

# PRACTICAL SKILLS LIST

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## **\*NEW – INFECTION CONTROL & SAFETY COMPONENTS FOR ALL LEVELS: COSMETOLOGIST/MANICURIST/ESTHETICIAN BARBER/HAIRSTYLIST**

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### **INFECTION CONTROL & SAFETY**

- 1 Arrives with disinfected implements in sealed containers and clean supplies
- 2 Sanitizes hands. (This only has to be done one time before ALL skills unless the hands become unsanitary)
- 3 Sanitizes work area. (This only has to be done one time before ALL skills unless the table becomes unsanitary)
- 4 Universal precautions shall be utilized to clean blood and body fluids
- 5 Implements dropped on the floor shall not be used until demonstrating mock disinfection
- 6 Places disposable materials in trash after use
- 7 Places used implements in container separate from disinfected implements
- 8 Sanitizes work area after completing task. (This only has to be done one time at the end of ALL skills)

## **AIR FORMING**

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### **THERMAL STYLING – CURLING IRON**

**(Barber, Cosmetologist, Hairstylist, 20 minutes)**

- 1 Drapes model
- 2 Checks temperature of curling iron with white paper or towel
- 3 Sub-sections were in relation to diameter of curling iron
- 4 Demonstrates 2 on-base curls
- 5 Demonstrates 2 off-base curls
- 6 Places comb between iron and scalp to prevent burns
- 7 Partings for sub-section are straight and consistent in size
- 8 Hair is free of fishhooks
- 9 Hair is free of ridges

### **THERMAL STYLING – FLAT IRON OR PRESSING COMB**

**(Barber, Cosmetologist, Hairstylist, 20 minutes)**

- 1 Drapes model
- 2 Checks temperature of the iron or comb with white paper or towel
- 3 Parts sub-sections straight and consistent in size
- 4 Prevents burns
- 5 If using pressing comb, turns comb and presses hair with back of comb
- 6 Hair is free of ridges

## CHEMICAL RELAXER

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### CHEMICAL RELAXER – RETOUCH

(Barber, Cosmetologist, Hairstylist, 15 minutes)

- 1 Drapes for chemical service
- 2 Sections the hair
- 3 Applies base cream to the hairline and ears
- 4 Wears disposable gloves during application
- 5 Applies relaxer to regrowth
- 6 Cross-checks section to ensure complete coverage
- 7 Smooths hair with back of non-metal comb, fingers or applicator brush
- 8 Keeps mid-shaft and ends free from product
- 9 Keeps unprotected area free from product

### CHEMICAL RELAXER – VIRGIN

(Barber, Cosmetologist, Hairstylist, 17 minutes)

- 1 Drapes for chemical service
- 2 Sections the hair
- 3 Applies base cream to the hairline and ears
- 4 Wears disposable gloves during application
- 5 Applies relaxer approximately 1/4" from scalp out to 1/2" from ends
- 6 Applies relaxer to scalp area and ends
- 7 Smooths hair with back of non-metal comb, fingers, or applicator brush
- 8 Cross-checks section to ensure complete coverage
- 9 Keeps unprotected area free from product

## EYEBROW TWEEZING

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### HAIR REMOVAL – EYEBROW TWEEZING (SINGULAR BROW)

(Esthetician, Cosmetologist, 5 minutes)

- 1 Cleanses eyebrow with antiseptic
- 2 Wears disposable gloves
- 3 Tweezes hair in same direction of hair growth while holding skin tightly
- 4 Cleans tweezed area with antiseptic

## FACIALS

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### BASIC FACIAL

(Cosmetologist, Esthetician, 15 minutes)

- 1 Drapes client to protect clothing and hair
- 2 Applies cleanser, avoiding eye area
- 3 Spreads cleanser using upward motions
- 4 Removes cleanser
- 5 Applies massage product, avoiding eye area
- 6 Performs facial manipulations a minimum of one time on entire face
- 7 Maintains hand contact with client's skin throughout manipulations
- 8 Uses cushions of fingertips or palms for facial manipulations
- 9 Demonstrates effleurage manipulations
- 10 Demonstrates petrissage manipulations
- 11 Demonstrates tapotement manipulations
- 12 Removes massage product
- 13 Applies toner or astringent to skin
- 14 Applies moisturizer
- 15 Prevents cross-contamination

### FACIAL – SKIN CLEANSING

(Esthetician, 15 minutes)

- 1 Drapes client to protect clothing and hair
- 2 Applies cleanser to face avoiding eye area
- 3 Applies cleanser to neck
- 4 Applies cleanser to shoulders
- 5 Spreads cleanser using upward motions
- 6 Removes cleanser
- 7 Prevents cross-contamination

### MALE FACIAL

(Barber, 20 minutes)

- 1 Drapes client to protect clothing and hair
- 2 Applies and distributes cleanser in direction of beard growth
- 3 Avoids eye area
- 4 Tests temperature of (mock) steam cloth towel
- 5 Applies (mock) steam cloth towel to remove cleansing product
- 6 Applies massage product in direction of beard growth
- 7 Performs facial manipulations a minimum of one time on entire face
- 8 Performs manipulations in direction of beard growth
- 9 Maintains hand contact with client's skin throughout manipulations
- 10 Uses cushions of fingertips or palms for facial manipulations
- 11 Demonstrates effleurage manipulations
- 12 Demonstrates petrissage manipulations
- 13 Demonstrates tapotement manipulations
- 14 Applies (mock) steam cloth towel to remove massage product
- 15 Applies toner or astringent to skin
- 16 Applies moisturizer in direction of beard growth
- 17 Prevents cross-contamination

## HAIR COLORING

### HAIR COLOR – HIGHLIGHTING

**(Barber, Cosmetologist, Hairstylist, 15 minutes)**

- 1 Drapes for chemical service
- 2 Sections the hair
- 3 Wears disposable gloves during application
- 4 Completes 3 foils
- 5 Demonstrates clean partings
- 6 Using a brush and a bowl, applies color evenly to the hair strand, being careful not to extend to scalp area
- 7 Checks model's skin for color and removes product

### HAIR COLOR – RETOUCH

**(Barber, Cosmetologist, Hairstylist, 10 minutes)**

- 1 Drapes for chemical service
- 2 Sections the hair
- 3 Wears disposable gloves during application
- 4 Using a bottle, or brush and bowl, applies product at the scalp completely covering ½" to 1" of regrowth
- 5 Cross-checks section to ensure complete coverage
- 6 Removes excess color product from the skin
- 7 Avoids overlapping color onto previously colored hair

### HAIR COLOR – VIRGIN

**(Barber, Cosmetologist, Hairstylist, 15 minutes)**

- 1 Drapes for chemical service
- 2 Sections the hair
- 3 Wears disposable gloves during application
- 4 Using a bottle, or brush and bowl, applies product ½" from scalp up to ½" from ends
- 5 Applies color to scalp area and ends of hair
- 6 Cross-checks to ensure complete coverage
- 7 Removes excess color product from the skin

## HAIRCUT

### TAPERED HAIRCUT BACK OF HEAD – (CLIPPERS)

**(Barber, Hairstylist, 20 minutes)**

- 1 Drapes client with neck strip and cape
- 2 Sections hair in back of head
- 3 Begins at 0 degrees on the base of nape
- 4 Tapers upwards to 2"
- 5 Removes at least 1/2" of hair
- 6 Uses cutting tools safely
- 7 Cleans or sweeps area when finished

### TAPERED HAIRCUT BACK OF HEAD – (SCISSORS OVER COMB)

**(Barber, Hairstylist, 20 minutes)**

- 1 Drapes client with neck strip and cape
- 2 Sections hair in back of head
- 3 Begins at 0 degrees on the base of nape
- 4 Tapers upwards to 2"
- 5 Removes at least 1/2" of hair
- 6 Uses cutting tools safely
- 7 Cleans or sweeps area when finished

### BASIC LAYERED HAIRCUT – (RAZOR)

**(Barber, Cosmetologist, Hairstylist, 25 minutes)**

- 1 Drapes client
- 2 Wets and sections hair
- 3 Holds comb and cutting tool in hand(s) throughout haircut
- 4 Establishes and follows guideline
- 5 Removes a minimum of 1/4" of hair
- 6 Completes a blended layered haircut
- 7 Uses cutting tools safely
- 8 Cleans or sweeps area when finished

### BASIC LAYERED HAIRCUT – (SHEARS/SCISSORS)

**(Barber, Cosmetologist, Hairstylist, 20 minutes)**

- 1 Drapes client
- 2 Sections hair
- 3 Holds comb and cutting tool in hand(s) throughout haircut
- 4 Establishes and follows guideline
- 5 Removes a minimum of 1/4" of hair
- 6 Completes a blended layered haircut
- 7 Uses cutting tools safely
- 8 Cleans or sweeps area when finished

## HAIR STYLING

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### BRAIDING FRENCH BRAID (OVERHAND/UNDERHAND)

(Barber, Cosmetologist, Hairstylist, 10 minutes)

- 1 Drapes client
- 2 Sections hair
- 3 Braids one quadrant
- 4 Sections are clean

### PERMANENT WAVE

(Barber, Cosmetologist, Hairstylist, 15 minutes)

- 1 Drapes for chemical service
- 2 Sections hair
- 3 Section width correlates with length of rod
- 4 Sub-section correlates with the diameter of the rod size
- 5 Partings are straight and clean
- 6 Wraps three rods
- 7 Winds hair around rods evenly and smoothly
- 8 Fastens the band along the top of the rod not twisted or touching the scalp
- 9 Applies protective cream or cotton around wrapped section
- 10 Wears disposable gloves during saturation
- 11 Curl is evenly saturated for processing
- 12 Demonstrates mock test curl
- 13 Finishes without fishhooks

## HOT WAXING

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### HAIR REMOVAL - WAX EYEBROW (SINGULAR BROW)

(Esthetician, Cosmetologist, 5 minutes)

- 1 Cleanses eyebrow with antiseptic
- 2 Dries eyebrow area
- 3 Wears disposable gloves
- 4 Tests temperature of wax by applying to arm or wrist with disposable applicator
- 5 Applies wax to eyebrow in direction of hair growth
- 6 Applies strip in direction of hair growth
- 7 Holds skin tightly during removal of strip
- 8 Removes waxing strip in the opposite direction of hair growth
- 9 Cleanses waxed area with antiseptic
- 10 Prevents cross-contamination

### HAIR REMOVAL - WAX UPPER LIP

(Esthetician, Cosmetologist, 5 minutes)

- 1 Cleanses upper lip with antiseptic
- 2 Dries upper lip
- 3 Wears disposable gloves
- 4 Tests temperature of wax by applying to arm or wrist with disposable applicator
- 5 Applies wax to upper lip in direction of hair growth
- 6 Applies strip in direction of hair growth
- 7 Holds skin tightly during removal of strip
- 8 Removes waxing strip in the opposite direction of hair growth
- 9 Cleanses waxed area with antiseptic
- 10 Prevents cross-contamination

### HAIR REMOVAL - WAX CHIN

(Esthetician, 5 minutes)

- 1 Cleanses chin with antiseptic
- 2 Dries chin
- 3 Wears disposable gloves
- 4 Tests temperature of wax by applying to arm or wrist with disposable applicator
- 5 Applies wax to chin in direction of hair growth
- 6 Applies strip in direction of hair growth
- 7 Holds skin tightly during removal of strip
- 8 Removes waxing strip in the opposite direction of hair growth
- 9 Cleanses waxed area with antiseptic
- 10 Prevents cross-contamination

## MANICURE

### BASIC MANICURE

(Cosmetologist, Manicurist, 15 minutes)

- 1 Sanitizes client's hand
- 2 Places a bowl of water on work area
- 3 Uses nail file or emery board to shape nail from corner to center
- 4 Applies cuticle remover with applicator
- 5 Uses disinfected cuticle pusher or cotton-tipped orangewood stick to push back cuticles
- 6 Soaks fingertips in bowl
- 7 Brushes nail with manicure brush in downward movement
- 8 Without cutting, demonstrates the ability to trim excess cuticle using nipper
- 9 Cleans under free edge
- 10 Dries client's hands and nails

### POLISH APPLICATION

(Cosmetologist, Manicurist, 10 minutes)

- 1 Removes traces of oil with polish remover
- 2 Applies base coat to nails
- 3 Applies two coats of dark-colored polish from base to free edge
- 4 Applies top coat
- 5 Removes excess polish on skin

### NAIL TIP APPLICATION

(Manicurist, 15 minutes)

- 1 Sanitizes client's hand
- 2 Pushes cuticles back
- 3 Without cutting, demonstrates the ability to trim excess cuticle using nipper
- 4 Selects appropriately sized tip for client's fingernail
- 5 Contours the artificial nail tip before application
- 6 Etches nail surface gently to remove shine
- 7 Removes nail dust from nail surface with manicure brush
- 8 Applies appropriate prep solution to nail surface
- 9 Applies glue to nail or tip
- 10 Applies nail tip to free edge
- 11 Blends and shapes tip without cutting or abrading the skin around the nail
- 12 Removes nail dust from nail surface with manicure brush after tip is applied

## ACRYLIC - OVER FORM

(Cosmetologist, Manicurist, 25 minutes)

- 1 Sanitizes client's hand
- 2 Pushes cuticles back
- 3 Without cutting, demonstrates the ability to trim excess cuticle using nipper
- 4 Etches nail surface gently to remove shine
- 5 Removes nail dust from nail surface with manicure brush
- 6 Places nail form under free edge without gaps between form and nail
- 7 Applies appropriate prep solution to nail surface
- 8 Applies primer to nail surface, as required by manufacturer, while avoiding skin contact
- 9 Applies and distributes acrylic mixture, leaving a margin between product and cuticle/skin around nail
- 10 Allows nail mixture to dry
- 11 Removes nail form
- 12 Files and refines the nail and nail surface without cutting or abrading the skin around the nail
- 13 Buffs nail
- 14 Applies oil to cuticle

### ACRYLIC OVERLAY ON NATURAL NAIL

(Cosmetologist, Manicurist, 20 minutes)

- 1 Sanitizes client's hand
- 2 Pushes cuticles back
- 3 Without cutting, demonstrates the ability to trim excess cuticle using nipper
- 4 Etches nail surface gently to remove shine
- 5 Removes nail dust from nail surface with manicure brush
- 6 Applies appropriate prep solution to nail surface
- 7 Applies primer to nail surface, as required by manufacturer, while avoiding skin contact
- 8 Applies and distributes acrylic mixture, leaving a margin between product and cuticle/skin around nail
- 9 Allows nail mixture to dry
- 10 Files and refines the nail and nail surface without cutting or abrading the skin around the nail
- 11 Buffs nail
- 12 Applies oil to cuticles

## ACRYLIC OVERLAY WITH TIP

(Cosmetologist, Manicurist, 25 minutes)

- 1 Sanitizes client's hand
- 2 Pushes cuticles back
- 3 Without cutting, demonstrates the ability to trim excess cuticle using nipper
- 4 Selects appropriately sized tip for client's fingernail
- 5 Contours the artificial nail tip before application
- 6 Etches nail surface gently to remove shine
- 7 Removes nail dust from nail surface with manicure brush
- 8 Applies appropriate prep solution to nail surface
- 9 Applies glue to nail or tip
- 10 Applies nail tip to free edge
- 11 Blends and shapes tip without cutting or abrading the skin around the nail
- 12 Removes nail dust from nail surface with manicure brush after tip is applied
- 13 Applies primer to nail surface, as required by manufacturer, while avoiding skin contact
- 14 Applies and distributes acrylic mixture, leaving a margin between product and cuticle/skin around nail
- 15 Allows nail mixture to dry
- 16 Files and refines the nail and nail surface without cutting or abrading the skin around the nail
- 17 Buffs nail
- 18 Applies oil to cuticles

## MANIPULATIONS

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### MANIPULATIONS (FACE, NECK & SHOULDERS)

(Esthetician, 15 minutes)

- 1 Drapes client to protect clothing and hair
- 2 Applies product using upward motions
- 3 Performs facial manipulations with a slow, even rhythm
- 4 Performs facial manipulations with upward movements
- 5 Uses cushions of fingertips, palms, or back of hands for facial manipulations
- 6 Demonstrates effleurage, petrissage, or tapotement on chin
- 7 Demonstrates effleurage or tapotement on forehead
- 8 Demonstrates effleurage or tapotement on brow area
- 9 Demonstrates effleurage, petrissage, or tapotement on cheeks
- 10 Demonstrates effleurage on neck
- 11 Demonstrates effleurage on chest area
- 12 Maintains hand contact with client's skin throughout manipulations
- 13 Removes product
- 14 Applies toner or astringent to skin
- 15 Applies moisturizer
- 16 Prevents cross-contamination

### MASQUE APPLICATION

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#### MASQUE

(Esthetician, 15 minutes)

- 1 Drapes client to protect clothing and hair
- 2 Places eye pads on client's eyes
- 3 Applies masque
- 4 Avoids lip and eye area when applying masque
- 5 Removes masque
- 6 Applies toner or astringent to skin
- 7 Applies moisturizer
- 8 Prevents cross-contamination

## MAKEUP APPLICATION

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### MAKEUP APPLICATION

**(Cosmetologist, Esthetician, 15 minutes)**

- 1 Applies concealer and/or highlighter evenly
- 2 Applies foundation evenly
- 3 Applies eye shadow
- 4 Sanitizes eyebrow pencil by sharpening
- 5 Applies eyebrow pencil
- 6 Applies mascara
- 7 Applies blush
- 8 Applies lipcolor
- 9 Prevents cross-contamination by using disposable applicators

## SHAVING

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### SHAVING - FACE AND NECK

**(Barber, 25 minutes)**

- 1 Drapes client with cape and terry towel
- 2 Applies a (mock) steam towel to the face and neck
- 3 Applies lather to face and neck with hands or brush
- 4 Removes lather from lips, nose, eyes, and ears
- 5 Demonstrates freehand
- 6 Demonstrates backhand
- 7 Demonstrates reverse freehand
- 8 Demonstrates stretching the skin taut under the razor
- 9 Shaves in the direction of hair growth
- 10 Removes lather from the blade onto towel
- 11 Completes shaving face and neck
- 12 Removes remaining lather from the face and neck with (mock) warm towel
- 13 Applies astringent or toner to the face and neck with a patting motion
- 14 Uses shaving tool safely

## SKIN ANALYSIS

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### SKIN ANALYSIS

**(Esthetician, 3 minutes)**

- 1 Uses magnifying loupe or glass to analyze condition of skin of face
- 2 Uses magnifying loupe or glass to analyze condition of skin of neck
- 3 Uses magnifying loupe or glass to analyze condition of skin of shoulders
- 4 Describes client's skin type
- 5 Recommends services or products for client's skin type