

ESTHETICIAN – NAIL TECHNICIAN Candidate Information

There is a written and a practical component to the Provincial Journeyperson certification. The written examination must be completed successfully before applying for the practical examination.

This is an information package regarding the Saskatchewan Journeyperson Esthetician – Nail Technician Practical Examination. The examination is comprehensive and is designed to test the full spectrum of basic knowledge, skill and attitudes of your trade. The Nail Technician examination is developed by the Apprenticeship and Trade Certification Commission in co-operation with a committee of employee and employer representatives selected from industry. The content for the examination is based on the above committee's standards for a Saskatchewan Journeyperson.

VISIT OUR WEB SITE!

www.saskapprenticeship.ca

Verbal abuse by candidates towards any person at the examination facility will not be tolerated. Instances of this abuse will result in the immediate termination of the candidate's examination attempt at the expense of the candidate.

All communication and/or imaging devices are prohibited from use at all times during the practical examination.

Please note that examinations and study information change frequently. The most recent information, such as the Fact Sheet for Estheticians regarding Sanitation, Disinfection and Sterilization Guidelines document or the Provincial Occupational Analysis (POA), is available on our web site at www.saskapprenticeship.ca

**This information is current as of November 30, 2015.*



Guidelines for Estheticians regarding Sanitation, Disinfection and Sterilization Safe Work Practices

Safe Work Practices are required at all times:

If unsafe work practices are demonstrated, the applicable task will be marked as zero (0). Any candidate's assessment may be discontinued in the event of endangerment to clients or themselves, the SATCC consultant supervising the examination will notify the candidate at the first appropriate opportunity.

What are "unsafe work practices"?

1. Lack of identification of health hazards such as contraindications.
2. Working on contra-indications leading to:
 - Injury to (client or candidate)
 - The spread of infection
3. Incorrect demonstration of skills leading to:
 - Blood spill/discharge of bodily fluid
 - Cross-contamination
4. Improper sanitation/disinfection practices.
 - Wrong application of products such as:
 - Incorrect label Identification
 - Misuse of contents and their application
 - Products not present or unused

Release Form

Have this form **COMPLETED** and ready for submission at check-in.

Model

I, of

acknowledge that the Esthetician – Nail Technician services being performed on me are for an examination. These services are being performed by an apprentice or tradesperson who is eligible to attempt this examination.

I understand that while the products used are ordinarily harmless, they may cause irritation to sensitive skin or cause further damage to skin that is already in poor condition.

My esthetician, **has already consulted with me.**

The Saskatchewan Apprenticeship and Trade Certification Commission and its examiners are **not** responsible for the results of the services that I receive as a model.

Date of examination: Signature:

This page is meant to be blank.

Client Consultation Card

Candidates may use this form or supply one of their own.

General information about model (name, address, I.C.E: In case of emergency, etc)

Notes: Personal Information and questions (medical history, service history, allergies etc.)

Medical information and current conditions (Diabetic: Y__ N__, High Blood Pressure Y__ N__)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Contraindications (special requests or needs):

Services Today:

_____ Date ___ / ___ / ___



Service History (minimum last three services received. If new client print "new")

_____ Date ___ / ___ / ___
_____ Date ___ / ___ / ___
_____ Date ___ / ___ / ___

Other:

This page is meant to be blank.

Directions/Important Information

	<p>Arrival / Check-in – 8:00 a.m. It is recommended that you choose an all-day parking lot. You may choose to drop off your model and supplies so that you do not have too much to carry.</p> <p>Examination Start – Between 8:15 a.m. – 8:30 a.m.</p>
	<p>You will need one model only for all services: For privacy reasons, we request the use of a female model only. You may not use an Esthetician/Hairstylist or an Esthetician/Hairstylist student as a model.</p> <p>All models <u>must</u> have polish-free nails and sufficient callus. The use of full well, opaque nail tips are required to show competency in customization and blending. A powder-liquid (low odour or odourless) system with disposable forms is required.</p>

If unsafe work practices are demonstrated, the applicable task will be marked as zero (0). Any candidate's assessment maybe discontinued in the event of endangerment to clients or themselves, the SATCC consultant supervising the examination will notify the candidate at the first appropriate opportunity.

Failure to follow instructions in the Candidate Information Package will disqualify a candidate from the examination attempt.

Professional Equipment and Supplies Required.

Bare manicure tables, pedicure chairs or facial beds will be supplied as per availability. Only professional, industry approved, products in original containers are to be used (trial/travel size with manufacturer's label and visible expiry date affixed are accepted).

Refillable containers and/or expired products are not acceptable and will result in rescheduling of the practical examination.

For the complete practical examination you are required to bring:

1. The use of a wheeled trolley or suitcase is recommended.
2. Sanitized/Disinfected tools/products, linens, equipment and supplies to perform and demonstrate all components of the Nail Technician Practical Examination.
3. The use of a proper sharps container. A puncture-resistant, leak-proof container that can be used for handling, storage, transport and disposal of sharps. The container is labelled with the international biohazard symbol. This container can be obtained and disposed of at any drug store facility.
4. You are required to complete and clean up throughout the examination within your time limits.

5. It is mandatory that you bring a completed client consultation card that pertains to the services being performed. Please submit the completed client consultation card to the markers prior to the examination.


What must I do?

- Bring all necessary tools such as overhead light, linens, equipment and supplies (including extension cord).
- ***Note: There is no sharing of supplies or products between candidates.**
- Wear professional, industry appropriate clothing and footwear such as lab coat, smock, apron or other professional attire.
- Practice safe sanitation practices during and between services.
- Provide a model (**Must have polish-free nails**)
 - Over 18 years of age
 - Without health conditions such as diabetes
 - Without artificial nail enhancements
- Bring a supply of sharps in a sealable plastic container

What must I not do?

- Do not set up until you are assigned a station
- Do not leave the examination without consulting an Apprenticeship representative
- Do not borrow supplies or equipment from the testing facility
- Do not ask for results at the examination
- Please note the markers have the authority to stop the practical examination to prevent injury to the models.

Practical Examination Check List

	<p>What am I expected to do?</p> <p>Note: Please attempt to keep conversation at a minimum not to distract the other candidates.</p> <p>Note: We understand that some procedures can be completed in any order. However, due to marking consistency and time restraints, please complete the procedures in the order provided.</p>
<p>Task</p> <p>1. Manicure (75 minutes)</p> 	<p>Note: One-hand soaking is permitted while performing services on the other hand. Models must have all nail polish removed.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the client consultation card sufficient (This includes general questions such as health questions, skin specific questions, and area to record treatment history)? <input type="checkbox"/> Is all the required jewelry removed from the client? <input type="checkbox"/> Is all the required jewelry removed from the Esthetician? <input type="checkbox"/> Are model's and Esthetician's hands sanitized? <input type="checkbox"/> Is filing done in a consistent pattern? <input type="checkbox"/> Is filing done from the right side to the centre of the free edge and the left

<p>Manicure (continued)</p>	<p>side to the centre of the free edge?</p> <p><input type="checkbox"/> Is the nail shape (free edge) proportional and consistent?</p> <p>Call Markers</p> <p><input type="checkbox"/> Is a medium grit abrasive board held at a 45° angle to the underside of the free edge, and filing takes place with an upward stroke?</p> <p><input type="checkbox"/> Is filing into the corners of nails avoided?</p> <p><input type="checkbox"/> Is a buffer used to smooth out surface scratches?</p> <p><input type="checkbox"/> Is filing done before soaking the hand?</p> <p>Call Markers</p> <p><input type="checkbox"/> Are the fingertips of the hand placed in a fingerbowl?</p> <p><input type="checkbox"/> Have the fingers and nails been brushed?</p> <p><input type="checkbox"/> Is cuticle softener applied?</p> <p><input type="checkbox"/> Is the correct tool used to remove excess cuticle tissue from the nail?</p> <p><input type="checkbox"/> Is the eponychium kept intact and unharmed?</p> <p><input type="checkbox"/> Is area under the free edge of nail cleaned?</p> <p><input type="checkbox"/> Is debris removed from the nail?</p> <p>Call Markers</p> <p><input type="checkbox"/> Is nail oil applied?</p> <p><input type="checkbox"/> Is oil massaged into nail plate and skin using a circular motion?</p> <p><input type="checkbox"/> Has a variety of massage movements been completed (with lotion) that match the client consultation card (i.e. relaxation, effleurage, joint movement, friction, kneading, deep rubbing, percussion)?</p> <p><input type="checkbox"/> Are all traces of lotion removed from the nail plate?</p> <p>Call Markers</p> <p><input type="checkbox"/> Is the polish evenly and completely covering the nail (red opaque polish)?</p> <p><input type="checkbox"/> Are the fingers free of smudges and/or excess polish?</p> <p>Call Markers</p> <p><input type="checkbox"/> Is the disinfection of all manicure tools and equipment performed (not timed)?</p>
--	--

Note: Candidates will be directed to remove all polish (not timed).

Note: Perform pedicure services on both feet simultaneously.

2. Pedicure
(90 minutes)



- Are foot soak procedures completed (foot bath preparation; soak feet; dry feet; clean under free edge)?
- Did the Esthetician verbally confirm a comfortable water temperature with the client?
- Does the length of the foot soak match the client consultation card?

Note: Markers may interact with models.

- Is cuticle softener applied?
- Is the correct tool used to remove excess cuticle tissue from the nail?
- Is the eponychium kept intact and unharmed?

Call Markers

- Are toenails clipped so that they are even with the end of the toe (square, corners intact)?
- Are toenails filed straight across, rounding them slightly at the corners to conform to the shape of the toes?
- Is a buffer used to smooth out surface scratches?

Call Markers

- Are specialty tools used to correct client conditions such as ingrown toenails or corns?
- Is the correct tool used to reduce client calluses such as a credo blade, foot rasp, disposable or stainless steel foot paddle with callus softener (One tool must be demonstrated)?
- Is a manual foot file used to smooth rough surfaces on the ball and heel of the foot? **Note: No electric foot files are to be used.**

Call Markers


- Has a variety of massage movements been completed (with lotion) that match the client consultation card (i.e. relaxation, effleurage, joint movement, friction, kneading, deep rubbing, percussion)?
- Are all traces of lotion removed from the nail plate?
- Is the polish evenly and completely covering the nail (red opaque polish)?
- Are the toes free of smudges and/or excess polish?

Call Markers (before adding cuticle oil or a drying agent.)

	<input type="checkbox"/> Is the disinfection of all pedicure tools and equipment performed (not timed)?
--	---


Lunch Break


Note: markers will direct which hand to apply nail enhancements.

<p>3. UV/LED Gel Nail Tips one hand (90 minutes)</p> 	<input type="checkbox"/> Has the correct size of tip been selected? <input type="checkbox"/> One-half to one-third overlap of natural nail? <input type="checkbox"/> Has the tip been customized to fit sidewall to sidewall and free edge? <input type="checkbox"/> Has the natural nail preparation been completed? <p>Call Markers</p> <input type="checkbox"/> Is the adhesive under the tip free from air bubbles? <p>Call Markers</p> <input type="checkbox"/> Has the tip been blended, filed, shaped and cleaned of debris before product application? <p>Call Markers</p> <p>Note: Nail primer may be applied, if required, to the natural nail avoiding the skin.</p> <input type="checkbox"/> Has the bonding layer been applied (and cured if required) onto the entire nail surface including the free edge? <input type="checkbox"/> Has there been a margin left between the enhancement and the skin? <p>Call Markers</p> <input type="checkbox"/> Has a builder white or (cosmetic white optional) product been used to create a smile line? (*Marked only once.) <input type="checkbox"/> Has a C-curve been created to enhance stability? <input type="checkbox"/> Has the hand been positioned under the lamp and been cured according to manufacturer's directions? <input type="checkbox"/> Has a second coat been applied to avoid heat transfer? <input type="checkbox"/> Has the candidate manipulated the brush correctly during application? <p>Note: Another building layer may be used at the candidate's discretion.</p> <input type="checkbox"/> Has the inhibition layer been removed before filing and shaping? <p>Call Markers</p>
--	---

<p>UV/LED Gel Nail Tips one hand (continued)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Has final filing and shaping been completed? <p>Call Markers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has a cosmetic white or (builder white optional) product been used to create a smile line? (*Marked only once.) <input type="checkbox"/> Has the sealer or finisher been applied from the base of the nail plate toward the free edge? <input type="checkbox"/> Has the inhibition layer been removed? <input type="checkbox"/> Have the nail contours been checked and smoothed? <input type="checkbox"/> Has the dust and debris been removed? <input type="checkbox"/> Are corners smoothed to eliminate sharp corners? <p>Call Markers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has nail oil been rubbed into the surrounding skin and nail surface? <input type="checkbox"/> Are the front views consistent finger to finger? <input type="checkbox"/> Are the side views consistent finger to finger? <input type="checkbox"/> Are the smile lines crisp? <input type="checkbox"/> Is the colour consistent (such as colour, shade, bubbles)?
---	---

Call Markers

<p>4. Powder Liquid (odourless) Forms – one hand (90 minutes)</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Has the natural nail preparation been completed? <input type="checkbox"/> Has the nail form been customized to fit sidewall to sidewall and free edge? <p>Call Markers</p> <p>Note: Nail primer may be applied, if required, to the natural nail avoiding the skin (primer replacement is acceptable).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has a builder white or (cosmetic white optional) product been used to create a smile line? (*Marked only once.) <input type="checkbox"/> Has a C-curve been created to enhance stability? (Timeline may vary depending on whether a clear or pink builder is used.) <input type="checkbox"/> Has the candidate avoided pressing or patting the brush too hard? <input type="checkbox"/> Is the ratio of liquid to powder mixed to the correct consistency? <input type="checkbox"/> Have all nail forms been removed carefully? <p>Call Markers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has a medium abrasive been used to shape the free edge? <input type="checkbox"/> Has the inhibition layer been removed? Note: Options include filing.
--	---

<p>Powder Liquid (odourless) Forms – one hand (continued)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Have the nail contours been checked and smoothed? (Note: a medium abrasive been used to refine and surface.) <input type="checkbox"/> Has the dust and debris been removed? <input type="checkbox"/> Are corners smoothed to eliminate sharp corners? <p>Note: Another building layer maybe used at the candidate's discretion.</p> <p>Call Markers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has a cosmetic white or (builder white optional) product been used to create a smile line? (*Marked only once.) <input type="checkbox"/> Has the sealer or finisher been applied and set as required (sealer product or high shine buff acceptable)? <p>Call Markers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has nail oil been rubbed into the surrounding skin and nail surface? <input type="checkbox"/> Are the front views consistent finger to finger? <input type="checkbox"/> Are the side views consistent finger to finger? <input type="checkbox"/> Are the smile lines crisp? <input type="checkbox"/> Is the colour consistent (Such as colour, shade, bubbles)?
<p>Professional attention to duties</p> 	<p style="text-align: center;">(This section is marked throughout the examination.)</p> <p>Workspace:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has the workspace been maintained in a clean and organized manner before and after services? (Station Disinfected and floor swept). <input type="checkbox"/> Are sharps stored safely? <p>Tools:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are the right tools used for the right job? <input type="checkbox"/> Were hands washed/sanitized between services? <p>Disposables:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are disposables properly discarded? <p>Metal and glass tools:</p> <ul style="list-style-type: none"> <input type="checkbox"/> *Are they disinfected correctly according to product instructions? Note: *Marked in the Manicure/Pedicure sections. <input type="checkbox"/> Did the services match the client consultation card? <p>Professionalism:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is industry appropriate attire worn (including aprons or smocks)? <input type="checkbox"/> Is professional demeanour demonstrated? <input type="checkbox"/> Is professional verbal communication skills demonstrated? <p style="text-align: center;">Check with SATCC representative before leaving the testing centre.</p>

Commonly Asked Questions

Is the *Skill Checklist* important?

- Yes, these are the observable and measurable parameters that markers use to assess your skills. You may bring an unmarked copy of this Candidate Information Package for your review during your practical examination.

Who are my judges?

- We are happy to tell you that there are **no judges**, only markers. The markers are made up of highly trained Journeyperson Estheticians who are both employers and employees from throughout Saskatchewan. A panel of two (2) markers will be administering your practical to ensure a fair assessment is made of your skills to the checklist standard. The markers are to mark the competency of your skills. The results will be tabulated in Regina by Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) staff.

What if I have questions?

- You have many options. First, re-read your package of information. Second, share the checklist with your mentor/Journeyperson on staff; your mentor can offer you additional help, encouragement and support. Third, for the most up-to-date information, contact the SATCC (not your former school) for any unanswered questions. We would be happy to help you. (Regina 306-787-2444; Toll-free 1-877-363-0536)

Am I allowed to ask questions at the examination?

- Questions can be directed to the markers at the beginning of the examination. They will share the answer with the entire group so that everyone can benefit from the information.

Do I really have to do a practical?

- Yes. In order for a Saskatchewan Journeyperson Certification to be awarded, a practical examination must be completed.

Why do I use both gel and powder liquid (odourless) systems during this examination?

- Outside of Canada, powder liquid systems are used more frequently than gel. By testing and certifying in both you enhance your mobility.
- Some client's nails may not accept gel or powder liquid systems.
- This examination represents the opportunity to challenge a provincial certification which differs from a product-specific education system.

Am I allowed to use a primer under the basecoat?

- Yes. Some manufacturers use a primer with their products and some do not. Apply your product under the manufacturers' recommendations and directions.

Can I use any type of Powder/Liquid system?

- As long as the product is odour-free. (UV cured powder/liquid is acceptable)
- For information on odourless systems, please call your esthetics distributor.

What is a gel, and what is a Powder/Liquid?

- Gel is a cured resin that is pre-mixed when packaged.
- Powder/Liquid is custom-blended by the technician with at least two products (powder and liquid).

May I use an electric file?

- Yes, you may use a professional electric nail file only.
- No electric foot files to be used during the pedicure.
- No rotary sanding tools please.

What type of foot bath/tub is acceptable?

- Due to disinfection guidelines, only metal, glass or disposable liner refills are acceptable.
- No electric foot baths or plastic bowls please.

Which files are considered disinfectable between clients?
(Or which files are not single-use?)

- Glass or metal files are the only disinfectable implements in this category.

What if I want to use more than one (1) model?

- There is no provision for extra models. There are no exceptions.

Can the marker's decision be based on my personal style versus that of the marker?

- No. Markers are bound by strict rules which indicate a specific standard that are required for you to meet. The markers are confident that you will present yourself in a modern professional way, just as your employer and clients would expect.

The task checklist is not in the same order as I perform the tasks at work?

- We understand that some procedures can be completed in any order. However, due to marking consistency and time restraints, please attempt to complete procedures in the order provided.

What if I don't finish a task?

- Any task that is unfinished is assigned a mark of zero (0).

If I don't finish a task, does that mean I automatically fail the entire exam?

- Not necessarily. Each task of the exam is marked independently and then totalled out of 100%.