



**COSM 1070 Nail Care & Advanced Techniques**  
**COURSE SYLLABUS**  
**Fall Semester 2021 (202212)**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/5250  
Campus/Class Location: Vidalia Campus, Room 330 Main Building.  
Class Meets: 86% Face to Face/ 14% Online  
Monday 8:00-11:55a.m Monday & Tuesday- Thursday 8:00-8:45a.m.  
CRN: 20149

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Althea Coney  
Email Address: [Althea Coney aconey@southeasterntech.edu](mailto:Althea.Coney@southeasterntech.edu)  
Vidalia Campus/Office Location: Room 311B, Main Bldg.  
Office Hours: Monday-Thursday 7:00am-8am & 3:30pm -5:00pm  
Phone: 912-538-3203  
Fax Number: 912-538-3156

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

**REQUIRED TEXT**

**13<sup>th</sup> edition Milady Standard Cosmetology Bundle**

Includes: Hard Cover Textbook, Exam Review, Haircutting Simulation & MindTap  
ISBN: 978-1305942349

**REQUIRED SUPPLIES & SOFTWARE**

Second STC Cosmetology kit, black uniform and black leather closed toe shoes. **Milady's on-line licensing prep**, ISBN 9781439058992. **Other items may be necessary.**

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

**COURSE DESCRIPTION**

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

## **MAJOR COURSE COMPETENCIES**

Topics include implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure and pedicure techniques, nail product chemistry, safety precautions, and advanced nail techniques.

## **PREREQUISITE(S)**

COSM 1000 Intro to Cosmetology

## **COURSE OUTLINE**

1. Implements
2. Products and Supplies
3. Hand and Foot Anatomy and Physiology
4. Diseases and Disorders
5. Manicure Techniques
6. Pedicure Techniques
7. Advanced Nail Treatments (wraps/tips/acrylic)
8. Safety Precautions

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## **STUDENT REQUIREMENTS**

Students are expected to complete all performance exercises, tests and assignments within the scheduled time. Students who miss a test will be assigned a grade of zero. Students are responsible for policies and procedures included in the STC Catalog and Handbook. At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams and an AVERAGE of 70 or higher on the Practical exams and an overall average of 70 or better in order to take the final exams. If the average is below 70 for either theory or practical exams, students will be unable to take final exams; a grade of D will be assigned for the course. Students must bring all required materials to class per assignments for the day and must be dressed in black uniform and black leather, closed toe shoes. When a student fails to bring required materials to class, 1st offense: they will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor. 2nd offense: student will be assigned a zero for the activity. 3rd offense: student will be dismissed, receive a tardy or absence as appropriate and receive a zero for the assignment. A student not wearing their student ID will be dismissed from class, given a tardy or absence, until they return with the student ID

## **COVID-19 MASK REQUIREMENT**

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

## **COVID-19 SIGNS AND SYMPTOMS**

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician’s office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

| <b>COVID-19 Key Symptoms</b>   |
|--|
| Fever or felt feverish   |
| Chills   |
| Shortness of breath or difficulty breathing (not attributed to any other health condition)   |
| Cough: new or worsening, not attributed to another health condition  |
| Fatigue  |
| Muscle or body aches   |
| Headache   |
| New loss of taste or smell   |
| Sore throat (not attributed to any other health condition)   |
| Congestion or runny nose (not attributed to any other health condition)  |
| Nausea or vomiting   |
| Diarrhea   |
| <b>In the past 14 days, if you:</b>  |
| Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s). |

#### **COVID-19 SELF-REPORTING REQUIREMENT**

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

#### **ATTENDANCE GUIDELINES**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of “F” (Failing) and face financial aid repercussions in upcoming semesters.

#### **ADDITIONAL PROVISIONS**

##### **Health Science and Cosmetology Programs**

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance

policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specifies the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

### **ATTENDANCE FOR COSMETOLOGY**

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

**For this class, which meets 4 days a week for 15 weeks, the maximum number of days a student may miss is 6 days during the semester.**

All-time missed must be made up beginning on the day after finals are given and will need to be completed within four (4) consecutive school days. Failure to do so may result in a grade of "F" (Failing 0-59). A student who has no attendance violations will be rewarded 5 points, to be added to their lowest test grade (excluding final exam).

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the campus coordinator to request services.

**Swainsboro Campus:** [Daphne Scott dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

**SPECIFIC ABSENCES** Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** [Daphne Scott dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a “W” (Withdrawn) for the course. Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a “WP” (Withdrawn Passing) or “WF” (Withdrawn Failing) for the semester.

Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect student’s eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of ‘W’ will count in attempted hour calculations for the purpose of Financial Aid.

#### **MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...)**

When a student is absent, tardy for, or misses a test, a grade of zero is assigned until the makeup test is taken. Make-up tests must be taken on the assigned makeup day at the discretion of the instructor. An 11-point penalty will be assessed for all make-up tests. Only one (1) make-up test will be given per student.

Students are required to be on time for all Written and Performance Exams; late admittance will not be allowed under any circumstances. Make-up exams are not given for Mock State Board Exams, Mid-Term Exams, Semester Review Exams or Final Exams. No makeup tests are given for performance tests. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any missed assignments, performance labs or quizzes. Any zeroes recorded will be included in the final score calculation.

#### **MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc.)**

When a student is tardy for or misses a test, a grade of zero is assigned until the makeup test is taken. Make-up tests must be taken on the assigned makeup day at the discretion of the instructor. An 11-point penalty will be assessed for all make-up tests. Only one (1) make-up test will be given per student.

Students are required to be on time for all Written and Performance Exams. Late admittance will not be allowed. Make-up exams are not given for Mock State Board Exams, Mid-Term Exams, Semester Review Exams, or Final Exams. No makeup tests are given for performance tests. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any missed assignments, performance labs, or quizzes. Any zeroes recorded will be included in the final score calculation.

#### **CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES: SCHOOL POLICY**

The use of cell phones, pagers, CD players, and/or similar devices is not permitted in the classroom/lab facilities. The use of these devices during class or lab time will result in disciplinary action and could lead to dismissal. **Instructor Policy:** In cases of emergency, permission to put your phone on vibrate must be cleared with your instructor, but the phone should not be answered while inside the classroom. Therefore, it is best to put them away and out of sight. **When a student violates this policy, 10 points will be deducted from the most recent test score. On the 3<sup>rd</sup> offense, the student will be dismissed from class and receive an absence for the day.**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

#### **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

### 1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### 2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### 3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

|  |   |
|--|---|
| <b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>  | <b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>   |
| Helen Thomas, Special Needs Specialist<br>Vidalia Campus<br>3001 East 1 <sup>st</sup> Street, Vidalia<br>Office 165 Phone: 912-538-3126<br>Email: <a href="mailto:Helen.Thomas">Helen Thomas</a> | Lanie Jonas, Director of Human Resources<br>Vidalia Campus<br>3001 East 1 <sup>st</sup> Street, Vidalia<br>Office 138B Phone: 912-538-3230<br>Email: <a href="mailto:Lanie.Jonas">Lanie Jonas</a> |

|   |   |
|---|---|
| <b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b> | <b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b> |
| <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>  | <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>                    |

### ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

### GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

### ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

### TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

### GRADING POLICY

| Assessment/Assignment  | Percentage |
|------------------------|------------|
| Assignments            | 20%        |
| Theory Exams           | 25%        |
| Final Theory Exam      | 25%        |
| Performance Exams      | 15%        |
| Performance Final Exam | 15%        |

### GRADING SCALE

| Letter Grade | Range  |
|--------------|--------|
| A            | 90-100 |
| B            | 80-89  |
| C            | 70-79  |
| D            | 60-69  |
| F            | 0-59   |

## COSM 1070 Nail Care & Advance Techniques Fall Semester 2021 Lesson Plan

| Date/Week               | Chapter/<br>Lesson | Content                             | Assignments & Tests Due Dates   | Competency<br>Area |
|-------------------------|--------------------|-------------------------------------|---|--------------------|
|                         |                    |                                     | <b>All Mind Tap assignments are due on<br/>Thursdays @ 11:00pm</b>  |                    |
| Aug 16-19<br>Week 1     | 9                  | Nail Structure & Growth             | Read/Discuss Chapter 9<br>Mind Tap /Salon   | 1-8<br>a,c         |
| Aug 23-26<br>Week 2     | 10                 | Nail Disorders &<br>Diseases        | Read/Discuss Chapter 10 Mind<br>Tap/Salon <b>Test Monday Aug. 23</b><br><b>Chapter 9</b> Mind Tap due Thursday<br>Aug 19 @ 11:00pm  | 1-8<br>a,c         |
| Aug 30-Sept 2<br>Week 3 | 25                 | Manicuring                          | Read/ Discuss Chapter 25 Mind<br>Tap/Salon <b>Test Monday Aug. 30</b><br><b>Chapter 10</b> Mind Tap due Thursday<br>Aug 26 @ 11:00pm  | 1-8<br>a,c         |
| Sept 6-9<br>Week 4      | 26                 | <b>Holiday Monday</b><br>Pedicuring | Read/ Discuss Chapter 26 Mind<br>Tap/Salon <b>Test Tuesday Sept. 7</b><br><b>Chapter 25</b> Mind Tap due Thursday<br>Sept 2 @ 11:00pm   | 1-8<br>a,c         |
| Sept 13-16<br>Week 5    | 27                 | Nail Tips and Wraps                 | Practice nail tips and wraps<br>Read/ Discuss Chapter 27<br>Demo, Instructional DVD<br>Mind Tap/Salon<br><b>Test Monday Sept. 13</b><br><b>Chapter 26</b> Mind Tap due Thursday<br>Sept 9 @ 11:00pm     | 1-8<br>a,c         |
| Sept 20-23<br>Week 6    | 28                 | Nail Tips and Wraps                 | Read/ Discuss Chapter 28<br>Demo, Instructional DVD<br>Practice acrylic application<br>Mind Tap /Salon<br><b>Test Monday Sept 20</b><br><b>Chapter 27</b><br>Mind Tap due Thursday Sept 16 @<br>11:00pm | 1-8<br>a,c         |
| Sept 27-29<br>Week 7    | 29                 | Nail Tips and Wraps                 | Practice acrylic application<br>Mind Tap /Salon<br><b>Test Monday Sept 27</b><br><b>Chapter 28</b> Mind Tap due Thursday<br>Sept 23 @ 11:00pm   | 1-8<br>a,c         |
| Oct 4-7<br>Week 8       | 29                 | Nail Enhancements                   | Practice acrylic application<br>Mind Tap/Salon<br><b>Test Monday Oct. 4</b><br><b>Chapter 29</b> Mind Tap due Thursday<br>Sept 29@ 11:00pm  | 1-8<br>a,c         |



| Date/Week            | Chapter/<br>Lesson | Content   | Assignments & Tests Due Dates  | Competency<br>Area |
|----------------------|--------------------|---|--|--------------------|
|                      |                    |   | <b>All Mind Tap assignments are due on<br/>Thursdays @ 11:00pm</b>                     |                    |
| Oct 11-14<br>Week 9  | 29                 | <b>Mid-Term</b><br>Chapter 29<br>UV Gels              | <b>Mid-Term Testing</b><br>Practice acrylic application<br>Mind Tap /Salon             | 1-8<br>a,c         |
| Oct 18-21<br>Week 10 | 27-29              | Nail Tips and Wraps,<br>Nail Enhancements, UV<br>Gels | Practice UV Gels<br>Mind Tap /Salon  | 1-8<br>a,c         |
| Oct 25-28<br>Week 11 | 27-29              | Nail Tips and Wraps,<br>Nail Enhancements, UV<br>Gels | Practice UV Gels<br>Mind Tap /Salon  | 1-8<br>a,c         |
| Nov 1-4<br>Week 12   | 27-29              | Nail Tips and Wraps,<br>Nail Enhancements, UV<br>Gels | Mind Tap /Salon  | 1-8<br>a,c         |
| Nov 8-11<br>Week 13  | 9, 10,<br>26-29    | Nail Tips and Wraps,<br>Nail Enhancements, UV<br>Gels | Practice manicuring, pedicuring, gels,<br>acrylic applications & Enhancements<br>Salon | 1-8<br>a,c         |
| Nov 15-18<br>Week 14 | 9,10,25<br>-29     | Prepare for finals                                    |  | 1-8<br>a,c         |
| Nov 22-25<br>Week 15 |                    | Prepare for finals<br><b>Thanksgiving Holidays</b>    |  | 1-8<br>a,c         |
| Nov 29- Dec 2        |                    | <b>Finals</b>   |  |                    |

**Instructor reserves the right to change the syllabus and/or lesson plans as necessary**

**Competency Areas: (will vary for each course/taken from state standards)**

1. Implements
2. Products and Supplies
3. Hand and Foot Anatomy and Physiology
4. Diseases and Disorders
5. Manicure Techniques
6. Pedicure Techniques
7. Advanced Nail Treatments (wraps/tips/acrylic)
8. Safety Precautions

**General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

## Sculptured Nail 20 Minutes

| Service                                | Task   | Possible Points | Yes | No | Score |
|--|--|-----------------|-----|----|-------|
|  |  | <b>100</b>      |     |    |       |
| Preparation                            |  |                 |     |    |       |
|  | Disinfects work area and uses protective covering  | 4.54            |     |    |       |
|  | Sets up work area with all supplies needed clearly labeled in English/original container | 4.54            |     |    |       |
|  | Sanitizes Hands  | 4.54            |     |    |       |
|  | Sets up implements that are visibly clean & sanitary                                     | 4.54            |     |    |       |
|  | Hand has tips already pre-applied & applied correctly                                    | 4.54            |     |    |       |
|  | Sanitizes hand   | 4.54            |     |    |       |
|  | Pushes cuticle/removes shine from nail plate safely                                      |                 |     |    |       |
|  | Cleanses nail plate & cuticle of dust  | 4.54            |     |    |       |
| Application of sculptured nail product |  | 4.54            |     |    |       |
|  | Applies nail form to fit snugly under free edge area                                     | 4.54            |     |    |       |
|  | Applies primer safely  | 4.54            |     |    |       |
|  | Applies sculptured product to extend free edge   | 4.54            |     |    |       |
|  | Applies sculptured product to cover nail plate   | 4.54            |     |    |       |
| Final Appearance of the nail           |  | 4.54            |     |    |       |
|  | Finished sculptured nail is smooth, even, and beveled/tapered                            | 4.54            |     |    |       |
|  | Contour of sculptured nail is balanced   | 4.54            |     |    |       |
|  | Nail plate is covered by sculptured nail product   |                 |     |    |       |
|  | Cuticle & surrounding skin remains free of sculptured nail product & remain undamaged    | 4.54            |     |    |       |
| Safety & Infection control             |  | 4.54            |     |    |       |
|  | Disposes of soiled materials using infection control procedures                          | 4.54            |     |    |       |

| Service | Task   | Possible Points | Yes | No | Score |
|---------|--|-----------------|-----|----|-------|
|         | Disposes of items to be disinfected in properly labeled receptacle | 4.54            |     |    |       |
|         | Practices infection control procedures safely throughout service   | 4.54            |     |    |       |
|         | Maintains work area in a safe manner throughout service            | 4.54            |     |    |       |
|         | Completes all procedures according to instructions given           | 4.54            |     |    |       |
|         | All tasks completed in time allotted                               |                 |     |    |       |
|         | Total  | 100             |     |    |       |