



**PSI Services LLC**  
3210 E Tropicana  
Las Vegas, NV 89121  
Phone: (800) 733-9267  
E-mail: [cosmetology@psionline.com](mailto:cosmetology@psionline.com)  
<https://test-takers.psiexams.com/sccos>

## **SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATIONS**

# **COSMETOLOGY EXAMINATION TEST TAKER GUIDE**

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Please refer to our website to check for the most updated information at <https://test-takers.psiexams.com/sccos>

## EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations. The South Carolina Department of Labor, Licensing and Regulations has contracted with PSI to conduct its examination program.

## EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

If you fail, you may retest unlimited until you pass. After passing the examination, apply for your license by submitting an application. For more information visit the Boards website at <https://llr.sc.gov/cosmo/> or email [BoardInfo@llr.sc.gov](mailto:BoardInfo@llr.sc.gov).

Once you are approved by the Department, you will receive an email confirmation from PSI. It is your responsibility to contact PSI to pay and schedule for the examination.

Examination Fee	\$66
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NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

### SCHEDULING ON-LINE

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/sccos>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

### SCHEDULING BY TELEPHONE

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available at 800-733-9267 Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

### RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two (2) days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267.

**Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI website or call PSI to speak directly to a Customer Service Representative.**

### RETAKING A FAILED EXAMINATION

The South Carolina Board requires all candidates who fail an examination to re-apply for eligibility to retest. Application may be made by using the LLR application portal, <https://eservice.llr.sc.gov/NewAppsV3/>, or by [CLICKING HERE](#). PSI is not allowed to re-register a candidate or create a new eligibility for a candidate after an unsuccessful attempt/failure without a new eligibility from the state.

### MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled. You will also forfeit your examination fee, if you:

- Do not cancel your appointment two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;
- Are not checked in by your scheduled start time;
- Do not present proper identification when you arrive for the examination.



## EXAMINATION ACCOMMODATIONS (ADA)

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made as appropriate to meet a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin or by [Clicking Here](#).

## EXAMINATION SITE CLOSING FOR AN EMERGENCY

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

## **WRITTEN EXAMINATION SITE LOCATIONS**

### **GREENVILLE/SPARTANBURG**

Park East, Anderson Building  
150 Executive Center Drive, Suite 218  
Greenville, South Carolina 29615

### **COLUMBIA**

Synergy Business Park  
Congaree Building  
121 Executive Center Drive, Suite 143  
Columbia, South Carolina 29210

### **CHARLESTON**

4600 Goer Drive, Suite 112A  
North Charleston, South Carolina 29406

### **BEAUFORT/HILTON HEAD**

Regions Bank Building  
69 Robert Smalls Pky/SC-170, Unit 4D  
Beaufort, South Carolina 29906

### **MYRTLE BEACH**

1601 North Oak Street, Suite 305  
Myrtle Beach, South Carolina 29577

## **PRACTICAL EXAMINATION SITE LOCATION**

### **COLUMBIA PSI PRACTICAL TESTING CENTER**

111 Executive Center Drive  
Suite 222  
Columbia, South Carolina 29210

## **REPORTING TO THE EXAMINATION SITE**

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

## REQUIRED IDENTIFICATION TO ENTER THE TEST

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test, and their examination fee will not be refunded.



## PRIMARY IDENTIFICATION - Choose One

NOTE: ID must contain candidate's signature, photo, be valid and unexpired.

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID

## SECURITY PROCEDURES

The following security procedures apply during examinations:

- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
  - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear is not permitted in the testing room. Examples of outerwear include: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.**
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to all guests, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check-in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the Board of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Board .
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

## **TAKING THE THEORY EXAMINATION (COMPUTER BASED)**

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

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

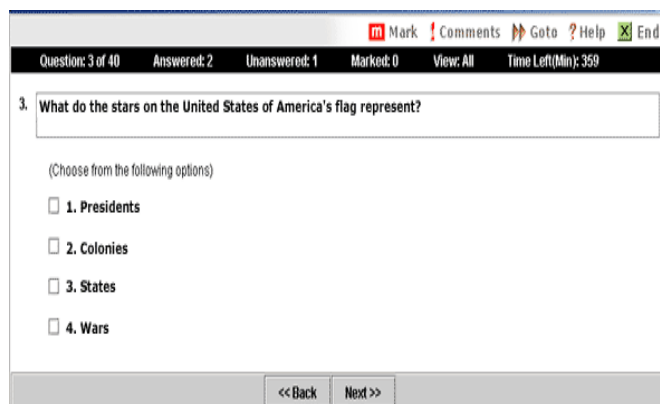


## TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

## TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.



The screenshot shows a web-based test interface. At the top, there is a function bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

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

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

## EXAMINATION REVIEW

While taking the theory examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link of the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

## **SCORE REPORTING**

Examination results for both theory and practical are provided to you immediately following completion of the examination. The minimum score required to pass both the theory and practical examination is 75. When you complete the examination, you will receive a score report indicating “FAIL” or “PASS”.

## DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267.

## **TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION**

The following suggestions will help you prepare for your examination.

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



## EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIALS

### NIC EXAMINATION CONTENT OUTLINES

Please see the following NIC Content Outline pages with details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.



## ACCOMMODATION REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination may request alternative arrangements by [Clicking Here](#).

#### Requirements for exam accommodation requests:

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

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

**CANDIDATES MUST BE REGISTERED FOR AN EXAMINATION PRIOR TO REQUESTING TO SCHEDULE AN ACCOMMODATION**

PSI Services LLC  
3210 E Tropicana  
Las Vegas, NV 89121



# National Nail Technology Theory Examination CIB

Effective July 01, 2020

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## CANDIDATE INFORMATION BULLETIN (CIB)

### EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your official examination provider website OR [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.

The National Nail Technology Theory Examination is a licensure examination for Nail Technology, developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Nail Technology Theory Examination content and references.

The time allowed for this examination is 90 minutes.

*PLEASE REVIEW ALL INFORMATION CAREFULLY.*

For each NIC National Theory Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Theory examination and information about the scope of content covered in the examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

***BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!***

## IMPORTANT INSTRUCTIONS

### General

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. *Picture ID is required for re-entry into the examination.*
- All examinations are administered in a testing environment.

### Standardized Administration

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:





- With the exception of verbal instructions, proctors and examination administration personnel are NOT allowed to speak with candidates.
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.

### *Prohibited Items*

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. The above referenced items or actions are not an exhaustive list.

Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

## **NAIL TECHNOLOGY THEORY EXAMINATION CONTENT OUTLINE**

### **Domain Details**

The following outlines the scope of content covered by the NIC National Nail Technology Theory Examination. The percentages represent the percentage of items from each domain. The examination contains 110 items, of which 100 items are weighted and contribute to the candidate's final score.

- I. Scientific Concepts - Infection Control and Safety Practices (15%)
  - A. Identify how disease and infection are caused and transmitted
  - B. Recognize and utilize infection control principles
    1. Levels of infection control
    2. Process of infection control (e.g., dispensing products, disposal of materials)
  - C. Apply blood exposure procedures
  - D. Identify adverse reactions to products or services
  - E. Utilize Safety Data Sheets (SDS)
  - F. Identify ways to prevent work injuries (e.g., ventilation, ergonomics)
- II. Scientific Concepts - Anatomy and Physiology (15%)
  - A. Identify functions, parts, and structure of the:

1. nails
  2. skin
- B. Recognize disorders and diseases of the:
1. nails
  2. skin
- C. Recognize signs and symptoms of disorders, diseases, and conditions of the:
1. nails
  2. skin
- D. Identify bones of the:
1. arms and hands
  2. legs and feet
- E. Identify muscles and recognize their functions in the:
1. arms and hands
  2. legs and feet
- III. Scientific Concepts - Chemistry of Nail Products (10%)
- A. Explain purpose and effects of product ingredients
  - B. Recognize interaction between chemicals
  - C. Recognize physical changes
  - D. Recognize chemical reactions
- IV. Nail Technology Procedures - Client Consultation and Documentation (5%)
- A. Identify elements of a client consultation and documentation
  - B. Evaluate condition of client's nails and skin
  - C. Recognize conditions that would prohibit service (contraindications)
  - D. Determine services or products
- V. Nail Technology Procedures - Nail Service Tools (8%)

- A. Identify purpose and function of:
  - 1. Nail equipment (e.g., electric file, pedicure basin)
  - 2. Nail implements (e.g., nail clippers, cuticle pusher)
  - 3. Nail supplies and materials (e.g., cotton, buffer)
  - 4. Nail products (e.g., polish, lotion)
- B. Follow practices for safe use of tools

VI. Nail Technology Procedures - Nail Service Preparation (5%)

- A. Perform set-up of work station service area
- B. Perform client and practitioner sanitation

VII. Nail Technology Procedures - Manicure and Pedicure Services (18%)

- A. Perform procedures for basic manicure and/or pedicure service
  - 1. Trim and shape nails
  - 2. Soak
  - 3. Cuticle maintenance
  - 4. Cleanse nails
  - 5. Buff nails
  - 6. Exfoliate
  - 7. Perform basic massage
    - a. Identify mechanics of massage movements
      - i. Effleurage
      - ii. Petrissage
      - iii. Friction
      - iv. Tapotement
    - b. Recognize effects of massage types
      - v. Effleurage
      - vi. Petrissage

vii. Friction

viii. Tapotement

8. Completion of service

B. Recognize purpose and procedures for add-on services

1. Paraffin

2. Masks and essential oils

3. Gel polish

4. Thermal (e.g., stone, towel)

VIII. Nail Technology Procedures - Perform Application Maintenance and Removal Procedures for Nail Enhancement Services (20%)

A. Nail tip

B. Acrylics

C. Light-cured gels

D. Powder dip

IX. Nail Technology Procedures - Perform Post-Service Procedures (4%)

## NATIONAL NAIL TECHNOLOGY THEORY EXAMINATION SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC National Nail Technology Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed along with the sample questions.

1. Pumice stone is used in pedicuring as
  - A. an abrasive.
  - B. a bleach.
  - C. a lubricant.
  - D. an astringent.
2. What is the FIRST step in performing a manicure?
  - A. Shape the nails
  - B. Soften the cuticles

- C. Clean under free edge
  - D. Remove old polish
3. Where should all manicuring cosmetic supplies be kept when not being used?
- A. On a clean shelf
  - B. On the manicuring table
  - C. In a clean manicuring kit
  - D. In clean, closed containers
4. Which one of the following is a condition in which the cuticle splits around the nail?
- A. Hangnails
  - B. Pterygium
  - C. Onychophagy
  - D. Onychorrhexis
5. Nerves and blood vessels are found in the nail
- A. bed.
  - B. wall.
  - C. plate.
  - D. grooves.
6. An antiseptic is used in manicuring to
- A. bleach the nails.
  - B. treat minor cuts.
  - C. smooth corrugated nails.
  - D. give the nails a high sheen.
7. After each use, manicuring implements should be
- A. wiped with a towel.
  - B. wiped with a tissue.
  - C. cleansed and disinfected.
  - D. placed in dry storage.

8. For which one of the following are oil manicures recommended?
- A. Leuconychia
  - B. Split nails
  - C. Brittle nails
  - D. Prevention of infection
9. What is the actively growing part of the nail?
- A. Lunula
  - B. Matrix
  - C. Mantle
  - D. Free edge
10. What should be applied to a split in the nail before wrapping it?
- A. Top coat
  - B. Base coat
  - C. Adhesive glue
  - D. Nail hardener

---

Answer Key

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- 1 A
  - 2 D
  - 3 D
  - 4 A
  - 5 A
  - 6 B
  - 7 C
  - 8 C
  - 9 B
  - 10 C
-

## NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC National Nail Technology examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference test material.

### Standard

*Milady Standard Nail Technology 8th Edition + Foundations*

Copyrighted 2020

2020, 8th Edition

ISBN: 9780357446867

Contact: [Info@Milady.com](mailto:Info@Milady.com) [www.Milady.com](http://www.Milady.com)

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Contact: [info@pivot-point.com](mailto:info@pivot-point.com); 847-886-0500, Ext. 7399

*Tammy Taylor Guide to Manicuring and Advanced Nail Technology – Edition III*

Copyrighted 2022

2022, Edition III

ISBN: 978-0-578-25977-2 (Instructor) ISBN: 978-0-578-25978-9 (Student)

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Contact: [Education@tammytaylornails.com](mailto:Education@tammytaylornails.com) ; 800-938-2669 Ext. 323

*Today's Class: Nail Technician*

Copyrighted 2016

2016 Edition

Melior, Inc. <https://www.todaysclass.com/index.html>

877-224-0435



## Supplemental

*Nails – Exhibits of Art*

Copyrighted 2007

2007, 1st Edition

CLIC International 2014

*Salon Fundamentals Nails*

Copyrighted 2013

2013, 1st Edition, 10th printing, June 2013

Pivot Point International, Inc. [www.pivot-point.com](http://www.pivot-point.com)

Contact: [info@pivot-point.com](mailto:info@pivot-point.com); 847-886-0500, Ext. 7399

*Salon Fundamentals Nails*

Copyrighted 2011

2011, 1st Edition, 7th Printing, October 2011

Pivot Point International, Inc. [www.pivot-point.com](http://www.pivot-point.com)

Contact: [info@pivot-point.com](mailto:info@pivot-point.com); 847-886-0500, Ext. 7399

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# National Nail Technology Practical Examination CIB

Effective: July 01, 2020

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## CANDIDATE INFORMATION BULLETIN (CIB)

### EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your official examination provider website OR [www.nictesting.org](http://www.nictesting.org) for the most current bulletin prior to testing.

The National Nail Technology Practical Examination is a licensure examination for Nail Technology, developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Nail Technology Practical Examination content and administration for core services and additional sections and references.

*PLEASE REVIEW ALL INFORMATION CAREFULLY.*

For each NIC Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

***BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!***

### IMPORTANT INSTRUCTIONS

#### General

- The NIC Practical examinations are designed to assess candidates' ability to perform tasks expected to be performed while working as a licensed professional. The tasks a candidate will be asked to perform are those that frequently occur on-the-job and that are important to safe and proficient performance. Though the tasks are performed in an artificial testing session, efforts are made to make the tasks seem realistic and to closely mimic actual conditions. Candidates are expected to conduct themselves as if they were performing these tasks in actual scenarios.
- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. *Picture ID is required for re-entry into the examination.*



- All examinations are administered in a testing environment.
- Candidates are evaluated at all times. Continue working until the entire section is complete or time has elapsed.

## Supplies

Candidates are required to bring a supply kit for their own use.

- It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
- The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed except when removing materials for a particular service.
- Candidates may remove items, supplies, etc., from the kit at any time, however *nothing* may be returned to the kit.
- EPA registered, disinfectant wipes that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT AND AEROSOL SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer-created labels must be only in English.
- Original manufacturer's labels are *required* for all disinfectants and hand-sanitizers.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "Suggested Examination Supplies" provided for each section of the examination. Suggested Supplies can be found after the "Content Domains" section of this bulletin.

## Standardized Administration

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions or an emergency situation, the proctors and/or examination administration personnel are not allowed to communicate with other testing candidates.
- Candidates requesting information during the examination will be told one of the following statements:
  - "Do the best you can with what you have available."
  - "Do as you were taught."
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, they need to step back or turn the hand toward the examiner (in the case of nail sections) to indicate they have finished. In the

event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination. When the timer goes off, all candidates must stop working and step back or turn the hand toward the examiner (in the case of nail sections) IMMEDIATELY.

### *Prohibited Items*

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. The above referenced items or actions are not an exhaustive list.

Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

### *Safety*

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow proper blood exposure procedures.
- Failure to do so may result in dismissal from the examination.
- Be sure to contact the examination provider or State to obtain the most current version of, and any addenda to blood exposure procedures.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination and could result in removal from the testing area.
- If a candidate experiences any other unsafe conditions, they will need to address it immediately.

### *NIC Model or Mannequin Requirements*

Please refer to your state specific guidelines for model and mannequin requirements. If your state requires that you use a mannequin head(s) or hand(s):

- Candidates who are required to use a mannequin head(s) are responsible for coming prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination. - Mannequin hands must be an entire hand and cannot have removable digits.
- Mannequin heads and/or hands must be approved by the examination state/vendor prior to admittance into examination.

## Special Attention

The following information is vital and specific to the NIC National Nail Technology Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are *required* to bring and use the following supplies for the appropriate disposal of materials:
  - Container labeled ‘To be disinfected’
  - Container labeled ‘Soiled linens’
  - Container labeled ‘Trash’
- It is specified that there is more than one client set up required during this examination. A new client is introduced and must be prepared for during the course of the examination (see Nail Technology Practical Examination Content Domains Sections).
- The following sections are new to the Nail Technology Practical Examination:
  - Removal of Sculptured Nail (Content Domain Section 6)
- Candidates are expected to brace any time they are working around the eye and mouth areas.
- Candidates are not allowed to label products as single-use items.
- Monomer must be low-odor/less-odor and factory sealed in its original container with manufacturer’s label.
- Polymer must be in its original container with manufacturer’s label (please check State specific examination provider’s guidelines).
- Primer (if used) must be in original container with manufacturer’s label.
- Candidates **MUST** wear gloves when using disinfectant.

## NAIL TECHNOLOGY PRACTICAL EXAMINATION CONTENT OUTLINE

### Core Domain Sections

The scope of the National Nail Technology Practical Examination includes 7 (seven) Core Domain Sections. The Core Domain Sections are based on the national job analysis.

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)
2. MANICURE AND POLISH APPLICATION (20 minutes)
3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)
4. NAIL TIP APPLICATION AND BLENDING (20 minutes)
5. SCULPTURED NAIL (20 minutes)
6. REMOVAL OF SCULPTURED NAIL (20 minutes)
7. BLOOD EXPOSURE PROCEDURE (Individually Timed, 5 minutes per candidate)

### Domain Details

The following outlines the scope of content covered by the NIC National Nail Technology Practical Examination.



## 1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)

### **Proctor – Verbal Instructions: Read to all candidates:**

*“You will prepare your work area for your client.*

*You will set up the universal supplies you will use throughout the examination.*

*You will also set up the supplies for the manicure and polish application.*

*You will prepare your client for the services.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will have 15 minutes to complete this section.*

*You will be informed when you have 8 minutes remaining.*

*Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.*

*Turn the hand toward the examiner to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **Candidates will be evaluated on the following tasks:**
- **1.1 Disinfects all work areas completely with product labeled with manufacturer’s label in English as EPA-registered, hospital disinfectant that is bactericidal, virucidal, and fungicidal**
- **1.2 Sanitizes hands with product with manufacturer’s label in English**
- **1.3 Universal supplies are labeled in English**
- **1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

### **Proctor - Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

### **Proctor - Verbal Instructions: Read if the timer goes off before all candidates have stepped back:**

*“Please stop working.”*

## 2. MANICURE AND POLISH APPLICATION (20 minutes)

### **Proctor – Verbal Instructions: Read to all candidates:**



*“You will perform a manicure and polish application.*

*You will be expected to follow all client protection, safety and infection control procedures.*

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

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

*Turn the hand toward the examiner to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **Candidates will be evaluated on the following tasks:**
- **2.1 Manicure supplies are labeled in English**
- **2.2 Implements and supplies are visibly clean**
- **2.3 Performs a basic manicure**
- **2.4 Prepares nails and applies RED nail polish**

**Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:**

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

- **2.5 Final appearance of the manicure**
- **2.6 Final appearance of polish application**

**Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of the nails have been examined:**

*“Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:**

*“All examiners have indicated they are ready to proceed.*

*You will remove the polish from the nails and properly dispose of supplies used in the previous section of the examination.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will have 5 minutes to complete this section.*



*You will be informed when you have 2 minutes remaining.*

*Turn the hand toward the examiner to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **Candidates will be evaluated on the following tasks:**
- **2.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:**

*“Please stop working.”*

**Proctor – Verbal Instructions:**

*“Read when all examiners have indicated they have completed their assessment.*

*Examiners please rotate at this time.”*

### **3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)**

**Proctor – Verbal Instructions: Read to all candidates:**

*“You will prepare your work area for a NEW client.*

*You will set up the universal supplies you will use for the remainder of the examination.*

*You will also set up for the following sections of the examination-*

*- Nail Tip Application and Blending Sculptured Nail Service*

*- Removal of Sculptured Nail*

*You will prepare your client for the services.*

*You will be expected to follow all client protection, safety and infection control procedures.*

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

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

*Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.*

*Turn the hand toward the examiner to indicate you have finished.*



*(1) The instructions will be repeated.*

*(2) You may begin."*

- **Candidates will be evaluated on the following tasks:**
- **3.1 Disinfects all work areas completely with product labeled in English as EPA-registered bactericidal, virucidal, and fungicidal disinfectant**
- **3.2 Sanitizes hands with product labeled in English**
- **3.3 Universal supplies are labeled in English**
- **3.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:**

*"All candidates have indicated they have completed this section of the examination, we will now proceed."*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:**

*"Please stop working."*

#### *4. NAIL TIP APPLICATION AND BLENDING (20 minutes)*

**Proctor – Verbal Instructions: Read to all candidates:**

*"(Note to Proctor - Choose any finger)*

*You will perform nail tip application and blending.*

*You will apply the nail tip to the \_\_\_\_\_ finger.*

*You will be expected to follow all client protection, safety and infection control procedures.*

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

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

*Turn the hand toward the examiner to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin."*

- **Candidates will be evaluated on the following tasks:**
- **4.1 Nail tip application and blending supplies are labeled in English**
- **4.2 Implements and supplies are visibly clean**
- **4.3 Prepares for nail tip application**

- **4.4 Selects full-well tip and attaches to nail plate of assigned finger**
- **4.5 Trims, shapes, and blends nail tip**

**Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:**

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

- **4.6 Final appearance of finished nail tip**

**Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:**

*“Please do nothing until the next verbal instructions are given.”*

- **4.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:**

*“All examiners have indicated they are ready to proceed.”*

## **5. SCULPTURED NAIL (20 minutes)**

**Proctor – Verbal Instructions: Read to all candidates:**

*“(Note to Proctor - Choose any finger)”*

*You will sculpt a nail on the \_\_\_\_\_ finger.*

*You must use a manufacturer sealed, low-odor/less-odor product. (Check state specific testing guidelines for product requirements.)*

*You will be expected to follow all client protection, safety and infection control procedures.*

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

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

*Turn the hand toward the examiner to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **5.1 Sets up sculptured nail supplies. Products MUST be in original container and have manufacturer’s label in English**



- **5.2 Implements and supplies are visibly clean**
- **5.3 Prepares nail plate for sculptured nail**
- **5.4 Sculpts a nail to extend the free edge of assigned finger**
- **5.5 Shapes, contours, and finishes sculptured nail**

**Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:**

*“Please stop working.”*

- **5.6 Final appearance of sculptured nail**

**Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:**

*“Please do nothing until the next verbal instructions are given.”*

- **5.7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:**

*“All examiners have indicated they are ready to proceed.”*

## **6. REMOVAL OF SCULPTURED NAIL (20 minutes)**

**Proctor – Verbal Instructions: Read to all candidates:**

*“You will perform a removal of the sculptured nail.*

*You will be expected to follow all client protection, safety and infection control procedures.*

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

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

*Turn the hand toward the examiner to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **Candidates will be evaluated on the following tasks:**
- **6.1 Sculptured nail removal supplies are labeled in English**
- **6.2 Implements and supplies are visibly clean**

- **6.3 Removes sculptured nail**
- **6.4 Smooths and finishes the natural nail**

**Proctor – Verbal Instructions: Read if all candidates have turned the hand to indicate they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have turned the hand:**

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

- **6.5 Final assessment of sculptured nail removal**

**Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of nails have been examined:**

*“Please do nothing until the next verbal instructions are given.”*

- **6.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:**

*“All examiners have indicated they are ready to proceed.”*

## **7. BLOOD EXPOSURE PROCEDURE (Individually Timed, 5 minutes per candidate)**

**Proctor – Verbal Instructions: Read to all candidates:**

*“You will demonstrate the Blood Exposure Procedure.*

*You will imagine the following scenario- During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. Your work area or client has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.*

*You will be expected to follow all client protection, safety and infection control procedures. You will have 5 minutes to complete this section.*

*You will be informed when you have 2 minutes remaining. Step back to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

- **Candidates will be evaluated on the following tasks:**
- **7.1 Blood exposure supplies are labeled in English**
- **7.2 Removes materials from first aid kit**



- **7.3 Supplies and materials are visibly clean**
- **7.4 Cleans injured area with antiseptic**
- **7.5 Covers with dressing that is absorbent and secured**
- **7.6 Disposes of all contaminated supplies**
- **7.7 Candidate protects injury with glove or finger cot**

**Examiner – Verbal Instructions: Read to each candidate individually:**

*“Please do nothing until the next verbal instructions are given.”*

- **CANDIDATE CLEANUP AND FINAL SUMMARY**

**Proctor – Verbal Instructions: Read to all candidates at the conclusion of the examination:**

*“All examiners have indicated they have completed their assessment.*

*Make sure that all kit supplies and disposable materials are taken with you.*

*This concludes the National-Interstate Council of State Boards of Cosmetology, National Nail Technology Practical Examination.*

*Thank you for your participation.”*

## **SUGGESTED EXAMINATION SUPPLIES**

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer’s label is present in English
- All other created labels must be only English

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### Suggested Supplies

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- \* Acetone/Polish Remover
- \* Adhesive
- \* Base Coat
- \* Buffer(s)
- \* Candidate Supply Kit to Serve as Dry Storage Area (Must be Closeable)
- \* Container Labeled “items to be Disinfected”

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## Suggested Supplies

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- \* Container Labeled “soiled Linens”
- \* Container Labeled “trash”
- \* Cotton
- \* Cuticle Pusher
- \* Cuticle Softener
- \* Dappen Dish(es)
- \* EPA-Registered Disinfectant Wipes with Manufacturer’s Label that Demonstrate Bactericidal, Fungicidal, and Virucidal Properties Must be Used (Must be Actual Disinfectant Wipes)
- \* Finger Bowl with Water
- \* First Aid Kit
- \* Foil Removal Wraps
- \* Gloves
- \* Hand Sanitizer with Manufacturer’s Label (Must be Real Product)
- \* Massage Product
- \* Monomer Must be Low-Odor in Its Original Container with Manufacturer’s Label
- \* Nail Brush
- \* Nail Cleanser
- \* Nail Clipper and/or Tip Trimmer
- \* Nail File(s)
- \* Nail Form(s)
- \* Nail Tips
- \* Oil
- \* Paper Towels
- \* Polymer Must be in Its Original Container with Manufacturer’s Label (Check State Specific Testing Guidelines for Product Requirements)
- \* Primer (if Used) Must be in Original Container with Manufacturer’s Label
- \* Red Polish
- \* Sculptured Nail Brush

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## Suggested Supplies

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- \* Sculptured Nail Products – Monomer, Polymer
  - \* Top Coat
  - \* Towel(s)
- 

## NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference exam material.

### Standard

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Contact: [Education@tammytaylornails.com](mailto:Education@tammytaylornails.com) ; 800-938-2669 Ext. 323

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