation of criteria that can be used to judge a quality haircutting service. During the demonstration, the candidate must always maintain sanitary conditions.

Identifies implements, supplies, equipment and set up required to perform a haircut.
Explains and demonstrates correct safety and client protection during demonstration.
Identify the safe and proper use of the various tools of hair cutting.
Correctly identify reference points on the head form and understand their role in haircutting.
Discuss and demonstrate angles, elevations and guidelines.
Demonstrates correct procedures to section hair for a basic haircut.
Identify and demonstrates a stationary guide.
Identify and demonstrates a traveling guide.
Discuss three basic haircuts.
Define cross-checking.
Give a summary of demonstration.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

### **PERMANENT WAVING: BASIC WRAP**

The candidate will be expected to demonstrate a permanent wave on a mannequin using a basic wrap. During the introduction, the candidate must list equipment, implements, products, and materials that are used during a permanent waving service and explain and demonstrate correct safety and client protection procedures. Before beginning the procedure, the candidate must orally review the procedures for this service. The candidate must demonstrate the correct procedures for preparing hair for this service, including the knowledge of how to perform a preliminary test curl process. The candidate must correctly demonstrate how to subdivide the hair for the procedure and demonstrate and discuss the wrapping procedure using end paper and permanent wave rod. The candidate will be expected to discuss and demonstrate the proper angles necessary for wrapping hair sections. During the demonstration the candidate must explain the importance of the application of barrier cream and cotton and correctly demonstrate the process and procedure for the application of the perm solution. The candidate will be expected to demonstrate and discuss the correct procedures for determining the processing time for the product used. Application of final neutralizer to processed hair should be discussed and demonstrated as well as stating the steps needed for finalizing the permanent waving procedure. Professional terminology should be used throughout the entire demonstration. The candidate must discuss the importance of following the manufacturer's directions for determining final rinsing procedures and consistently reinforce the demonstration with oral explanations. The candidate will be expected to conclude the demonstration by summarizing the demonstration with an explanation of criteria that can be used to judge a quality permanent waving service. During the demonstration, the candidate must always maintain sanitary conditions.

Identifies implements, supplies, equipment and set up required to perform basic permanent wave service.
Explains and demonstrates correct safety and client protection procedures.
Demonstrates correct procedure(s) to prepare hair for service.
Discusses and demonstrates correct procedures for preliminary test curl process.

Demonstrates correct procedures for subdividing hair.
Correctly demonstrates wrapping procedure using end papers and rods.
Demonstrates correct angle necessary for wrapping remaining sections.
Discusses importance of application of barrier cream and/or cotton.
Demonstrate correct process and procedure for application of perm solution.
Demonstrates and discusses the correct procedure(s) for determining processing time.
Demonstrates correct knowledge of steps needed for finalizing the processing procedure.
Demonstrate correct process and procedures needed for application of neutralizer to processed hair.
Demonstrates and discusses the importance of following manufacturer's directions for final rinsing procedure.
Correctly uses and explains professional terminology in discussing proper procedures through entire demonstration.
Consistently reinforces demonstration with oral explanations.
Summarizes demonstration.
Follows time frame stated in lecture.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

**SHAVE**

The candidate will be expected to explain while demonstrating a shave on a mannequin. During the introduction, the candidate must list equipment, implements, products, and materials that are used during a shave and explain and demonstrate correct safety and client protection procedures. After the introduction, the candidate must orally review the procedure for performing a shave service. The candidate will be expected to demonstrate the correct procedures for preparing the face and have knowledge of the correct area(s) to begin procedure. The candidate must explain professional terminology and use it throughout the entire demonstration. During the demonstration the candidate must discuss and demonstrate the correct procedures for shaving as well as demonstrate the correct process for performing the procedure. The candidate will be expected to conclude by summarizing the demonstration with an explanation of criteria that can be used to judge a quality shave service. During the demonstration, the candidate must always maintain sanitary conditions.

Identifies implements, supplies, equipment and set up required to perform a shave.
Explains and demonstrates correct safety and client protection during demonstration.
Identify the safe and proper use of the various tools of shaving.
Correctly identify reference points on the head form and understand their role in shaving.
Discuss and demonstrate angles.
Give a summary of demonstration.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

## PRACTICAL EXAM SCORING

### BARBER INSTRUCTOR

20 MINUTES DEVELOPMENT 10 MINUTES PREPARATION 30 MINUTES EXECUTION	<b>Lecture Evaluation</b>		<b>Weight</b>
	1	Objective explicitly states purpose of lesson	5
	2	Objective delineates the knowledge, skills and abilities students should acquire within the lesson.	10
	3	Subject matter of lesson plan is directly correlated to selected topic.	5
	4	Brings all necessary, relevant materials	20
	5	Presents material in a linear manner	5
	6	Visual aids are clean and easily legible	5
	7	Begins lesson on time	5
	8	Does not second-guess information being presented	5
	9	Information presented is accurate	5
	10	Describes safety and sanitation procedures of subject matter.	5
	11	Discusses theory of assigned subject.	5
	12	Discusses practical application of assigned subject.	5
	13	Summarizes subject at conclusion of lesson.	10
	14	Describes assessment methods that will be used to determine student's retention of subject matter.	5
	15	List students' assignment(s) to reinforce subject matter.	5
16	Completes skill in allotted time.		

10 MINUTES PREPARATION 50 MINUTES EXECUTION	<b>Haircut</b>		<b>Weight</b>
	1	Identifies implements, supplies, equipment and set up required to perform a haircut.	10
	2	Explains and demonstrates correct safety and client protection during demonstration.	5
	3	Identify the safe and proper use of the various tools of hair cutting.	10
	4	Correctly identify reference points on the head form and understand their role in haircutting.	5
	5	Discuss and demonstrate angles, elevations, and guidelines.	10
	6	Demonstrates correct procedures to section hair for a basic haircut.	10
	7	Identify and demonstrates a stationary guide.	5
	8	Identify and demonstrates a traveling guide.	5
	9	Discuss three basic haircuts.	15
	10	Define cross-checking.	5
	11	Give a summary of demonstration.	10
	12	Speaks clearly and distinctly through demonstration.	5
	13	Maintains sanitary conditions throughout.	5
14	Completes skill in allotted time.		

10 MINUTES PREPARATION 50 MINUTES	<b>Permanent Waving: Basic Wrap</b>		<b>Weight</b>
	1	Identifies implements, supplies, equipment and set up required to perform basic permanent wave service.	5
	2	Explains and demonstrates correct safety and client protection procedures.	5
	3	Demonstrates correct procedure(s) to prepare hair for service.	5
	4	Discusses and demonstrates correct procedures for preliminary test curl process.	5
	5	Demonstrates correct procedures for subdividing hair.	5
	6	Correctly demonstrates wrapping procedure using end papers and rods.	5
	7	Demonstrates correct angle necessary for wrapping remaining sections.	5
	8	Discusses importance of application of barrier cream and/or cotton.	5
9	Demonstrate correct process and procedure for application of perm solution.	5	



	10	Demonstrates and discusses the correct procedure(s) for determining processing time.	5
	11	Demonstrates correct knowledge of steps needed for finalizing the processing procedure.	5
	12	Demonstrate correct process and procedures needed for application of neutralizer to processed hair.	5
	13	Demonstrates and discusses the importance of following manufacturer's directions for final rinsing procedure.	5
	14	Correctly uses and explains professional terminology in discussing proper procedures through entire demonstration.	10
	15	Consistently reinforces demonstration with oral explanations.	5
	16	Summarizes demonstration	5
	17	Follows time frame stated in lecture.	5
	18	Speaks clearly and distinctly throughout demonstration.	5
	19	Maintains sanitary conditions throughout.	5
20	Completes skill in allotted time.		

<b>10 MINUTES PREPARATION 50 MINUTES EXECUTION</b>	<b>Shave</b>		<b>Weight</b>
	1	Identifies implements, supplies, equipment and set up required to perform a shave.	10
	2	Explains and demonstrates correct safety and client protection during demonstration.	10
	3	Identify the safe and proper use of the various tools of shaving.	10
	4	Correctly identify reference points on the head form and understand their role in shaving.	10
	5	Discuss and demonstrate angles.	30
	6	Give a summary of demonstration.	10
	7	Speaks clearly and distinctly through demonstration.	15
	8	Maintains sanitary conditions throughout.	5
	9	Completes skill in allotted time.	

## NAIL TECHNOLOGIST INSTRUCTION LECTURE

### BACTERIA AND OTHER INFECTIOUS AGENTS

- A. Define and Understand Bacteria  
Introduce bacteria and other infectious agents; assist them to find and understand bacteria. Explain the difference between pathogenic and non-pathogenic bacteria.
- B. Pathogenic Bacteria  
Introduce the main groups of pathogenic bacteria; assisting the class to identify and describe same. Give examples of common infections caused by viruses and bacteria.
- C. Types of Infections  
Introduce the types of infections that are likely to occur on the fingernail. Discuss the various types of immunities. Introduce some common sources of infection in the salon.

### SANITATION AND DISINFECTION

- G. Contamination Control  
Introduce contamination control and how to identify common salon contaminants.
- H. Sanitation and Disinfection  
Introduce sanitation and disinfection and how to know when each is appropriate. Explain why sterilization is not important in the professional salon.
- I. Disinfectants  
Introduce the effective use of disinfectants on implements and hard surfaces; discuss how to perform universal disinfection procedures in the salon.

### ANATOMY AND PHYSIOLOGY

- A. Anatomy and Physiology  
Introduce anatomy and physiology and why understanding will help them to become better nail technicians. Describe the purpose of cells within the human body. Introduce cell metabolism.
- B. Body Tissue  
Introduce the different types of body tissue and explain the function of each type. Introduce the most important organs of the body and explain the function of each organ. Introduce the systems that make up the human body and explain the function of each system.
- C. Muscles  
Introduce the ways in which muscles are stimulated. Name the types of muscles that are affected by massage. Discuss the divisions of the nervous system and explain the functions of each division; identify the chief functions of the blood.

## NAIL TECHNOLOGIST INSTRUCTOR DEMONSTRATION

### **BASIC MANICURE**

The candidate will be expected to demonstrate a basic manicure on a hand form. During the introduction, the candidate must identify the list of equipment, implements, cosmetics, and materials that are used during a manicure and set up the manicure table. After setting up the manicure table, the candidate must review the procedure for performing a basic manicure. Following this introduction, the candidate will be expected to demonstrate a basic manicure including a discussion of the proper procedure for the sanitation of equipment and implements. The candidate must outline safety procedures, including the appropriate procedures that students are expected to follow in case of an accident, outlining the steps of Universal Safety Precautions. The candidate must conclude the demonstration with an explanation of criteria that can be used to judge a quality manicure. During the demonstration, the candidate must always maintain sanitary conditions.

Identifies the list of equipment, implements, cosmetics and materials that are used to perform a basic manicure service.
Sets up manicure table.
Reviews procedure for giving a manicure.
Reviews procedure for sanitation of equipment and implements.
Describes safety procedures.
Demonstrates steps of Universal Safety Precautions in case of cut or wound.
Establishes criteria to evaluate a quality manicure.
Consistently reinforces demonstration with oral explanations.
Summarizes demonstration.
Speaks clearly and distinctly.
Follows time frame stated in lecture.
Maintains sanitary conditions throughout.

### **ACRYLIC OVERLAY WITH TIP**

The candidate will be expected to demonstrate an acrylic overlay with tip on a hand form. During the introduction, the candidate must identify the list of equipment, implements, cosmetics, and materials that are used during an acrylic overlay with tip and set up the table. After setting up the table, the candidate must review the procedure for performing an acrylic overlay with tip. Following this introduction, the candidate will be expected to demonstrate an acrylic overlay with tip. This includes a discussion of the proper procedure for the sanitation of equipment and implements. The candidate must outline safety procedures, including the appropriate procedures that students are expected to follow in case of an accident, outlining the steps of Universal Safety Precautions. The candidate must conclude the demonstration with an explanation of criteria that can be used to judge a quality acrylic overlay with tip. During the demonstration, the candidate must always maintain sanitary conditions.

Identifies the list of equipment, implements, cosmetics and materials that are used to perform an acrylic overlay with tip.
Sets up manicure table.
Reviews procedure for performing an acrylic overlay with tip.
Demonstrate procedure for performing acrylic overlay with tip.
Reviews procedure for sanitation of equipment and implements.
Describes safety procedures.
Demonstrates steps of Universal Safety Precautions in case of cut or wound.
Establishes criteria to evaluate a quality acrylic overlay with tip.
Summarizes demonstration.
Speaks clearly and distinctly.
Follows time frame stated in lecture.
Maintains sanitary conditions throughout.

### **ACRYLIC OVER FORM**

The candidate will be expected to demonstrate an acrylic over form on a hand form. During the introduction, identify the list of equipment, implements, cosmetics, and materials that are used during an acrylic over form and set up the table. After setting up the table, the candidate must review the procedure for performing an acrylic over form. Following this introduction, the candidate will be expected to demonstrate an acrylic over form including a discussion of the proper procedure for the sanitation of equipment and implements. The candidate must outline safety procedures, including the appropriate procedures that students are expected to follow in case of an accident, outlining the steps of Universal Safety Precautions. The candidate must conclude the demonstration with an explanation of criteria that can be used to judge a quality acrylic over form. During the demonstration, the candidate must always maintain sanitary conditions.

Identifies the list of equipment, implements, cosmetics and materials that are used to perform an acrylic over form.
Sets up manicure table.
Reviews procedure for performing an acrylic over form.
Demonstrate procedure for performing acrylic over form.
Reviews procedure for sanitation of equipment and implements.
Describes safety procedures.
Demonstrates steps of Universal Safety Precautions in case of cut or wound.
Establishes criteria to evaluate a quality acrylic over form.
Summarizes demonstration.
Speaks clearly and distinctly.
Follows time frame stated in lecture.
Maintains sanitary conditions throughout.

**PRACTICAL EXAM SCORING**  
**NAIL TECHNICIAN INSTRUCTOR**

<b>20 MINUTES DEVELOPMENT 10 MINUTES PREPARATION 30 MINUTES EXECUTION</b>	<b>Lecture Evaluation</b>		<b>Weight</b>
	1	Objective explicitly states purpose of lesson	5
	2	Objective delineates the knowledge, skills and abilities students should acquire within the lesson.	10
	3	Subject matter of lesson plan is directly correlated to selected topic.	5
	4	Brings all necessary, relevant materials	20
	5	Presents material in a linear manner	5
	6	Visual aids are clean and easily legible	5
	7	Begins lesson on time	5
	8	Does not second-guess information being presented	5
	9	Information presented is accurate	5
	10	Describes safety and sanitation procedures of subject matter.	5
	11	Discusses theory of assigned subject.	5
	12	Discusses practical application of assigned subject.	5
	13	Summarizes subject at conclusion of lesson.	10
	14	Describes assessment methods that will be used to determine student's retention of subject matter.	5
	15	List students' assignment(s) to reinforce subject matter.	5
16	Completes skill in allotted time.		

<b>10 MINUTES PREPARATION 50 MINUTES EXECUTION</b>	<b>Basic Manicure</b>		<b>Weight</b>
	1	Identifies implements, supplies, equipment and set up required to perform basic manicure service.	10
	2	Sets up manicure table.	5
	3	Reviews procedure for giving a manicure.	10
	4	Demonstrate procedure for performing basic manicure.	10
	5	Reviews procedure for sanitation of equipment and implements.	10
	6	Describes safety procedures.	5
	7	Demonstrates steps of University Safety Precautions in case of cut or would.	10
	8	Establishes criteria to evaluate a quality manicure.	10
	9	Summarizes demonstration	5
	10	Speaks clearly and distinctly.	15
	11	Follows time frame stated in lecture.	5
	12	Maintains sanitary conditions throughout.	5
13	Completes skill in allotted time.		

<b>10 MINUTES PREPARATION 50 MINUTES EXECUTION</b>	<b>Acrylic Overlay With Tip</b>		<b>Weight</b>
	1	Identifies implements, supplies, equipment and set up required to perform acrylic overlay with tip.	10
	2	Sets up manicure table.	5
	3	Reviews procedure for performing an acrylic overlay with tip.	10
	4	Demonstrate procedure for performing acrylic overlap with tip.	10
	5	Reviews procedure for sanitation of equipment and implements.	10
	6	Describes safety procedures.	5
	7	Demonstrates steps of Universal Safety Precautions in case of cut or wound.	10
	8	Establishes criteria to evaluate a quality acrylic overlap with tip.	10
	9	Summarizes demonstration.	5
	10	Speaks clearly and distinctly.	15
	11	Follows time frame stated in lecture.	5
	12	Maintains sanitary conditions throughout.	5
13	Completes skill in allotted time.		

<b>10 MINUTES PREPARATION 50 MINUTES EXECUTION</b>	<b>Acrylic Over form</b>		<b>Weight</b>
	1	Identifies implements, supplies, equipment and set up required to perform acrylic over form.	10
	2	Sets up manicure table.	5
	3	Reviews procedure for performing an acrylic over form.	10
	4	Demonstrate procedure for performing acrylic over form.	10
	5	Reviews procedure for sanitation of equipment and implements.	10
	6	Describes safety procedures.	5
	7	Demonstrates steps of Universal Safety Precautions in case of cut or wound.	10
	8	Establishes criteria to evaluate a quality acrylic over form.	10
	9	Summarizes demonstration.	5
	10	Speaks clearly and distinctly.	15
	11	Follows time frame stated in lecture.	5
	12	Maintains sanitary conditions throughout.	5
13	Completes skill in allotted time.		

## **ESTHETICIAN INSTRUCTOR LECTURE**

### **INTRODUCTION TO ESTHETICS**

- A. **The Study of Esthetics**  
Introduce the study of Esthetics. When using proper terminology, give the definition thereof. Explain the opportunities for licensed Estheticians in the cosmetic industry, education, specialized careers, and salons.
- B. **Professional Image**  
Introduce the professional image. This lesson should introduce the importance of personal and public hygiene, correct posture for standing and sitting, good human relations, professional attitude, and professional ethics.
- C. **Skin Care and the Use of Cosmetics**  
Introduce the history of skin care and the use of cosmetics; explaining the benefits derived from health and beauty habits of past cultures comparing the past to the present.

### **BACTERIOLOGY**

- A. **Bacteria and Their Classifications**  
Introduce the different types of bacteria and their classifications, using professional terminology and their definitions.
- B. **Bacteria Growth and Reproduction**  
Introduce how bacteria can grow, reproduce, and discuss bacterial infections.
- C. **Methods to Prevent Spread of Bacteria**  
Introduce the methods used to prevent the spread of bacteria in the salon and the lines of defenses.

### **NUTRITION AND HEALTH OF THE SKIN**

- A. **Nutrition and Food Groups**  
Introduce nutrition including what it is and why it is important to the health of the skin. List the three basic food groups and describe their importance.
- B. **Importance of Water**  
Introduce the importance of water to the health of skin. Discuss how hormones, medications and habits can affect the skin.
- C. **Allergies**  
Introduce the different causes of allergies; discuss the different vitamins used in cosmetics; explain their properties.

## ESTHETICIAN INSTRUCTOR DEMONSTRATION

### **BASIC FACIAL**

The candidate will be expected to demonstrate a facial on a mannequin. As an introduction, identify the list of equipment, implements, cosmetics, and materials that are used during a facial procedure. The candidate must demonstrate how to use equipment and demonstrate how to properly prepare a client to receive a facial service. Before beginning the procedure, the candidate must orally review the procedures for performing a basic facial. Then, the candidate must demonstrate the procedure while describing safety procedures that the students must follow. The candidate should make sure to stress proper direction while conducting manipulations. In conclusion, the candidate must review the proper use of implements, cosmetics, and materials, and explain appropriate procedures to follow in case of an accident. The candidate will be expected to establish a set of criteria by which a quality facial can be judged. During the demonstration, the candidate must always maintain sanitary conditions.

Identify the list of equipment, implements, cosmetics and materials that are used to perform a basic facial service.
Demonstrates use of equipment.
Demonstrates preparation of client.
Reviews basic facial procedure.
Demonstrates giving a facial.
Describes safety procedure(s).
Demonstrates appropriate procedures to follow in case of accident.
Stresses proper direction while conducting the manipulations.
Reviews proper use of implements, cosmetics, and materials.
Establishes criteria to evaluate a quality facial.
Summarizes demonstration.
Follows time frame stated in lecture.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

### **HAIR REMOVAL – WAXING EYEBROW**

The candidate will be expected to demonstrate a wax on a mannequin with cholesterol used as mock wax. During the introduction, the candidate must identify the list of equipment, implements, cosmetics, and materials that are used during a waxing procedure. The candidate must demonstrate how to use equipment and demonstrate how to properly prepare a client to receive a waxing service. Before beginning the procedure, the candidate must orally review the procedures for performing a basic wax. Then, the candidate must demonstrate the procedure while describing safety procedures that the students must follow including testing temperatures of heated wax and correctly demonstrating procedures for applying wax to eyebrow and lip area. Demonstration and oral discussion must be given during the process of application and removal of fabric strip to waxing area and the importance of applying the proper pressure and direction while conducting this service must be stressed. Professional terminology must be used throughout the entire demonstration. The candidate must summarize the demonstration and review the proper use of implements, cosmetics, and materials, and explain appropriate procedures to follow in case of an accident, outlining the steps of Universal Safety Precautions. During the demonstration, the candidate must maintain sanitary conditions.

Identify the list of equipment, implements, cosmetics and materials that are used to perform hair removal service.
Explains and demonstrates correct safety and client protection procedures.
Demonstrates correct procedure(s) to prepare area for hair removal service.
Discusses and demonstrates correct procedures for testing temperature of heated wax.
Demonstrates correct procedures for applying wax to eyebrow area.
Correctly demonstrates application of fabric strip to waxing area.
Discusses importance of applying correct pressure to skin when removing fabric strip.



Demonstrate correct process and procedure for removal of fabric strip.
Demonstrates correct procedure for applying antiseptic to treated area.
Correctly uses and explains professional terminology in discussing proper procedures through entire demonstration.
Consistently reinforces demonstration with oral explanations.
Summarizes demonstration.
Follows time frame stated in lecture.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

**MAKEUP APPLICATION**

The candidate will be expected to demonstrate the application of makeup on a mannequin. During the introduction, the candidate must identify the list of equipment, implements, cosmetics, and materials that are used during makeup application. The candidate must demonstrate how to use equipment and demonstrate how to properly prepare a client to receive this service. Before beginning the procedure, the candidate must orally review the procedures for a quality makeup application. Then, the candidate must demonstrate the procedure while describing safety procedures that the students must follow. Discuss and demonstrate the correct procedures for cleansing and preparing skin and demonstrate the correct procedure for the application of appropriate makeup.

The candidate must discuss the proper way to apply needed products such as concealer and foundation as the candidate perform the demonstration. The candidate must also correctly discuss and demonstrate the procedures for applying appropriate products to the eye, cheek and lip areas. During the entire demonstration the candidate must use and explain professional terminology in discussing all procedures. In conclusion, the candidate must review the proper use of implements, cosmetics, and materials, and explain appropriate procedures to follow in case of an accident. The candidate will be expected to establish a set criteria with which a quality makeup application can be judged. During the demonstration, the candidate must maintain sanitary conditions. The candidate will be graded on these criteria, as well as the candidate's ability to communicate the candidate's intentions as the candidate demonstrate the field related task.

Identify the list of equipment, implements, cosmetics and materials that are used to perform makeup application.
Explains and demonstrates correct safety and client protection procedures.
Demonstrates correct procedure(s) to prepare face for procedure.
Discusses and demonstrates correct procedures for application of cleansing creams or lotion to facial areas.
Discusses and demonstrates correct procedures for application of astringents and/or toners to facial area.
Demonstrates correct procedures for application of appropriate foundation.
Correctly demonstrates application and use of concealer products.
Demonstrates correct procedures for applying products to eye area (including eye color, eye liner, eyebrow color and mock mascara).
Discusses and demonstrates correct procedures for application of cheek color.
Demonstrates correct procedures for application of lip liner and color.
Correctly uses and explains professional terminology in discussing proper procedures through entire demonstration.
Establishes criteria to evaluate a quality makeup application.
Consistently reinforces demonstration with oral explanations.
Summarizes demonstration.
Follows time frame stated in lecture.
Speaks clearly and distinctly throughout demonstration.
Maintains sanitary conditions throughout.

## PRACTICAL EXAM SCORING

### ESTHETICIAN INSTRUCTOR

20 MINUTES DEVELOPMENT 10 MINUTES PREPARATION 30 MINUTES EXECUTION	<b>Lecture Evaluation</b>		<b>Weight</b>
	1	Clearly states lesson plan, including topic, objective and time required.	
	2	Objective explicitly states purpose of lesson.	5
	3	Objective delineates the knowledge, skills and abilities students should acquire within the lesson.	10
	4	Subject matter of lesson plan is directly correlated to selected topic.	5
	5	Brings all necessary, relevant materials	20
	6	Presents material in a linear manner	5
	7	Visual aids are clean and easily legible	5
	8	Begins lesson on time	5
	9	Does not second-guess information being presented	5
	10	Information presented is accurate	5
	11	Describes safety and sanitation procedures of subject matter.	5
	12	Discusses theory of assigned subject.	5
	13	Discusses practical application of assigned subject.	5
	14	Summarizes subject at conclusion of lesson.	10
	15	Describes assessment methods that will be used to determine student's retention of subject matter.	5
	16	List students' assignment(s) to reinforce subject matter.	5
	17	Completes skill in allotted time	

10 MINUTES PREPARATION 50 MINUTES EXECUTION	<b>Basic Facial</b>		<b>Weight</b>
	1	Identifies the list of equipment, implements, cosmetics, and materials that are used to perform a basic facial service.	5
	2	Demonstrates use of equipment.	10
	3	Demonstrates preparation of client.	5
	4	Reviews basic facial procedure.	10
	5	Demonstrates giving a facial.	10
	6	Describes safety procedure(s).	5
	7	Demonstrates appropriate procedures to follow in case of accident.	10
	8	Stresses proper direction while conducting the manipulations.	10
	9	Reviews proper use of implements, cosmetics, and materials.	10
	10	Establishes criteria to evaluate a quality facial.	5
	11	Summarizes demonstration.	5
	12	Follows time frame stated in lecture.	5
	13	Speaks clearly and distinctly through demonstration.	5
	14	Maintains sanitary conditions throughout.	5
15	Completes skill in allotted time.		

10 MINUTES PREPARATION 50 MINUTES EXECUTION	<b>Hair Removal – Waxing Eyebrow</b>		<b>Weight</b>
	1	Identifies the list of equipment, implements, cosmetics and materials that are used to perform hair removal service.	5
	2	Explains and demonstrates correct safety and client protection procedures.	5
	3	Demonstrates correct procedure(s) to prepare area for hair removal service.	5
	4	Discusses and demonstrates correct procedures for testing temperature of heated wax.	5
	5	Demonstrates correct procedures for applying wax to eyebrow area.	10
	6	Correctly demonstrates application of fabric strip to waxing area.	10
	7	Discusses importance of applying correct pressure to skin when removing fabric strip.	10
	8	Demonstrate correct process and procedure for removal of fabric strip.	10
9	Demonstrates correct procedure for applying antiseptic to treated area.	5	

	10	Correctly uses and explains professional terminology in discussing proper procedures through entire demonstration.	5
	11	Consistently reinforces demonstration with oral explanations.	5
	12	Summarizes demonstration.	10
	13	Follows time frame stated in lecture.	5
	14	Speaks clearly and distinctly through demonstration.	5
	15	Maintains sanitary conditions throughout.	5
	16	Completes skill in allotted time.	

<b>10 MINUTES PREPARATION 50 MINUTES EXECUTION</b>	<b>Makeup Application</b>		<b>Weight</b>
	1	Identifies the list of equipment, implements, cosmetics and materials that are used to perform makeup application.	5
	2	Explains and demonstrates correct safety and client protection procedures.	5
	3	Demonstrates correct procedure(s) to prepare face for procedure.	5
	4	Discusses and demonstrates correct procedures for application of cleansing creams or lotion to facial area.	5
	5	Discusses and demonstrates correct procedures for application of astringents and/or toners to facial area.	5
	6	Demonstrates correct procedures for application of appropriate foundation.	5
	7	Correctly demonstrates application and use of concealer products.	5
	8	Demonstrates correct procedures for applying products to eye area (including eye color, eye liner, eyebrow color and mock mascara).	5
	9	Discusses and demonstrates correct procedures for application of cheek color.	5
	10	Demonstrates correct procedures for application of lip liner and color.	5
	11	Correctly uses and explains professional terminology in discussing proper procedures through entire demonstration.	10
	12	Establish criteria to evaluate a quality makeup application.	5
	13	Consistently reinforces demonstration with oral explanations.	10
	14	Summarizes demonstration.	5
	15	Follows time frame stated in lecture.	5
	16	Speaks clearly and distinctly through demonstration.	10
	17	Maintains sanitary conditions throughout.	5
18	Completes skill in allotted time.		