

## Kansas Cosmetology Exams – 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 guide and clarify any questions.

Make sure to bring:

- Required IDs
- Complete and organized KITS

PRACTICE so you are comfortable with the exam and its timing.

Use the SCRIPTS that are available online when you practice.

Remember that evaluators are professionals who have been through testing themselves.

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 work area).
2. Discard or disinfect the item, depending on what it is.
3. Sanitize their hands before continuing with the exam.

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### 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 Candidate Information Bulletin and candidates should have enough time to complete the 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?

Minimum of one waste disposal receptacle.

Plastic lined and free standing. Bags taped to tabletops may not be used.

Labeled "Waste".

TIP: Bring more than one waste receptacle. Overflowing waste is a break in sanitation.

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### Work station 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 spill kit requirements?

Blood Spill kits are required – one kit with sufficient supplies for multiple blood spills OR two kits:

- One for Blood Spill demonstration.
- Second is in case there is actual blood spill during exam (must stay on station).

Blood Spill 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.*

[http://www.kansas.gov/kboc/Docs/Blood\\_Spill\\_Procedures.pdf](http://www.kansas.gov/kboc/Docs/Blood_Spill_Procedures.pdf)

<http://www.kansas.gov/kboc/CosmoStatsandRegs.htm> KAR 28-24-3

Single use items defined in the KBOC Quarterly Newsletter – July 2015

<http://www.kansas.gov/kboc/Newsletters/JULY%202015%20NL.pdf>

Note: Candidates who do not have sufficient supplies to treat an actual blood spill in a safe, sanitary, and legal manner will be dismissed from the exam if one occurs.

## Kansas Cosmetology Exams – Helpful Hints and Safety/Sanitation Reminders

### COSMETOLOGY EXAM

#### Thermal curling helpful hints

- Do not touch mannequin with iron.
- Remember to simulate testing temperature of iron.
- Testing the iron temperature cannot be done using a cloth towel.
- 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.
- Use a neck strip.
- Do not lose control of shears or comb.
- Palm shears when not cutting.
- Completing the service is more important than the quality of haircut.
- 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.

#### 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 hairline.
- Apply protective cream and cotton around entire hairline, not just wave rods.
- Do not over-saturate rods.
- Use a towel underneath wave rods to absorb solution.
- Use a chemical drape.

#### Hair color/lightening helpful hints

- Separate services as if on separate clients.
- Do not use contaminated product from one color application to the next.
- Must change gloves in between services.
- Do not use metallic tools (ex: clips).
- Do not drip product on client's skin/scalp.
- Different bowls/brushes OR applicator bottles must be used for "Lightener" and "Hair Color".
- Cotton is not required.

#### Relaxer helpful hints

- "Retouch" and "Virgin" must be in different bowls and applied with different brushes and different product as they are separate services as if on separate clients.
- Change gloves between applications.
- Retouch: no product on previously relaxed hair.
- Virgin: 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.

## Kansas Cosmetology Exams – Helpful Hints and Safety/Sanitation Reminders

### Facial helpful hints

- Test towel temperature.
- Wring excess water from towel.
- Do not get product in eyes, mouth or nostrils when applying or massaging.
- Drape all hair and cover 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 workstation.

### 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.
- Do not file or buff the skin.
- Do not leave product on 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.

### Manicure helpful hints

- Be careful not to damage the skin while pushing back cuticle or filing.
- Always have cotton covering an orangewood stick.
- Always file corner to center.
- Do not get polish on skin.
- After mock fingerbowl 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.

## Kansas Cosmetology Exams – Helpful Hints and Safety/Sanitation Reminders

### MANICURIST EXAM

*\*Suggestion: Bring a small piece of card stock 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 cuticle or filing.  
Always have cotton covering an orangewood stick.  
Always file corner to center.  
Do not get polish on skin.  
After mock fingerbowl 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 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.

## Kansas Cosmetology Exams – Helpful Hints and Safety/Sanitation Reminders

### ESTHETICIAN EXAM

#### Facial helpful hints

- Do not double dip into product.
- Test towel temperature.
- Wring excess water from towel.
- Do not get product in eyes, mouth or nostrils when applying or massaging.
- Drape all hair and cover 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 workstation.

#### Facial mask helpful hints

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

### END OF EXAM CLEAN-UP

#### End of exam helpful hints

- 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 workstation completely at the end of exam.