



COSM 1110 Practicum COURSE SYLLABUS Fall Semester 2016

Semester: Fall 201712
Course Title: Practicum III
Course Number: COSM 1110
Credit Hours/ Minutes: 3/4500
Class Location: Room 312 Main Bldg.
Class Meets: Tues- Thurs 9:15-10:55
CRN:20154

Instructor: Althea Telfair
Office Hours: Mon-Thurs 7:00-8:00am & 3:30-5:30 pm
Office Location: Room 311B, Main Bldg.
Email Address: atelfair@southeasterntech.edu
Phone: 912-538-3203
Fax Number: 912-538-3156

REQUIRED TEXTS: 13th edition Milady Standard Cosmetology Bundle

Includes: Hard Cover Textbook, Exam Review, Study Guide, Haircutting simulation & MindTap
ISBN: 9781305784208

REQUIRED MATERIALS/SUPPLIES: 3rd Semester Southeastern Tech Cosmetology kit, black uniform and black leather close-toed shoes, Online Licensing Prep, ISBN 9781439058992. Other items may be necessary.

COURSE DESCRIPTION: Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting.

MAJOR COURSE COMPETENCIES: Permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety Precautions /decontamination; and Hazardous Duty Standards Act compliance; and state licensure preparation.

PREREQUISITES: None

COREQUISITES: All Required

COSM 1100- Hair Services Practicum IV

COURSE OUTLINE:

1. Permanent Waving & Relaxers
2. Haircolor & Lightening
3. Skin, Scalp, & Hair Treatments
4. Haircutting
5. Styling
6. Dispensary
7. Reception
8. Customer Service Skills
9. Product Knowledge/Retail
10. Safety Precautions/Decontamination
11. State Board Foundation Prep

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

- 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.

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 E- Catalog. **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 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.

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 also 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 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 specify 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 6 days a 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".

A student who has no attendance violations will be rewarded 5 points, to be added to their lowest test grade. (excludes final exam)

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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 when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' 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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

MAKEUP GUIDELINES (Tests, exams, 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 Practical Exams; late admittance will not be allowed. Make-up exams are not given for Mid-Term Exams, Semester Review Exams or Final Exams. 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.

UNPLANNED INSTRUCTOR ABSENCES: Most instructor absences will be planned and students will be given assignments/instructions in advance. In the event of an unplanned instructor absence, students should remain in class unless otherwise instructed by another instructor, administrator or staff member. Students are expected to act responsibly during this time by working on assignments given in class.

CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES: School Policy: Use of cell phones, pagers, CD players and/or similar devices is not permitted in the classroom/lab facilities. 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 3rd offense the student will be dismissed from class and receive an absence for the day.**

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *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 *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at www.southeasterntech.edu.

GRADING POLICY

Test	30%
Lab Performance	15%
Performance Final	15%
Written Final	30%
Assignment	10%
Courses Grade	100%

GRADING SCALE

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

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.*

**COSM 1110 Practicum III
Fall SEMESTER 2016 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Aug 16-18	Ch. 5 & 6	Anatomy & Physiology Infection Control Procedures Salon	Review Online practice test/ Salon/Appointment Book	6, 9-11 a, b, c
Aug 23-25	Ch. 5 & 6	Anatomy & Physiology Infection Control Procedures Salon	Review Online practice test/ Salon/Appointment Book Research Topic Due Thursday	6, 9-11 a, b, c
Aug 30- Sept 1	Ch. 12, 20, 21	Chemistry, Chemical Texture Services, Hair Coloring	Review TEST THURSDAY Ch. 5 & 6 Online practice test/ Salon/Appointment Book	1-3, 6, 8-11 a, b, c
Sept 6-8	Ch. 12, 20, 21	Chemistry, Chemical Texture Services, Hair Coloring	Performance Test Tuesday Online practice test/ Salon/Appointment Book	1-3, 6, 8-11 a, b, c
Sept 13-15	Ch. 12, 20, 21	Properties of Hair and Scalp Scalp Care, Shampooing, and Conditioning	Review Online practice test/ TEST THURSDAY Ch.12, 20, 21 Salon/Appointment Book	3, 4-11 a, b, c
Sept 20-22	Ch. 7, 8, 11 & 15	Properties of Hair and Scalp Scalp Care, Shampooing, and Conditioning	Review Online practice test/ Salon/Appointment Book	3, 4-11 a, b, c
Sept 27-29	Ch. 7, 8, 11 & 15	Properties of Hair and Scalp Scalp Care, Shampooing, and Conditioning	Review Online practice test/ Salon/Appointment Book	3, 4-11 a, b, c
Oct 4-6	Ch. 7, 8, 11 & 15	Properties of Hair and Scalp Scalp Care, Shampooing, and Conditioning MID-TERM	Review Online practice test/ Salon/Appointment Book MID-TERM Testing	3, 4-11 a, b, c
Oct 11-13	Ch. 7, 8, 11 & 15	Properties of Hair and Scalp Scalp Care, Shampooing, and Conditioning	Review Online practice test/ Salon/Appointment Book TEST THURSDAY Ch. 7, 8, 11 & 15	3, 4-11 a, b, c
Oct 18-20	Ch. 14, 16-19	Principles of Hair Design Haircutting	Review Online practice test/ Salon/Appointment Book	1, 2, 4-11 a, b, c
Oct 25-27	Ch. 14, 16-19	Hairstyling Braiding and Braid Extensions Wigs and Hair Additions	Review TEST THURSDAY Ch. 14, 16-19 Online practice test/ Salon/Appointment Book RESEARCH PAPER DUE Wednesday 8am	1, 2, 4-11 a, b, c
Nov 1-3	Ch. 1-4, 30-32	Hairstyling Braiding and Braid Extensions Wigs and Hair Additions	Review Online practice test/ Salon/Appointment Book	1, 2, 4-11 a, b, c

Nov 8-10	Ch. 1-4, 30-32	Chemical Texture Services Hair coloring	Review Online practice test/ Salon/Appointment Book TEST THURSDAY Ch. 1-4, 30-32	1-11 a, b, c
Nov 15-17	1-8, 11, 12, 15, 14, 16, 17, 18, 19, 20, 21	Semester Review	Semester Review Exam Display Presentation Monday @ 8am	1-11 a, b, c
Nov 22-24		HAPPY THANKSGIVING		
Nov 29- Dec 1		Finals		
Dec 5-8		Make up Time		

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

*** Competency Areas:**

1. Permanent Waving & Relaxers
2. Haircolor & Lightening
3. Skin, Scalp, & Hair Treatments
4. Haircutting
5. Styling
6. Dispensary
7. Reception
8. Customer Service Skills
9. Product Knowledge/Retail
10. Safety Precautions/Decontamination
11. State Board Foundation Prep

***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.



COSMETOLOGY MOCK STATE BOARD PRACTICAL EXAMINATION

Name _____ Date _____

Service	Possible Points			Score
Set up & client protection	100			
Thermal Curling	100			
Haircutting	100			
Chemical Waving	100			
Hair Lightening & Hair Coloring	100			
Chemical Relaxing	100			
Basic Facial	100			
Sculptured Nail	100			
Total		divided	by 8	

Revised May 9, 2013

I read and reviewed the mock practical exam services and tasks before the actual examination and understand how I was graded and why my grade is _____ for the examination.
My grade on the written mock state board is: _____

Student Signature: _____

Comments: _____

Set Up & Client Protection
10 minutes (includes set up and drape for thermal curling)

Service	Task	Possible Points	Yes	No	Score
		100			
	Disinfects work area or uses protective covering	11.11			
	Disposes of soiled materials using infection control procedures	11.11			
	Sanitizes hands	11.11			
	Sets up work area with supplies labeled in English	11.11			
	Sets up implements that are visibly clean and sanitary	11.11			
	Applies drape using a neck strip or towel	11.11			
	Practices infection control procedures safely throughout setup	11.11			

	Maintains work area in a safe manner throughout setup	11.11			
	Re-sanitizes	11.11			
	Total	100			

Thermal Curling
10 minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Demonstration of Thermal Curling					
	Tests temperature of iron <u>PRIOR</u> to applying to hair	7.69			
	Subsections hair same width as barrel of iron	7.69			
	Length of subsection is no longer than 3 inches	7.69			
	Establishes a base	7.69			
	Distributes hair evenly around iron	7.69			
	Forms a complete curl	7.69			
	Protects scalp from iron with comb	7.69			
	Forms curls so that hair is smooth & unmarked	7.69			
Safety & Infection Control					
	Uses iron safely at all times	7.69			
	Maintains neck strip or towel & drape for	7.69			

	protection throughout service				
	Disposes of soiled materials using infection control procedures	7.69			
	Disposes of items to be disinfected in properly labeled receptacle	7.69			
	Practices infection control procedures safely throughout service	7.69			
	Maintains work area in a safe manner throughout service	7.69			
	Total	100			

Haircutting
30 minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation					
	Sets up implements that are visibly clean & sanitary	5.00			
	Sets up work area with supplies labeled in English	5.00			
	Sanitizes hands	5.00			
Demonstration of Haircutting					
	Uses razor to establish nape guide	5.00			
	Cuts entire nape section with elevation using razor	5.00			
	Handles razor safely at all times	5.00			
	Uses consistent sections and subsections/partings while cutting hair	5.00			
	Uses established guides	5.00			
	Handles shears safely at all times	5.00			
Examiner asks					

to borrow comb to check haircut					
	Cuts nape line to a uniform length	5.00			
	Cuts sides uniform in length	5.00			
	Blends haircut evenly	5.00			
	Cuts at least one inch of hair throughout haircut	5.00			
Safety & Infection Control					
	Removes hair clippings from skin, cape, & work area	5.00			
Examiner instructs you to clean up only the hair					
	Removes hair from the floor completely	5.00			
	Maintains neck strip or towel & drape for protection throughout service	5.00			
	Disposes of soiled materials using infection control procedures	5.00			
	Disposes of items to be disinfected in properly labeled receptacle	5.00			
	Practices infection control procedures safely throughout service	5.00			
	Maintains work area in a safe manner throughout service	5.00			
	Total	100			

Chemical Waving
20 minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation					
	Sanitizes hands	4.76			
	Sets up implements that are visibly clean & sanitary	4.76			
	Sets up work area with supplies labeled in English	4.76			
Demonstration of Chemical Waving					

	Sections & subsections hair straight & evenly	4.76			
	Subsections hair no longer than length of rod	4.76			
	Subsections hair same width as diameter of rod	4.76			
	Wraps hair evenly & smoothly around rod	4.76			
	Distributes hair evenly across end paper	4.76			
	Extends end papers beyond hair ends	4.76			
	Places bands correctly	4.76			
	Uses same rod base placement throughout section	4.76			
	Wraps hair around rod at least 1 ½ times	4.76			
Demonstrate Saturation					
	Applies cotton and/or protective cream at nape	4.76			
	Wears gloves during application of simulated product	4.76			
	Applies simulated product across entire rod safely	4.76			
Demonstrate Test Curl					
	Unwraps rod at least 1 ½ turns & hair is held to relax	4.76			
Safety & Infection Control					
	Maintains neck strip or towel & drape for protection throughout service	4.76			
	Disposes of soiled materials using infection control procedures	4.76			
	Disposes of items to be disinfected in properly labeled receptacle	4.76			
	Practices infection control procedures safely throughout service	4.76			
	Maintains work area in a safe manner throughout service	4.76			
	Total	100			

Hair Lightening & Hair Coloring
20 minutes

Service	Task	Possible Points	Yes	No	Score
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		100			
Preparation					
	Sets up implements that are visibly clean & sanitary	4.76			
	Sets up work area with supplies labeled in English	4.76			
	Sanitizes hands	4.76			
	Performs Predisposition/Patch Test with simulated product behind the ear or in the fold of the arm	4.76			
	Divides head into four equal sections	4.76			
	Applies protective cream around hairline	4.76			
	Wears gloves during application of simulated lightener & hair color products	4.76			
Demonstration of Virgin Hair Lightening Application					
	Subsections hair 1/8 inch wide or less	4.76			
	Applies simulated product ½ inch from scalp	4.76			
	Applies simulated product up to but not including last 1 inch of hair	4.76			
	Completely covers subsections with simulated product	4.76			
Demonstration of Retouch Hair Coloring Application					
	Outlines hair color retouch quadrant with simulated product	4.76			
	Subsections hair ½ inch wide or less	4.76			
	Applies simulated product from scalp out to 2 inches	4.76			
	Completely covers subsections with simulated product	4.76			
Safety & Infection Control					
	Keeps perimeter skin free of product	4.76			
	Maintains neck strip or towel & drape for protection throughout service	4.76			
	Disposes of soiled materials using infection control procedures	4.76			
	Disposes of items to be disinfected in properly labeled receptacle	4.76			
	Practices infection control procedures safely throughout service	4.76			
	Maintains work area in a safe manner	4.76			

	throughout service				
	Total	100			

Chemical Relaxing
25 minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation					
	Sets up implements that are visibly clean & sanitary	5.26			
	Sets up work area with supplies labeled in English	5.26			
	Sanitizes hands	5.26			
	Applies protective cream around hairline	5.26			
	Wears gloves during application of simulated relaxer product	5.26			
Demonstration of Virgin Relaxer Application					
	Subsections hair ¼ inch wide or less	5.26			
	Applies simulated product ½ inch from scalp	5.26			
	Applies simulated product up to but not including last 1 inch of hair	5.26			
	Completely covers subsections with simulated product	5.26			
Demonstration of Relaxer Retouch Application					
	Subsections hair ¼ inch wide or less	5.26			
	Applies simulated product starting slightly off scalp, up to ¼ inch from scalp, and out to 2 inches	5.26			
	Completely covers subsections with simulated product	5.26			
Demonstrate Smoothing Relaxer Retouch Product					
	Demonstrates smoothing of subsection in direction of hair growth & cuticle with moderate tension	5.26			
Safety & Infection					

Control					
	Keeps perimeter skin free of product	5.26			
	Maintains neck strip or towel & drape for protection throughout service	5.26			
	Disposes of soiled materials using infection control procedures	5.26			
	Disposes of items to be disinfected in properly labeled receptacle	5.26			
	Practices infection control procedures safely throughout service	5.26			
	Maintains work area in a safe manner throughout service	5.26			
	Total	100			

Basic Facial
10 minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation					
	Disinfects work area or uses protective covering	5.56			
	Sets up work area with supplies labeled in English	5.56			
	Sanitizes hands				
	Applies hair drape to completely cover hair	5.56			
	Re-sanitizes hands	5.56			
Demonstration of Basic Facial					
	Removes cleanser from container using infection control procedure & applies it to entire face safely	5.56			
	Removes cleanser from face without dragging or pulling skin	5.56			
	Removes massage product from container using infection control procedures and applies it to entire face	5.56			
	Distributes massage product over entire face safely	5.56			
	Demonstrates massage maintaining continuous contact	5.56			
	Removes massage product from face without dragging or pulling skin	5.56			

	Removes all residual massage product safely	5.56			
	Applies toner or astringent safely	5.56			
Safety and Infection Control					
	Maintains hair drape throughout service	5.56			
	Disposes of soiled materials using infection control procedures	5.56			
	Disposes of items to be disinfected in properly labeled receptacle	5.56			
	Practices infection control procedures safely throughout service	5.56			
	Maintains work area in a safe manner throughout service	5.56			
	Total	100			

Sculptured Nail
20 Minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation					
	Disinfects work area or uses protective covering	4.55			
	Sets up work area with supplies labeled in English	4.55			
	Sanitizes Hands	4.55			
	Sets up implements that are visibly clean & sanitary	4.55			
	Sanitizes finger	4.55			
	Removes shine from nail plate safely	4.55			
	Cleanses nail plate & cuticle of dust	4.55			
Application of sculptured nail product					
	Applies nail form to fit snugly under free edge area	4.55			
	Applies primer safely	4.55			
	Applies sculptured product to extend free edge	4.55			
	Applies sculptured product to cover nail plate	4.55			
Demonstration of filing					

	Shape free edge safely	4.55			
	Files sculptured nail to shape and balance safely	4.55			
	Bufs sculptured nail safely	4.55			
Final Appearance of the nail					
	Finished sculptured nail is smooth, even, and beveled/tapered	4.55			
	Contour of sculptured nail is balanced	4.55			
	Nail plate is covered by sculptured nail product	4.55			
	Cuticle & surrounding skin remains free of sculptured nail product	4.55			
Safety & Infection control					
	Disposes of soiled materials using infection control procedures	4.55			
	Disposes of items to be disinfected in properly labeled receptacle	4.55			
	Practices infection control procedures safely throughout service	4.55			
	Maintains work area in a safe manner throughout service	4.55			
	Total	100			