



NATIONAL NAIL TECHNOLOGY (MANICURIST) PRACTICAL EXAMINATION



WEST VIRGINIA CANDIDATE INFORMATION BULLETIN

Please visit www.dlroope.com for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Nail Technology Practical Examination content and administration. Please review all information carefully.

ELIGIBILITY AND APPLICATION REQUIREMENTS

Eligibility requirements for the Nail Technology licensure examinations are set by the West Virginia Board of Barbers and Cosmetologists. To apply for this examination you must submit a completed application and cashier's check or money order to DL Roope Administrations Inc.

WEST VIRGINIA SCHOOL CANDIDATES

If you graduated from a licensed school in the state of West Virginia, you must obtain an application from your school.

Students final record of instruction must be submitted to the West Virginia Board of Barbers and Cosmetologists. Receiving a passing score on the examination does not guarantee licensure. All requirements for licensure must be met as set forth by the Board before the Board will issue a license.

OUT OF STATE & OUT OF COUNTRY CANDIDATES

If you did not graduate from a school licensed by the West Virginia State Board of Barbers & Cosmetologists you may visit the Board's website at www.wvbbc.org or contact the board office at 1-304-558-2924 for information regarding requirements for licensure. Please visit our website at www.DLRoope.com for the appropriate application.

To request examination information you may write, phone, or visit our web site:

DL Roope Administrations Inc.
P.O. Box 631
Hampden, ME 04444-0631
1-888-375-2020
Fax (207) 848-5511
www.DLRoope.com

APPLICATION PROCEDURES

Applications must be received by DL Roope Administrations by the deadline date indicated on the application and will be scheduled for the next available examination date. Admission letters will be mailed to candidates and will confirm the scheduled examinations. It will also include the date, time, location and directions for your examinations. Please note that DL Roope Administrations Inc. schedules the examinations over 1 – 4 days according to the number of candidates that apply for an examination week.

ADMISSION TO THE EXAMINATION

Report to the examination site on the date and time indicated on your admission letter. Registration begins 45 minutes prior to the scheduled examination time in the morning. Examinations begin promptly at the scheduled time. You **MUST** re-register 30 minutes **PRIOR** to the scheduled examination time in the afternoon. Please allow for unexpected delays en route to the testing location, it is your responsibility to report to the examination location on time. Late candidates will be required to re-apply and re-pay the examination fee. **You must present your admission letter and a valid driver's license or State ID card for admittance to the examination.** Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the applications will be indicated on your admission letter. The name on your admission letter **MUST** match the ID presented for admittance to the examination. Please verify that your name, address, photo identification number and date of birth has been recorded correctly on your admission letter **PRIOR** to your scheduled examination. Please make any necessary corrections on your admission letter and fax to our office. Please include a fax number and our office will verify the corrections and fax a corrected admission letter.

If your name has changed or is different than indicated on your admission letter, you must submit legal documentation showing your previous name and current name (marriage license, divorce decree, court order, or notarized affidavit) to DL Roope Administrations Inc. **PRIOR** to your scheduled examination. Please include a fax number and our office will verify the changes and fax an updated admission letter.

EXAMINATION FEE POLICY

Examination fees are not refundable or transferable and will be applied to the scheduled examination week. All examination fees must be used within 6 months from date of receipt.

If you do not attend your scheduled examination or cannot be admitted, your examination fee will be forfeited. To be rescheduled you must submit a rescheduling application and another examination fee.

If you are unable to attend your scheduled examination due to an emergency situation you must provide written documentation. The following situations may be considered for rescheduling:

- A car accident on the way to the examination requires documentation from a law enforcement officer.
- A medical emergency requires documentation from a medical professional.
- A death in the candidate's immediate family requires documentation from the funeral home or a copy of the obituary.

Documentation must be faxed to 207-848-5511 within 24 hours after your scheduled examination.

**AMERICANS WITH DISABILITIES ACT
(ADA) INFORMATION**

Standard testing conditions may represent an artificial barrier to candidates with disabilities. Candidates may request accommodations that will be evaluated on the basis of the Americans with Disabilities Act of 1991. You may contact DL Roope Administrations Inc. or your school to request information and the appropriate forms (Form A, B & C). Form A must be completed by the candidate. Form B must be completed by the medical professional or you may attach previous medical documentation for review (e.g. IEP, PET etc.). Form C must be completed by a school official indicating accommodations provided during testing while in school for this profession. **Candidates must submit the appropriate forms with the application to DL Roope Administrations Inc. by the application deadline date.**

STATE SPECIFIC INSTRUCTIONS

- Upon approval of your application you will be assigned a candidate number. Candidate numbers are assigned for the purpose of protecting your social security number from being transmitted electronically. This candidate number will be printed on your admission letter. Please be certain to use the candidate number that has been assigned to you and not your social security number when taking your examinations.
- Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name). You may choose to dress in layers to accommodate changes in the room temperature.
- In consideration of other candidates in the examination room, please refrain from wearing perfume or cologne.
- **ABSOLUTELY NO VISITORS WILL BE ALLOWED AT THE TESTING SITE.** Candidates are not allowed visitors or to receive messages during the examination.
- Recommended kit size is no larger than 30" x 30". For safety reasons all kits must be able to fit completely under the work area.
- Masking tape is recommended for the practical examination. Scotch tape causes damage to the candidate stations and is not permitted during any section of the practical examination.
- Candidates are not permitted to use aerosol products at any time during the examinations. All products and sanitizers must be non-aerosol.

IMPORTANT INSTRUCTIONS

- 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.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.

- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the basic manicure section of this examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please turn the hand toward the examiner to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers.

**MANNEQUIN
INFORMATION**

Candidates are required to bring one mannequin hand for the practical examination. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examination.

**NAIL TECHNOLOGY (MANICURING)
EXAMINATION SECTIONS**

The Nail Technology (Manicuring) examination consists of 23 sections.

1. National Nail Technology (Manicuring) Written Examination

The time allotment for this examination is 90 minutes.

2. West Virginia State Law Examination.

The time allotment for this examination is 30 minutes.

3. National Nail Technology (Manicuring) Practical Examination

The duration of the examination is approximately 3 hours and consists of the following sections:

**SET UP AND CLIENT PROTECTION
(10 minutes)**

Verbal Instructions:

“You will now set up the general supplies that you will use throughout your examination.”

“You will also set up the manicure supplies.”

“You will be observed for client protection, safety and infection control procedures.”

“Upon completion of each section of this examination, please turn the hand toward the examiner to indicate that you are finished.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining

(1) *“The instructions will be repeated.”*

(2) *“You may begin set up.”*

Candidates will be evaluated on the following tasks:

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

**MANICURE
(20 minutes)**

Verbal Instructions:

“You will now perform the manicure section of this examination.”

“You will be expected to follow all safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Sanitizes hand to be manicured

Demonstration of Filing

- Shapes free edge safely
- Establishes uniform length and shape

Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand completely
- Applies cuticle cream or remover using infection control procedures
- Pushes back cuticle safely
- Cleans under free edge safely
- Buffs nail safely
- Applies cuticle oil using infection control procedures

Demonstration of Hand Massage

- Applies massage product using infection control procedures
- Massages palm, back of hand, and fingers
- Maintains continuous contact while massaging hand
- Cleanses massage product from each nail plate

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

NAIL TIP
(20 minutes)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the nail tip section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”

Verbal Instructions:

“You will now perform the nail tip section of this examination.”

“You will apply a nail tip to the ring finger.”

“You will be observed for 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.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up nail tip supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Selects a nail tip that matches width of nail plate

Application of Nail Tip

- Applies nail dehydrator/cleanser to nail plate
- Attaches nail tip to nail plate with nail adhesive
- At least ½ of nail plate remains uncovered
- Trims nail tip safely

Demonstration of Filing\Blending

- Shapes free edge safely
- Tip is blended to nail plate safely

Final Appearance of Nail

- Cuticle and skin surrounding nail are free from nail adhesive
- Hyponychium is free from nail adhesive
- Finished nail is smooth and even

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

NAIL WRAP
(20 minutes)

Verbal Instructions for Set Up:

“You have 2 minutes to remove the supplies from your kit for the nail wrap section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”

Verbal Instructions:

“You will now perform the nail wrap section of this examination.”

“You will apply a wrap to the middle finger.”

“You will be observed for 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.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up nail wrap supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Applies nail dehydrator/cleanser to nail plate

Application of Nail Wrap Product

- Applies nail adhesive to nail plate
- Applies wrap material over nail plate
- Removes excess wrap material to fit nail plate safely
- Applies nail adhesive over nail wrap
- Applies wrap accelerator safely
- Applies second coat of nail adhesive
- Applies second coat of wrap accelerator safely

Demonstration of Filing

- Files nail wrap safely
- Buffs nail wrap safely

Final Appearance of Nail Wrap

- Nail plate is covered by wrap
- Cuticle and surrounding skin remains free of nail adhesive
- Finished nail wrap is smooth and even

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

SCULPTURED NAIL
(20 minutes)

Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless sculptured nail products be used for the practical examination.

Sculptured nail products must be in the original sealed container with the manufacturer's label stating the product is odorless as required by the West Virginia Board of Barbers and Cosmetologists.

Verbal Instructions for Set Up:

"You have 2 minutes to set up the supplies for the sculptured nail section of this examination." Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the sculptured nail section of this examination, using an odorless product."

"You will apply a sculptured nail to the index finger."

"You will be observed for 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."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up sculptured nail supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle of dust

Application of Sculptured Nail Product

- Applies nail form to fit snugly under free edge
- Applies primer safely
- Applies sculptured product to extend free edge
- Applies sculptured product to cover nail plate

Demonstration of Filing

- Shapes free edge safely
- Files sculptured nail to shape/balance safely
- Buffs sculptured nail safely

Final Appearance of Nail

- Finished sculptured nail is smooth, even, and beveled/tapered
- Contour of sculptured nail is balanced
- Nail plate is covered by sculptured nail product
- Cuticle and surrounding skin remains free of sculptured nail product

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

POLISH
(10 minutes)

Verbal Instructions for Set-Up:

"You have 2 minutes to remove the supplies from your kit for the polish section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set-up."

Verbal Instructions:

"You will now perform the polish section of this examination."

"You will polish all 5 nails."

"You will be observed for 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."

(1) "The instructions will be repeated."

(2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Sets up polish supplies labeled in English

Application of Polish

- Applies base coat to cover nail plate
- Applies red polish to cover nail plate
- Applies top coat to cover nail plate

Final Appearance of Nails

- Final appearance of polish is smooth and even
- Cuticle and surrounding skin remain free of polish

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**CANDIDATE SUMMARY
AND FINAL CLEANUP**

Verbal Instructions:

"This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

RECOMMENDED GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

- dry storage kit/container
- hand sanitizer
- mannequin hand(s) with artificial nails attached (trainer hands are **NOT** permitted)
- spray disinfectant (non-aerosol)
- disposal bag for waste materials
- cloth and paper towel(s)
- cotton
- first aid supplies (blood spill kit)
- masking tape (scotch tape is not permitted)

BASIC MANICURE SUPPLIES

- bowl and container of water
- cuticle cream/remover
- filing and buffing implements
- cuticle pusher
- nail brush
- hand lotion or massage product
- cuticle oil

NAIL TIP AND NAIL WRAP SUPPLIES

- cuticle pusher
- nail tips and adhesive
- nail wrap material (non pre-cut fabric)
- filing and buffing implements
- scissors
- accelerator

SCULPTURED NAIL SUPPLIES

Sculptured nail products must be in the original sealed container with the manufacturer’s label stating the product is odorless as required by the West Virginia Board of Barbers and Cosmetologists.

- cuticle pusher
- sculptured nail products (powder, primer, “odorless” liquid)
(The product must be in its original container with the manufacturer’s label indicating that it is “odorless”).
- sculptured nail brush
- liquid & powder containers
- filing and buffing implements
- sculptured nail forms
- primer

POLISH SUPPLIES

- polish remover
- base coat/top coat
- red polish

REFERENCES

Practical and written examination references are listed on the NIC written examination Candidate Information Bulletin.

**WEST VIRGINIA
SCORING INFORMATION**

A scaled score of 70.00 is required on the written, state law and practical examination. Candidates must achieve an overall passing score on each examination in order to be assigned a Pass status on that examination. No pass or fail decisions are made on individual content areas or services within the examinations. If a candidate fails one of the examinations, the candidate is required to retake the failed examination in its entirety.

**WEST VIRGINIA
EXAMINATION RESULT INFORMATION**

If you indicated on your application that you will download a copy of your result letter from our website, our web address is www.DLRoope.com. A message will be posted on the website when the result letters are available, please allow 7 to 10 business days. **Do not call our office to ask when examination results will be posted as they will be posted as soon as we have received them from the National Interstate Council of State Boards of Cosmetology.**

This is a secure website and you will need your candidate number and your date of birth to access your result letter. Your candidate number will be sent with your admission letter.

Please print a copy of your result letter as you will not receive an additional copy in the mail. **Result letters are only available on the webscore system for 2 weeks after posting.** Your original result letter will be sent directly to the Board.

If you are unable to log onto our website please check the message center to see if a message has been posted that the results are available, you will not be able to log into the webscore system until after your results have been posted. Please read all instructions on the website to ensure that you are entering your information correctly. **You must have the most current version of Adobe Acrobat PDF Reader to view and print your result letter. Adobe may be downloaded from our website at www.DLRoope.com.**

If you do not have access to the internet and you need your result letter mailed to you please check the appropriate box on the application. If your result letter is mailed to you it will NOT be available on our website to view or print.

Candidates that have passed all required examinations and have met all requirements of the Board will be issued a license by the Board.

If you have failed your examination you will receive a result letter with review information. This review information can be used to assess those areas where your performance was weak or strong. Please refer to this Candidate Information Bulletin for the list of tasks that are evaluated. Candidates will need to complete and submit a rescheduling application and fee to DL Roope Administrations Inc. at the address listed on the form.

NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps **MUST** be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

WET DISINFECTION STANDARD

- 1** All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.
- 2** All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

NAIL TECHNOLOGY

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2008

Visit our website at www.nicesting.org