

Practical Exam Helpful Hints and Safety/Sanitation Reminders

How can you help yourself?

- Be sure you understand requirements and specific instructions in the [Candidate Information Bulletin](#).
- Read through the [Candidate Information Bulletin](#) and clarify any questions.
- Make sure to bring:
 - Required IDs
 - Complete and organized KITS
- Use the [SCRIPTS](#) that are available online and PRACTICE so you are comfortable with the exam and its timing.
- Remember that evaluators are professionals and are trained to maintain a straight professional face at all times.
- Evaluators understand you may be nervous but they want to see you SUCCEED.
- Maintaining SAFETY and SANITATION are more important than “stylish” and “perfect” results.
- Licensing is NOT based on an individual school’s curriculum.

Security reminder

- Exam security is critical to the integrity of the exam process.
- Violations of exam security can have legal and financial consequences.
- Discussing exam content is inappropriate.
- Each candidate is required to sign a Confidentiality Agreement that prohibits discussion of exam content or the re-creation of exam content.
- If you have a question about specific exam content, contact NTN Candidate Support.

What's basic practical exam information?

- Candidates must perform each task:
 - Taking appropriate safety and sanitation precautions (draping, client protection, etc.).
 - Without cross contamination of bacteria through products (sanitary removal from containers, etc.).
 - Maintain consumer and personal sanitation (hand sanitation, sanitary linens, etc.).
 - Use tools, implements and products safely (curling iron, shears, chemical exposure, etc.).
- Exam is for entry-level practitioners.
- Priority is on safe and sanitary performance of tasks.
- Breaks in sanitation must be remedied.

What if an item drops on the floor?

It must be remedied -- candidates should:

1. Pick up the item (raise hand for permission to leave the work area).
2. Discard or disinfect the item, depending on what it is.
3. Sanitize their hands before continuing with the exam.

Rules during practical exams

- Evaluators will not assist candidates.
- Evaluators will not answer candidate questions regarding exam content.
- No talking among candidates.
- No unauthorized materials.
- No disruptive behavior.

Practical exams: Timing of services

- Time allowed is stated in the [Candidate Information Bulletin](#) and candidates should have enough time to complete each service.
- If candidates realize they have not completed a step satisfactorily (ex: the sculptured nail is not dry and they file it off) and if there is time remaining, they can redo that service in the remaining time.

Kits

- Candidates are responsible for bringing a complete kit – the list is included in each [Candidate Information Bulletin](#).
- All products must be clearly labeled in English and the labeling should be visible to evaluators.
- Implements, tools, linens and paper products must be visibly clean and sanitary.
- When not in use, kits must remain closed.

What are product requirements?

- Mock product containers represent one item and it is only used once.
- Each product must be in a separate labeled container.
- All liquids and creams, including water in the spray bottle, must be labeled clearly in English.
- Mock products are required.

What are tool and implement requirements?

- Stored in English labeled containers for each service.
- Must be in safe working order.
- Visibly clean and sanitary.
- Tools/implements and linens/paper products must be effective for the purpose being used.
- Make sure candidates have all items listed in the [Candidate Information Bulletin](#) in their kits!

What are waste receptacle requirements?

- Candidates are provided one waste disposal receptacle at the testing site.
- The receptacle must be plastic lined and free standing. Bags taped to tabletops may not be used.
- Candidates **MUST** bring 13 gallon tall kitchen trash can liner bags for waste receptacle.

Multiple bags strongly suggested. You will be dismissed from the exam if you do not bring liner bags.

- TIP: Bring more than one liner bag. Overflowing waste is a break in sanitation.

Workstation space

- Each candidate has the same size work space marked off by black lines.
- They must keep within that space during the exam, including kit and waste receptacles.
- FYI: Mannequin tripods may be used, but they take up a lot of space and may cause challenges for candidates that table mannequin clamps do not cause.

What are blood exposure kit requirements?

- Blood exposure kits are required – one kit with sufficient supplies for multiple blood exposures OR two kits:
 - One for Blood exposure demonstration.
 - Second is in case there is actual blood exposure during the exam (must stay on station).
- Blood exposure procedure is defined by Kansas Rules and Regulations and federal universal precautions.
- If a candidate attends a practical exam with a current injury to their hand or if an injury occurred on the candidate's hand during the exam, a single use disposable glove should be placed on that hand prior to continuation of services. *A single use item is described by KBOC as: items intended to be disposed of immediately after one use because these items cannot be cleaned and disinfected. The glove will need to be changed each time it is contaminated throughout the exam.
- Note: Candidates who do not have sufficient supplies to treat an actual blood exposure in a safe, sanitary, and legal manner will be dismissed from the exam if one occurs.

COSMETOLOGY EXAM

Thermal Curling Helpful Hints

- Do not touch the mannequin with the iron.
- Remember to simulate testing the temperature of iron.
- Focus on safe demonstration of using a hot iron.
- Place comb between scalp and iron when necessary.
- Clips may be used to keep the cape in place (preventing slippage) to prevent a break in sanitation.

Haircut Helpful Hints

- Sanitize a dropped comb before continuing service.
- Do not lose control of shears, comb or razor.
- Palm shears when not cutting.
- Utilize time wisely.
- Shears must be sanitary.
- Clips may be used to keep the cape in place (preventing slippage) to prevent a break in sanitation.
- Candidates must cut the entire perimeter of the head (nape area, bang area, both sides) during the haircut service.

Chemical Wave Helpful Hints

- Do not lick fingers to separate end papers.
 - Be careful of solution dripping on client's skin.
- Remember to apply cream and cotton around the hairline.
- Apply protective cream and cotton around the entire hairline, not just wave rods.
- Do not over-saturate rods.
- Use a towel underneath wave rods to absorb solution.
- Use a chemical drape.

Facial Helpful Hints

- Test towel temperature.
- Do not get product in eyes, mouth or nostrils when applying or massaging.
- Drape the entire hairline and cover the ears.
- Don't leave jars of product open.
- Do not break sanitation by double dipping.
- Remedy all breaks in sanitation.
- Sanitize hands after a break in sanitation.
- Ensure all linens are clean.
- No overflowing trash or on top of the workstation.

Hair Color Retouch Helpful Hints

- Do not use metallic tools (ex: clips).
- Do not drip product on client's skin/scalp.
- Cotton is not required.

Virgin Chemical Relaxer Helpful Hints

- No product initially on new growth or hair ends.
- No product on skin – ears, face, neck and scalp.
- Do not use teeth of comb to smooth hair.

Manicure Helpful Hints

- Be careful not to damage the skin while pushing back the cuticle or filing.
- Always have cotton covering an orangewood stick.
- Always file corner to center.
- Do not get polish on skin.
- After mock finger bowl soak, candidates need to demonstrate drying the hand.
- Mock soak all of the nails (including thumb).

- Clean under the nails as well as the top of nails.
- Label all items in English, including both top and base coat.
- Remember to bring visibly clean and sanitary implements and towels.
- Finished polished nails do not need to be perfect visually, but polish kept off of the skin.
- Candidates can use a stool at any time to sit.
- Do NOT blow on the nails.

END OF EXAM CLEAN-UP

- All candidates are evaluated on how clean and sanitary they leave their workstation.
- Clear and clean workstation, sweep floor.
- Package all materials and waste.
- Do not leave or dispose of any items at the exam site.
- Clean the workstation completely at the end of the exam.

MANICURIST EXAM

*Suggestion: Bring a small piece of cardstock to fan wet nails to help them dry

Manicure Helpful Hints

- Sanitize candidate's and client's hands at the beginning of the service and as needed during the exam.
- Be careful not to damage the skin while pushing back the cuticle or filing.
- Always have cotton covering an orangewood stick.
- Always file corner to center.
- Do not get polish on skin.
- After mock finger bowl soak, candidates need to demonstrate drying the hand.
- Mock soak all of the nails (including thumb).
- Clean under the nails as well as the top of nails.
- Label all items in English, including both top and base coat.

- Remember to bring visibly clean and sanitary implements and towels.
- Finished polished nails do not need to be perfect visually, but polish kept off of the skin.
- Candidates can use a stool at any time to sit.
- Do NOT blow on the nails.

Nail Tip Helpful Hints

- Sanitize candidate's and client's hands at the beginning of the service and as needed during the exam.
- Do not blow dust from the nail plate.
- When blending the tip with the natural nail, be careful not to file or buff the skin.
- Be careful not to leave product (adhesive) on the skin.

Nail Wrap Helpful Hints

- Sanitize candidate's and client's hands at the beginning of the service and as needed during the exam.
- Remember to bring visibly clean and sanitary implements and towels.
- Be careful not to leave product (adhesive) on the skin.
- Be careful not to file or buff the skin.
- Do NOT blow on the nails.

Sculptured Nail Helpful Hints

- Sanitize candidate's and client's hands at the beginning of the service and as needed during the exam.
- Do not leave products open and/or uncovered.
- Be careful not to leave product (adhesive) on the skin.
- Be careful not to file or buff the skin.
- Clean under the nails as well as the top of nails.
- Apply mock primer.

- MMA is prohibited.
- Do not blow on the nails.

Polish Helpful Hints

- Label all items in English, including both top and base coat.
- Finished polished nails do not need to be perfect visually, but polish kept off of the skin.
- No waste on countertops.
- Do not blow on the nails.

END OF EXAM CLEAN-UP

- All candidates are evaluated on how clean and sanitary they leave their workstation.
- Clear and clean workstation, sweep floor.
- Package all materials and waste.
- Do not leave or dispose of any items at the exam site.
- Clean the workstation completely at the end of the exam.

ESTHETICIAN EXAM

Facial helpful hints

- Do not double dip into products.
- Test towel temperature.
- Do not get product in eyes, mouth or nostrils when applying or massaging.
- Drape the entire hairline and cover the ears.
- Do not leave jars of product open.
- Remedy all breaks in sanitation and sanitize hands after a break in sanitation.
- Ensure all linens are clean.
- No overflowing trash or on top of the workstation.

Facial Mask Helpful Hints

- Do not double dip in any product.
- Test towel temperature.
- Do not get products in eyes, mouth or nostrils when applying.

Manual Extraction Helpful Hints

- Remember to wear protective gloves.
- Remember to use eye protection from antiseptic/astringent.
- Must actually apply pressure to the mannequin.

Tweezing and Waxing Helpful Hints

- Do not double dip in any product.
- Do not get products in eyes, mouth or nostrils when applying.
- Do not blow on the client to dry the eyebrow.
- Remove hair in the direction of hair growth while holding skin taut (tweezing).
- Remove hair in the opposite direction of hair growth (waxing).
- Reapply astringent after tweezing.

END OF EXAM CLEAN-UP

- All candidates are evaluated on how clean and sanitary they leave their workstation.
- Clear and clean workstation, sweep floor.
- Package all materials and waste.
- Do not leave or dispose of any items at the exam site.
- Clean the workstation completely at the end of the exam.