

Welcome to manicuring! The manicure is the foundation for all services you will perform in your nail technology career. The implements and tools you will use in the basic manicure will be the same that you will use on almost every client who ever sits at your table. The skills you will learn in this chapter will be the basis for all you will be able to do in your career, so get ready!



CHAPTER 6

Manicuring

Explain Why you Should Learn about Manicuring

SHORT ANSWER

1. Explain why the information in this chapter, Manicuring, is important to you.

List the Services that Are Included in your State's Scope of Practice for Nail Technicians

SHORT ANSWER

2. Answer the following questions in a few sentences.

What is meant by the phrase "scope of practice" as it relates to the role of a nail technician?

What are the possible outcomes if a nail technician performs services outside of the state's scope of practice?

Describe the Equipment Needed to Perform Nail Services

TRUE OR FALSE

3. Indicate whether the following statement about equipment is True (T) or False (F). If the statement is false, provide an explanation as to why it is incorrect.

T F Implements and equipment are the same, and the terms can be used interchangeably.

Rationale: _____

Manicure Table & Adjustable Lamp & Chairs

TRUE OR FALSE

4. Indicate whether the following statements about equipment are True (T) or False (F). If the statement is false, provide an explanation as to why it is incorrect.

T F Manicure tables cannot have shelving or drawers; implements and tools should be stored elsewhere.

Rationale: _____

T F Keep the manicure table free of clutter.

Rationale: _____

T F The manicure table should be made of a material that is durable enough to be cleaned or disinfected after every client.

Rationale: _____

T F Only table lamps with incandescent bulbs should be used in the salon.

Rationale: _____

T F Be mindful of the wattage of incandescent bulbs; if it is too high, it may create temperatures that cure nail enhancement products too quickly.

Rationale: _____

T F Chairs for clients should ideally have wheels, armrests, and backrests for client comfort.

Rationale: _____

FUN FACT

The word "manicure" comes from the French word *manicure*, which means "care of the hands."

Source: <https://www.etymonline.com/word/manicure>

SHORT ANSWER

5. While learning about the table, chair, and lamp that you use as a nail technician may seem very straightforward, there are a few things that you must be aware of to avoid unintentional injury to both you and your clients. What are some guidelines or considerations about each of these items to keep in mind to stay safe and comfortable?

Finger Bowl & Disinfection Container

TRUE OR FALSE

6. Indicate whether the following statements about equipment are True (T) or False (F).
- T F Finger bowls can be made of almost any durable and easy-to-clean material.
- T F Disinfection containers should be able to fit several service sets of implements, completely immersed.

COLLAGE

7. Use the Internet or your own collection to find various examples of finger bowls that are available and appropriate for use in the nail salon. Find at least three examples and include a brief description of why the finger bowl is appropriate. Assemble the collage either on a separate sheet of paper or digitally.

Client's Arm Cushion & Service Cushion

TRUE OR FALSE

8. Indicate whether the following statements about equipment are True (T) or False (F).
- T F You should have an arm cushion for your client that is made from a material that can be easily cleaned and disinfected.
- T F A rolled-up towel could also be used as an arm cushion.

SHORT ANSWER

9. How are service cushions and client cushions similar? How are they different?

Gauze and Cotton Wipe Container & Covered Trash Containers & Supply Tray

TRUE OR FALSE

10. Indicate whether the following statements about equipment are True (T) or False (F).

- | | | |
|---|---|---|
| T | F | The containers that gauze and cotton wipes are kept in should be lidless for ease of access during service. |
| T | F | Trash cans and containers in the salon must be covered or have lids. |
| T | F | A good idea for the nail technician is to place all polishes, removers, and creams on one tray that can be moved from storage to table in one movement. |

COLLAGE

11. Use the Internet or your own collection to find examples of the various containers that would be appropriate for use in your setup at the nail salon. Find at least two examples each of gauze and cotton wipe containers, trash cans, and supply trays. Also include a brief description of what each picture is. Assemble the collage either on a separate sheet of paper or digitally.

Electric Nail Polish Dryer & UV or LED Light Units & Autoclave

TRUE OR FALSE

12. Indicate whether the following statements about equipment are True (T) or False (F).

- T F Electric nail polish dryers usually have a heater and a fan to speed up drying time.
- T F LED or UV lamps are helpful for curing nail polishes that have an ingredient that is sensitive to UVA wavelength.
- T F An autoclave is another type of device that can speed up the drying/curing time for polishes.
- T F Heat, steam, and pressure combine to sterilize implements in an autoclave.
- T F The autoclave must remain at the optimal point of heat, pressure, and steam for at least 60 minutes in order to achieve the desired result.
- T F Electric UV sterilizers are the best option for disinfecting implements in the nail salon.

SHORT ANSWER

13. Answer the following questions in a few sentences.

How do nail polish dryers and UV/LED light units differ in function?

What is the importance of an autoclave?

Electric Hand/Foot Mitts & Terry Cloth Mitts & Paraffin Treatment

TRUE OR FALSE

14. Indicate whether the following statements are True (T) or False (F).

- | | | |
|---|---|--|
| T | F | Electric mitts for the hands and feet are a standard, necessary piece of equipment for every nail service. |
| T | F | Terry cloth mitts may be used during a service that uses a penetrating conditioning treatment. |
| T | F | Paraffin treatments are extra services or included in upscale spa services to help enhance moisture in the skin. |

COLLAGE

15. Use the Internet or your own collection to find pictures of various products and equipment that can be used for conditioning, moisturizing, or otherwise pampering treatments in the nail salon. Organize your collage into clusters of images for different treatments incorporating the use of terry cloth mitts and rich moisturizing lotions for manicures or a tub of paraffin wax and disposable bags for the client's feet for pedicures. Make sure to include a label identifying the treatment and what is shown in the images. Assemble the collage either on a separate sheet of paper or digitally.

Ventilation System

TRUE OR FALSE

16. Indicate whether the following statements are True (T) or False (F).

- | | | |
|---|---|--|
| T | F | Special ventilation systems should be used in the nail salon or spa to help customers and employees from being overexposed to vapors and dust. |
| T | F | In lieu of a fancy ventilation system, a salon may have multiple windows and fans to circulate air appropriately. |
| T | F | There are several options for ventilation systems in the salon, ranging from local exhaust systems to ventilated tables to portable downdraft vent machines. |

SHORT ANSWER

17. What is the most effective way to ensure safe working conditions in the nail salon when it comes to ventilation? What is *not* sufficient?

List Types of Multiuse and Single-Use Implements Used During Nail Services

FILL IN THE BLANK

18. Complete the following sentences with the correct term.

Multiuse implements must be cleaned and _____ between clients.

Implements that cannot be adequately cleaned between clients and must be thrown away are referred to as _____ implements.

Implements made of materials like stainless steel are usually considered _____ implements.

Types of Multiuse Implements

COLLAGE

19. Imagine that you are setting up your station at a new nail salon. Using photos from magazines, websites, or your personal collection, assemble a collage that shows all the multiuse implements needed to perform nail services. Assemble the collage either on a separate piece of paper or digitally.

MATCHING

20. Match the implement to its description or function. Some terms may be used more than once.

WORD BANK:

Metal pusher

Nail clipper

Nail nipper

Tweezers

- _____ Can remove implements from disinfectant solution
- _____ Shortens the free edge of the nail quickly
- _____ Gently scrapes tissue from the natural nail plate
- _____ Can save filing time during service if client's nails are too long
- _____ Used to trim dead skin away from nails
- _____ Can lift small bits of debris from nail plate
- _____ Should be held properly with thumb on one handle and three fingers around the other, and index finger on box joint
- _____ Should be held at a 20- to 30-degree angle from nail plate
- _____ Has a spoon-shaped end

Single-Use Implements

FILL IN THE BLANK

21. Complete the following statements about implements used for nail services using words from the word bank. Some words may not be used!

WORD BANK:

Stronger

Four

Dappen dish

Oxygen

Monomer

Alcohol

Discarded

Water

Wooden

Nail brush

Primer

Disposable

If a brush or applicator cannot be properly cleaned before use on another client, it should be _____.

Nail polish brushes are stored in polish, which is _____-free and _____-free.

A _____ pusher can be used to clean under the free edge of the nail.

A _____ can be used in a number of ways, but depending on whether it is synthetic or natural, will need to be discarded or disinfected after each use.

If a synthetic nail brush is used with a nail polish, primer, or _____, it does not need to be disinfected after each use.

When using a disposable application brush along with a nail oil or treatment, you should use a _____ to hold the amount of product you will need for the entire application.

COLLAGE

22. Imagine that you are setting up your station at a new nail salon. Using photos from magazines, websites, or your personal collection, assemble a collage that shows all the single-use implements needed to perform nail services. Assemble the collage either on a separate piece of paper or digitally.

Describe the Materials Used During Nail Services

FILL IN THE BLANK

23. Complete the following sentence.

Materials and supplies used for nail services are not considered _____ and therefore must be replaced before every client.

Gloves & Dust Masks

SHORT ANSWER

24. What materials should nail technicians use during service to keep themselves safe and protected from harmful microbes or chemicals, and how should these materials be used?

FILL IN THE BLANK

25. Complete the following sentences about protective materials that the nail technician should use during service.

_____ dust masks will protect the nail technician from chemicals, but not from _____.

_____ is specialized clothing or equipment worn by the employee that serves to protect the technician from microbe exposure during service.

A new set of _____ must be donned for each client, and sometimes changed during service, especially if the same client receives both a manicure and a pedicure.

A _____ should be worn when buffing or filing the nails to prevent inhalation of particles.

The government organization that provides rules and guidelines for employee safety and protection in the nail salon is _____.

It is important that nail technicians _____ after removing gloves and before putting on a new set of gloves during the same appointment.

Abrasive Nail Files and Buffers & Two-Way or Three-Way Buffer

SHORT ANSWER

26. Answer the following questions in one or two sentences.

List the three types of abrasives and explain what differentiates them and what they are used for.

Describe what a two- or three-way buffer is and what it is used for.

COLLAGE

- 27.** Look on the Internet or in your personal collection to find images depicting the various types of abrasives used in the salon. Make sure to find an image that illustrates the various grit levels and images that represent what they can be used for; label and describe each. Assemble the collage either on a separate piece of paper or digitally.

Single-Use or Terry Cloth Towels & Gauze, Cotton Balls, Pledgets, or Plastic-Backed Pads & Plastic, Wooden, or Metal Spatulas

SHORT ANSWER

- 28.** Answer the following questions in one or two sentences.

Discuss the various types of paper or fabric/fiber products that a nail technician should have available for services.

What are spatulas and how are they used in the nail salon or spa?

FILL IN THE BLANK

29. Complete the following sentences about materials that should be used by the nail technician during service.

Gauze squares are also called _____ and have many uses in manicure services.

The color of terry cloth towels should ideally be _____ so that they can be _____ when washing between uses.

_____ are convenient to use when removing a small amount of product from one container to use for a client, therefore minimizing risk of contamination of products.

Disposable _____ towels can be thrown away and not laundered between uses.

Explain the Uses of Professional Nail Products

FILL IN THE BLANK

30. Complete the following sentences. Some terms may not be used.

WORD BANK:

Illegal

Ingredients

Sanitary

Implements

Remove

Storage

Proper _____ of professional nail products is just as important as understanding how to use them in service.

One aspect of proper use and storage of professional nail products is understanding the correct way to _____ them from their containers in a _____ manner.

FILL IN THE BLANK

32. Complete the following statements about professional nail products by using words from the word bank. Some words may not be used!

WORD BANK:

Free edge	Liquid	Nail cream	Nail oils	Dissolve	Drying
pH	Acidity	Nail plate	Acetone	Matrix	Bar
Glycerin	Cuticle	Sodium	10	30	Curing
Eponychium	Water				

_____ soap should be used because _____ soap can be a breeding ground for bacteria.

_____ is a solvent that may be included in polish removers.

A _____ is a _____ product, meaning it is designed to seal the surface around the nail and hold in subdermal moisture.

_____ are absorbed into the _____ and can increase nail flexibility and moisturize the surrounding skin.

Cuticle removers should not be used for contact with the _____, as they tend to have a high _____ and can be irritating to the skin.

Cuticle removers often contain _____ or potassium hydroxide, as well as _____ or other moisturizing ingredients.

The difference between the effects of acetone-based and non-acetone-based nail polish removers lies mostly in the speed with which they _____ nail enhancements.

Both types of nail polish remover are _____ to the cuticle.

A good rule of thumb for polish removal is to hold a remover-soaked cotton ball, gauze, etc., to the nail for _____ seconds and then move it toward the _____ in a stroking motion.

Colored Polish, Enamel, Lacquer, or Varnish & Gel Polish & Base Coat & Nail Hardener & Topcoat & Nail Polish Dryer Products

FILL IN THE BLANK

- 33.** Fill in the table below of the various topical nail products that the nail technician may use during manicure services. Make sure to include descriptions and application methods of each product.

Colored Polish, Enamel, Lacquer, or Varnish	
Gel Polish	
Base coat	
Nail Hardener	
Top coat	
Nail polish dryer products	

FILL IN THE BLANK

34. Complete the following statements about professional nail products by using words from the word bank. Some words may not be used at all and some may be used more than once.

WORD BANK:

Dry	Two	Nylon	Absorbed	Acrylic
Weak	Four	Staining	Hybrid gel	Cure
Methylene glycol	Dimethyl urea	Topcoat	Base coat	Shake
Manufacturer	Discontinue	Formaldehyde	Collagen	Protein
Nail polish dryer	Quick-dry topcoats	Nail hardener		

All nail polishes contain _____.

Nail polish is usually applied in _____ coats, plus a base and topcoat.

It is important to never _____ bottles of nail polish, as that can introduce bubbles and cause an irregular application and appearance.

Gel polish uses a UV or LED light to _____; it does not _____ in the same way that standard nail polish does.

A _____ polish is durable like gel but removes with the ease of polish.

A _____ promotes adhesion to the nail, whereas a _____ prevents chipping.

Base coats can prevent _____, especially when used under a dark polish color.

A _____ can either be applied before the base coat or as a topcoat.

A common ingredient in _____ hardeners is _____.

Some nail hardeners contain reinforcing fibers, such as _____ that cannot be _____ into the nail plate.

Nail hardeners do not contain _____, but rather _____, which creates cross-links between keratin strands in the natural nail.

Nail hardeners can be helpful for those with _____ or thin nails.

Always follow _____ instructions when using a nail hardener and _____ use when the desired effect has been achieved.

_____ is another ingredient in some types of nail hardeners; it does not work as quickly as other hardeners, but will not over-harden nails.

The main ingredient in a _____ is typically methacrylic or cellulose-type film formers.

_____ use higher levels of solvent.

A _____ may be applied to speed up the dry time of nail polish.

Demonstrate the Basic Manicure Technique

TRUE OR FALSE

37. Indicate whether the following statements are True (T) or False (F).

- T F A manicure is defined as the cosmetic treatment of the hands that may involve cutting, shaping, and/or polishing the nails as well as cuticle removal and skin softening.
- T F A basic manicure procedure should be completed in under 30 minutes.
- T F There are three parts of a manicure: pre-service, service, and post-service procedures.

Three-Part Procedure

SEQUENCING

38. Put the steps for a pre-service procedure in order from 1 to 14.

- _____ Show your client to your manicure table; ensure client comfort before beginning the service.
- _____ Position a cushion or a folded towel on the edge of the table in front of the client.
- _____ Place a lint-free disposable cloth on the table.
- _____ Clean and disinfect multiuse implements.
- _____ Confirm the trash receptacle is available for disposing of used materials during your service.
- _____ Place the abrasives and buffers of your choice on the table.
- _____ Fill a finger bowl with water and put your manicure brush next to it.
- _____ Have your client wash and dry the hands.
- _____ Wash your hands and begin the service.
- _____ Clean and disinfect the manicure table and drawer with an EPA-approved disinfectant.
- _____ Greet your client and ask for the new client consultation card/sheet that was filled out.
- _____ Set out your tools and implements.
- _____ Get your supplies out and put them on your table.
- _____ Discuss the information on the consultation card with the client.

SEQUENCING

39. Put the steps for a post-service procedure in order from 1 to 6.

- _____ Remove your products and tools and dispose of all used materials.
- _____ Advise the client of proper home maintenance, including retail product suggestions to maintain the client's service, why these products are important, and how to use them.
- _____ Record service information, products used, observations, and retail recommendations on the client service form or computer record.
- _____ Escort the client to the front desk to schedule the next appointment and so the client can pay for the service.
- _____ Thank the client for the business and mention that you will be looking forward to the next visit.
- _____ Clean and disinfect your work area.

The Manicure Consultation & Basic Nail Shapes

TRUE OR FALSE

40. Indicate whether each statement is True (T) or False (F).

- | | | |
|---|---|---|
| T | F | The nail technician should get to know the client and understand the client's expectations, goals, and needs for the nail service. |
| T | F | Clients should complete intake forms upon every visit, even if they are long-time customers. |
| T | F | Always check the client's skin and nails to make sure they are healthy before beginning any service. |
| T | F | It is not necessary to explain the service to the client; the client will see the final result and be happy. |
| T | F | If a client appears to have diseased or disordered skin or nails, you should state the potential diagnosis and continue with the service. |
| T | F | It is important to include all pertinent information about the client on the client's service form. |
| T | F | It is important to consider the client's work and hobbies when determining the best service. |

LABELING

41. Label the images of common nail shapes below with the correct name.











LABELING

42. Describe what is happening in the images of a manicure procedure.

















Outline the Steps in the Application of Nail Polish

SHORT ANSWER

43. Why is perfect polish application so important?

FILL IN THE BLANK

44. Complete the following sentences about polish application.

Fill in the blanks with words or phrases to complete the statements about the proper technique for the application of nail polish.

Apply a thin coat of _____ to cover the entire nail plate of all nails.

When applying nail polish, remove the brush from the bottle and _____ the side of the brush _____ on the inside of the lip of the bottle to remove excess polish. You should have a _____ on the end of the other side of the brush large enough to apply _____ to the entire nail plate without having to re-dip the brush. Hold the brush at approximately a _____ angle.

Place the tip of the brush on the nail _____ away from the cuticle area in the _____ of the nail. Slightly

_____ the brush onto the _____, producing a slight _____, ensuring the polish and brush do not touch the _____.

_____ the brush toward the free edge of the nail, down the center.

Move to each side of the nail and _____ in even strokes toward the _____.

After finishing the first coat of each nail, move the brush back and forth on the _____, barely touching, to apply color to it. Use the same technique for every nail while applying the first coat of color.

When you return to apply the second coat, _____, just start at the base of the polish curve and move toward the free edge.

Apply a coat of _____ to _____ and to give nails a _____ appearance. Be sure to coat the _____ of the nail with top coat as well.

Describe how to Approach a Man's Manicure Service

SHORT ANSWER

45. What is the major difference between most men's manicures and most women's manicures?

Men's Nail Shapes & Men's Massage & Men's Color Selection

FILL IN THE BLANK

46. Complete the following sentences about manicures for men.

A men's manicure is performed using the same procedures as in the _____ manicure.

Most men request that their nails be _____ in length and have a _____ shape.

Some men request just a small amount of the _____ of the nails shaped according to the base of the _____.

If men opt out of _____ services, you can offer a longer _____.

As a nail technician, you are not licensed to perform a _____ massage.

Make sure to discuss manicure preferences during the _____.

Demonstrate the Massage Techniques for the Nail Professional

TRUE OR FALSE

47. Indicate whether the following statements about massage are True (T) or False (F).

- T F Massage can promote the circulation of blood and lymph.
T F Massage can help relax the muscles and also offer pain relief.
T F Most clients opt out of massages from nail technicians.

MATCHING

48. Match the description to the massage technique.

WORD BANK:

Effleurage

Friction

Pétrissage

Tapotement

Vibration

- _____ Rapid tapping or striking of hands against skin
_____ Succession of strokes; hands glide over an area with varying degrees of pressure/contact
_____ Hands placed around the arm, fingers in opposite directions, then gently twisting in opposite directions
_____ Kneading, lifting, squeezing, pressing the tissue
_____ Continuous trembling/shaking applied by hand without leaving contact with the skin

TRUE OR FALSE

49. Indicate whether the following statements about massage are True (T) or False (F).

- T F The nail technician should always have one hand on the client's arm during massage.
T F Massage services are often what elevates a manicure in the client's opinion.
T F When providing massage services to the client, the nail technician should reach across the manicure table.
T F Not all states permit massage services by a nail technician.
T F It is important to understand any health conditions that a client may have that contraindicate massage.

- T F During the massage portion of a manicure, the nail technician should talk to the client to make the client feel more relaxed.
- T F A good rule of thumb is "When in doubt, do not massage" if a client has a medical condition.
- T F Firm, gentle, slow, and rhythmic are all things to keep in mind when performing massage on a client.
- T F In a traditional manicure, massage should be performed at the culmination of services.

Compare the Process of a Spa Manicure and a Basic Manicure

SHORT ANSWER

50. Answer the following questions in one or two sentences.

What is the difference between a spa manicure and a basic manicure?

Who can provide spa manicures? Why?

What types of services can be included in a spa manicure?

What is true of nail services that claim to be “all natural”?

Theme Manicures & The Waterless Manicure

CASE STUDY

51. Read the scenario below and respond to the questions in a few sentences or notes.

You are a nail salon owner and have noticed that other salons and spas in your area often offer special nail-care packages that include treatment manicures. You have never offered specialty manicures but think that creating some special themed manicures would be popular with your clientele and could be very successful for you and your employees. Using what you have learned so far in the text, and especially about spa manicures, create three unique specialty spa or themed manicures (e.g., a pumpkin spice manicure in the fall in which all clients receive a complimentary pumpkin spice tea or coffee drink). Make sure to name your manicures and describe what makes them unique!

SHORT ANSWER

52. What is a waterless manicure? What are its benefits?

Identify the Benefits and Infection Control Practices of Paraffin Wax Treatments

TRUE OR FALSE

53. Indicate whether the following statements are True (T) or False (F). If the statement is false, provide an explanation why it is incorrect.

T F Paraffin treatments are designed to aid in rapid drying of nail polish.

Rationale: _____

T F Paraffin treatments are part of basic manicures.

Rationale: _____

Paraffin Application Cautions & Paraffin Application & Before a Manicure & During a Manicure & Stand-Alone Service

CASE STUDY

54. Read the scenario below and respond to the questions in a few sentences or notes.

Etta is a nail technician who has a client interested in adding paraffin wax services to her otherwise traditional manicure. She asks Etta what benefits paraffin wax has. How should Etta respond?

Etta's client says that all sounds great and she'd love to add the treatment on to her manicure services. What should Etta do next?

Etta is ready to proceed with the paraffin treatment. She does not want to dip the client's hands into the paraffin tub. What are her other options for application?

Which application method would you prefer to use, and why?

TRUE OR FALSE

55. Indicate whether the following statements about paraffin treatments are True (T) or False (F).

- T F Clients with impaired circulation are okay to receive paraffin treatments.
- T F Do not perform paraffin wax treatments on a client with open wounds, cuts, rashes, or burns.
- T F Be careful when applying paraffin wax to senior citizens or chronically ill clients, as they may be more sensitive to heat.
- T F It is never appropriate to ask a client for physician’s permission before receiving paraffin wax treatments.
- T F The nail technician should perform a heat tolerance test by applying a small patch of wax onto the client’s skin before moving forward with the whole treatment if this is the first time they have the service.
- T F A paraffin wax container can be used multiple times, with multiple clients.
- T F An advantage of a paraffin wax treatment before a manicure is that the client can have the nails polished at the end of the manicure service.

Describe Approaches to Personal Manicures that Are Sensitive to Clients with Special Health Considerations

SHORT ANSWER

56. Why is it important for the nail technician to have a basic understanding of whether the client has any special health considerations before services?

TRUE OR FALSE

57. Indicate whether the following statements are True (T) or False (F).

- T F Salons are bound by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to keep client information confidential.
- T F A client with neuropathy or another neurological complication may require special care in nail services.
- T F It is appropriate to use all of the same implements and tools that you would use in a healthy client with no health considerations on a client with special health considerations.

Tools and Implements & Paraffin & Massage

58. Indicate whether the following statements are True (T) or False (F).

- T F Use a curette to gently remove dead skin from the nail, as opposed to nippers, if the client has a special health consideration, such as an autoimmune disorder or a clotting disorder.
- T F The purpose of massage for clients with special medical considerations is to stimulate blood flow and alleviate pain in muscles.
- T F Clients with heat sensitivity cannot have any paraffin wax treatments added to their nail services.

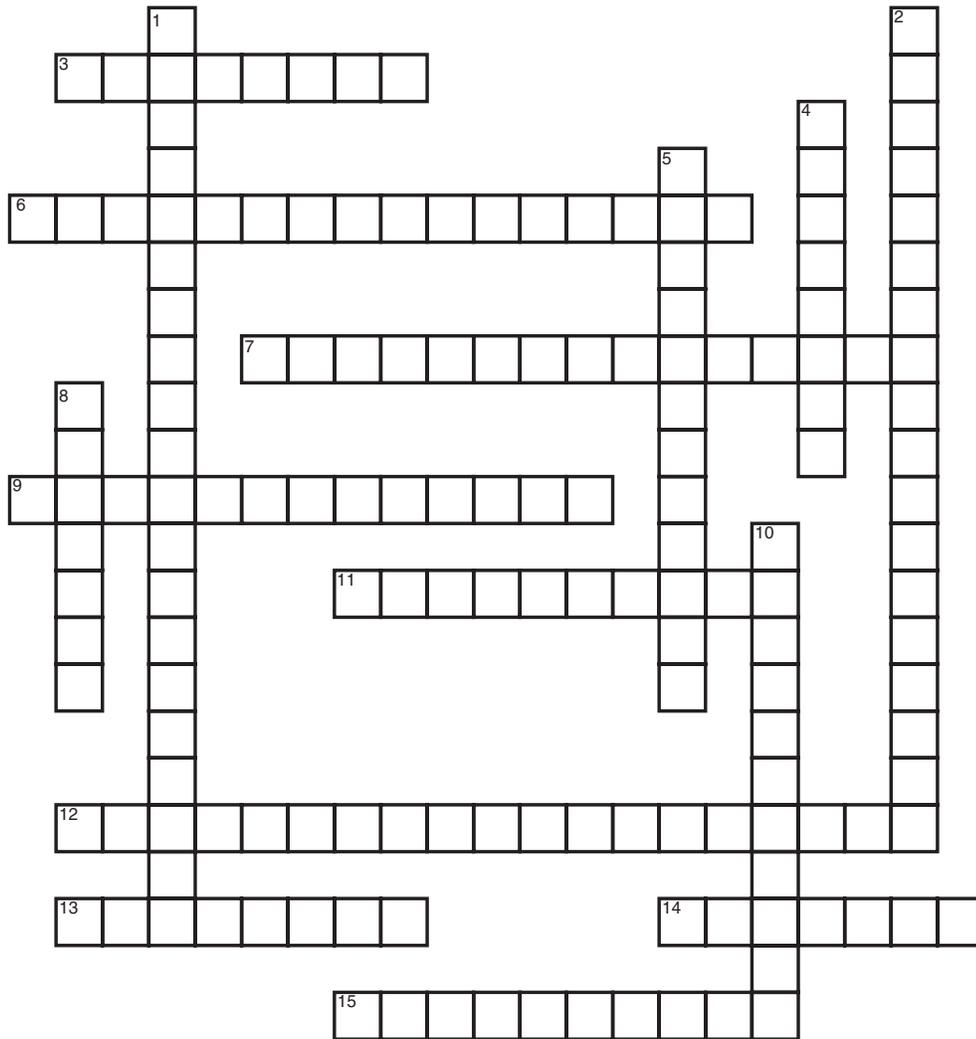
SHORT ANSWER

59. What should you do if a client comes in with a caregiver?

Word Review

CROSSWORD

60. Complete the crossword puzzle with terms from the chapter.



ACROSS

- 3 In massage, incorporates various strokes that manipulate or press one layer of tissue over another
- 6 A combination of clear polish and protein, such as collagen
- 7 The list of services that you are legally allowed to perform in your specialty in your state
- 9 Oils inhaled or applied to the skin to induce such reactions as relaxation or invigoration or simply to create a pleasant fragrance during the service
- 11 In massage, succession of strokes achieved by gliding the hands over an area of the body with varying degrees of pressure or contact
- 12 Implements that cannot be reused and must be thrown away after one use
- 13 A petroleum by-product that has excellent sealing properties (barrier qualities) to hold moisture in the skin
- 14 A colorless, inflammable liquid, miscible with water, alcohol, and ether, and having a sweetish odor or burning taste; used as a solvent
- 15 Barrier products that contain ingredients designed to seal the surface and hold in the subdermal moisture in the skin

DOWN

- 1 A hardener that adds cross-links to the natural nail plate; does not cause adverse skin reactions
- 2 Implements that are generally stainless steel, as they must be properly cleaned and disinfected prior to use on another client
- 4 Designed to be absorbed into the nail plate to increase flexibility and into the surrounding skin to soften and moisturize
- 5 Involves the use of highly concentrated, nonoily, and volatile essential oils to induce such reactions as relaxation or invigoration, or simply to create a pleasant fragrance during the service
- 8 The manipulation of the soft tissues of the body
- 10 The tools that will be used in a service

Exam Review: Multiple Choice

1. The list of services that you are legally allowed to perform in your specialty as set forth by the regulatory agency in your state is known as your _____.
 - a. realm of practice
 - b. state practice guidelines
 - c. scope of practice
 - d. safety practice oversight
2. It is recommended that you use a _____ bulb in the lamp attached to your manicure table.
 - a. 20- to 40-watt incandescent
 - b. 40- to 60-watt incandescent
 - c. 75- to 100-watt incandescent
 - d. 12-watt incandescent
3. Gloves are worn for protection from blood or _____.
 - a. seasonal viruses
 - b. contaminated objects
 - c. dirty tools
 - d. body fluids
4. The finger bowl is used for soaking the client's fingers in warm water to soften the skin and can be made of plastic, _____, or glass.
 - a. wood
 - b. metal
 - c. styrofoam
 - d. cement
5. Disinfection containers must _____ to ensure disinfectant solution does not become contaminated.
 - a. be made of glass
 - b. be made of plastic
 - c. have a lid
 - d. hold two quarts
6. What should you use to cover the client's arm cushion?
 - a. nothing
 - b. a clean towel
 - c. white paper
 - d. plastic wrap

7. Electric mitts are used to _____.
- inhibit the penetration of conditioning ingredients
 - provide a client with ultimate relaxation
 - keep the client's hands cool and stable
 - prepare the hands or feet for massage
8. Multiple use and single use tools used to perform nail services are called _____.
- supplies
 - materials
 - equipment
 - implements
9. Disposable implements _____.
- are generally made of stainless steel
 - are generally made of nickel-plated metal
 - must be thrown away after a single use
 - must be thrown away after several uses
10. Tweezers are multitask implements that can be used to _____.
- trim the cuticle of the nail
 - lift small bits of debris from the nail plate
 - trim the free edge of the nail
 - place cotton between the toes
11. Which of the following is used to shorten the nail plate quickly and effectively?
- nail clippers
 - nippers
 - nail file
 - metal pusher
12. How many complete sets of implements should a professional nail technician have on hand?
- one
 - two
 - three
 - five or more
13. The rule of thumb with nail files is _____.
- the lower the grit, the smaller the abrasive particles
 - the lower the grit, the more aggressive its action
 - the higher the grit, the larger the abrasive particles
 - the higher the grit, the more aggressive its action

14. A buffer with a grit of 180 is considered to be a _____.
- medium-grit abrasive
 - fine-grit abrasive
 - coarse abrasive
 - minimal abrasive
15. Fine-grit abrasives are recommended for all but which of the following?
- buffing the nail
 - removing fine scratches
 - shortening the nail
 - polishing the nail
16. Soap acts as an infection-control tool during the pre-service hand-washing procedure and is known to remove over _____ percent of pathogenic microbes from the hands, if performed properly.
- 30
 - 70
 - 50
 - 90
17. What are the two basic types of polish removers?
- alcohol and peroxide
 - acetone and non-acetone
 - lanolin and glycerin
 - soap and acetone
18. Nail creams are designed to _____.
- hold subdermal moisture in the skin
 - absorb into the nail plate
 - make the nail plate more flexible
 - strengthen the skin around the nail
19. Which of the following is designed to loosen and dissolve dead tissue on the nail plate so it can be more easily and thoroughly removed from the nail plate?
- nail oil
 - nail bleach
 - nail dehydrator
 - cuticle remover
20. Protein hardener is commonly composed of what two ingredients?
- clear polish and protein
 - colored polish and protein
 - clear polish and formaldehyde
 - colored polish and formaldehyde

- 21.** Nail plate hardeners contain methylene glycol, an ingredient that creates _____ between the keratin strands that make up the natural nail.
- ridges or furrows
 - dips
 - bridges or cross-links
 - gap closers
- 22.** When performing manicure services on a client with a weakened immune system, or other physical or mental disorder, it is important to _____.
- avoid using sharp implements
 - avoid the massage portion of the service
 - clip the nails very short
 - make sure the client provides physician permission for the manicure
- 23.** A base coat creates a colorless layer on the natural nail and nail enhancement that promotes _____.
- a smoother finish
 - the adhesion of polish
 - a shinier finish
 - the use of less color
- 24.** It is recommended that you work to get your basic manicure procedure to _____ before you leave your school environment.
- 25–30 minutes
 - 30–45 minutes
 - 45–60 minutes
 - 60–90 minutes
- 25.** The _____ nail is completely straight across the free edge, with no rounding at the outside edges.
- round
 - oval
 - square
 - squoval
- 26.** A _____ nail is one with a square free edge that is rounded off at the corner edges.
- round
 - pointed
 - square
 - squoval
- 27.** What is the recommended method for mixing nail polish in the bottle?
- stirring it with the nail polish brush
 - shaking the bottle from side to side
 - rolling the bottle between your palms
 - shaking the bottle up and down

- 28.** Nail polish is usually applied in how many coats?
- one
 - two
 - three
 - four
- 29.** A men's manicure is performed using the same procedures as described in the basic manicure, though you are likely to omit the colored polish and instead, _____.
- apply dehydrator for a dull finish
 - exfoliate the eponychium
 - buff with a high-shine buffer
 - apply a spa hand mask
- 30.** The manipulation of the soft tissues of the body is called _____.
- chiropractic adjustment
 - aromatherapy
 - manicure
 - massage
- 31.** Which type of massage is also known as kneading?
- tapotement
 - friction
 - pétrissage*
 - effleurage
- 32.** Results-oriented spa manicures are sometimes called _____.
- pedicures
 - treatment manicures
 - mani-pedicures
 - medi-manicures
- 33.** Paraffin wax treatments are designed to trap moisture in the skin while the _____ encourages skin pores to accept its benefits.
- lotion
 - chemicals
 - wax
 - heat
- 34.** Avoid paraffin treatments on anyone who has _____ or skin irritations such as cuts, burns, rashes, warts, or eczema.
- moles
 - high stress
 - diabetes
 - impaired circulation

- 35.** When performing a basic manicure, it is recommended that you start with the _____.
- little finger on the client's left hand
 - little finger on the client's right hand
 - thumb on the client's left hand
 - thumb on the client's right hand
- 36.** The second step in a pre-service procedure is to _____.
- clean and disinfect the manicure table and drawer
 - put on gloves to prevent contamination of implements
 - rinse implements and wash with soap, a nail brush, and warm water
 - rinse away all traces of soap with warm running water
- 37.** In preparation for a hand massage, apply massage lotion or cream and distribute enough to allow movement across the skin without resistance or _____.
- opposition
 - chafing
 - skin wrinkling
 - skin drag
- 38.** The third step in a post-service procedure is to _____.
- discuss information on the consultation card
 - wash your hands
 - condition the client's hands
 - escort the client to the front desk
- 39.** The drying time of a traditional nail polish application should be about _____ minutes.
- 5
 - 10
 - 15
 - 20
- 40.** Which is not a reason that the nail technician should have an understanding of manicuring?
- clients enjoy the relaxation and pampering that manicures provide
 - the appearance of the nails and hands are a visual benchmark in the assessment of a person, both professionally and socially
 - just as clothing fashions and trends change, so too do manicure styles
 - it is extremely difficult for almost all clients to do at-home manicures

Procedure 6–1

Pre-Service Procedure

Evaluate your practical skills

Criteria	Competent	Needs Work	Improvement Plan
A. Infection Control			
1. Refer to Procedure 5–2: Cleaning and Disinfecting Nonporous, Reusable Items in <i>Milady Standard Foundations</i> .			
B. Basic Table Setup			
2. Before you begin a service, clean and disinfect the manicure table and drawer with an EPA-approved disinfectant, according to the directions on the product label.			
3. Position a cushion or a folded towel on the edge of the table in front of the client.			
4. Next, place a lint-free disposable cloth on the table. This cloth can be replaced as needed throughout the service.			
5. Place the abrasives and buffers of your choice on the table to your right (or to the left, if you are left-handed).			
6. Set out your tools and implements.			
7. If using a finger bowl, fill it with warm water and place it on the left or right of your table. Place the manicure brush next to the finger bowl.			
8. Make sure you have a trash receptacle with a self-closing lid available for disposing of used materials during your service.			
9. Place the supplies and products needed for your service to the right if you are right-handed, and to the left if you are left-handed.			
C. Greet the Client			
10. Greet your client with a smile, introduce yourself if you've never met. Ask for the consultation card/sheet they filled out if they are a new client.			
11. Escort your client to the hand-washing area. Hand your client a fresh nail brush and ask them to wash their hands. Have paper towels or a fresh laundered towel available for your client to dry their hands.			

Criteria	Competent	Needs Work	Improvement Plan
12. Show your client to your manicure table and make sure they are comfortable before beginning the service.			
13. Discuss the information on the consultation card and determine a course of action for the service.			
14. Wash your hands following Procedure 5–1: Proper Hand Washing in <i>Milady Standard Foundations</i> before beginning any service.			

Procedure 6–2

Post-Service Procedure

Evaluate your practical skills

Criteria	Competent	Needs Work	Improvement Plan
A. Advise Clients and Promote Products			
1. Advise the client of proper home maintenance. That will ensure the client’s nails look beautiful until they return for their next service. Suggest retail products that help maintain the client’s service. There may be a number of retail products that you could recommend for the client to take home. Explain why these products are important and how to use them.			
B. Schedule the Next Appointment and Thank the Client			
2. Thank the client for their business and mention that you will be looking forward to their next visit.			
3. Escort the client to the front desk to schedule their next appointment and to pay for the service. Set up the date, time, and services.			
4. Record service information, products used, observations, and retail recommendations on the client service form or input via a computer record.			
C. Prepare the Work Area and Implements for the Next Client			
5. Remove your products and tools, dispose of all used materials, and then clean and disinfect your work area.			
6. Refer to Procedure 5–2: Cleaning and Disinfecting Nonporous, Reusable Items in <i>Milady Standard Foundations</i> .			

Procedure 6–3

Performing a Basic Manicure

Evaluate your practical skills

Criteria	Competent	Needs Work	Improvement Plan
Preparation			
Refer to Procedure 6–1: Pre-Service Procedure.			
Procedure			
<p>1. Remove polish and inspect the client’s nails. Saturate a cotton ball, gauze pad, or plastic-backed cotton pad with polish remover. Begin with the little finger of your client’s left hand. Hold the saturated cotton on each nail for approximately 10 seconds. You can remove the old polish easily from the nail plate with a downward stroking motion, moving toward the free edge. Continue until all traces of polish are gone. Look closely at the nails to check for abnormalities that could have been hidden by the polish.</p>			
<p>2. File and shape the nails based on the client consultation. Start with the little finger on the left hand, holding it between your thumb and index finger. Use a medium-grit abrasive to shape the natural nail. File from one side to the center of the free edge and then from the other side to the center of the free edge. Never use a sawing back-and-forth motion when filing the natural nail, as this can disrupt the nail plate layers and cause splitting and peeling.</p>			
<p>3. Soften the eponychium and cuticle. After filing the nails on the left hand, and before moving on to the right hand, place the fingertips of the left hand in the finger bowl to soak and soften the eponychium (the living skin on the posterior and sides of the nail) and cuticle (the dead tissue adhered to the nail plate) while filing the nails on the right hand, using the same little finger to thumb process.</p>			
<p>4. Clean the nail surfaces. Remove the left hand from the finger bowl after you file the right hand and brush the nails with a nail brush. Holding the left hand above the finger bowl, brush the fingers with your wet nail brush to remove any debris from the fingertips. Use downward strokes, starting at the first knuckle and brushing toward the free edge.</p>			

(Continues)

Procedure 6–3 (Continued)

Criteria	Competent	Needs Work	Improvement Plan
5. Dry the hands with a towel designated as this client's service towel. As you dry, gently push back the eponychium with the towel. Now place the right hand into the finger bowl to soak while you continue with the next step on the left hand.			
6. Apply cuticle remover. Using a cotton-tipped wooden or metal pusher or cotton swab, apply cuticle remover to the cuticle on each nail plate of the left hand. Do not apply this type of product on living skin, as it can cause dryness or irritation. Spread evenly on the nail plate.			
7. Use your wooden pusher or the inside curve of a metal pusher to gently push and lift cuticle tissue from each nail plate of the left hand. After allowing the cuticle remover to set on the nail for the manufacturer's recommended length of time, the cuticle will be easily removed from the nail plate.			
8. Use sharp nippers to remove any loosely hanging tags of dead skin. Never rip or tear the cuticle tags or the living skin because this may lead to infection.			
9. Carefully clean under the free edge, using a cotton swab or cotton-tipped wooden pusher. Be gentle, as cleaning too aggressively in this area can break the hyponychium seal under the free edge and cause onycholysis.			
10. Brush the left hand with the nail brush over the finger bowl one last time to remove bits of debris and traces of cuticle remover. When both hands are complete, send the client to the sink to wash the nail plate with a nail brush. It is important that all traces of cuticle remover are washed from the skin, as remnants can lead to dryness and/or irritation. Instruct the client to rest the left hand on the table towel.			
11. Repeat steps 5 to 10 on the other hand.			
12. Optional: Bleach the nails. If the client's nails are yellow, you can bleach them with a nail bleach product designed specifically for this purpose. Apply the bleaching agent to the yellowed nail with a cotton-tipped orangewood stick. Be careful not to apply bleach on your client's skin, because it may cause irritation. Wear gloves while bleaching the nails. Repeat the application if the nails are extremely yellow. These products work best for surface stains (e.g., tobacco).			
13. Smooth the nail surface. Use a buffer to smooth out surface scratches and give the natural nail a brilliant shine.			

Criteria	Competent	Needs Work	Improvement Plan
14. Apply nail oil. Apply nail oil to each nail plate, using a cotton-tipped wooden pusher, a cotton swab, or an eyedropper. Start with the little finger on the left hand and massage oil into the nail plate and the surrounding skin, using a circular motion.			
15. Remove any rough spots on the free edges. Bevel the underside of the nail by holding a medium-grit abrasive board at a 45-degree angle to the underside of the nail and file with a gentle side-to-side stroke. This removes any rough edges or cuticle particles. A fine-grit abrasive board or buffer may be preferred for weak nails.			
16. Massage. Apply massage lotion or oil and follow the massage Procedure 6–5.			
17. Remove all traces of lotion or oil from the nail plate after the massage and before polishing, or the polish will not adhere well. Use a small piece of cotton saturated with alcohol, acetone, or polish remover as though you were removing a stubborn red nail polish. Do not forget to clean under the free edge of the nail plate to remove any remaining massage lotion.			
18. Choose a polish. Most clients should have chosen their polish already (before or during the consultation), but if they have not, ask them to choose a color.			
19. Apply a base coat. Apply a base coat to keep the polish from staining the nails and to help colored polish adhere to the nail plate. Nail strengthener/hardener is an option you may recommend for a treatment if the client's nail plates are thin and weak. Apply this before the base coat if the client requests this treatment. See Procedure 6–4: Polishing the Nails.			
20. You've performed a beautiful, finished manicure. Now perform Procedure 6–2: Post-Service Procedure.			

Procedure 6-4

Polishing the Nails

Evaluate your practical skills

Criteria	Competent	Needs Work	Improvement Plan
Preparation			
Complete Procedure 6-3: Performing a Basic Manicure.			
Before applying polish, ask your client to put on any jewelry and outerwear that they may have taken off before the service. They should also get their car keys ready for easy retrieval (if they have them); this will prevent smudging to the freshly applied polish. If possible, also have the client pay for services at this time or have payment ready to hand to the receptionist.			
Procedure			
1. Apply a thin layer of base coat on the entire plate of the nails of the dominant hand. Place the nails in a cool nail dryer while you polish the other hand. This will give the most-used hand a head start in drying and reduce the likelihood of smudging.			
2. Apply the first coat of polish on the first hand. When applying color nail polish, remove the brush from the bottle and wipe the side of the brush away from you on the inside of the lip of the bottle to remove excess polish. You should have a bead of polish on the brush large enough to apply one layer to the entire nail plate without having to re-dip the brush (unless the nail plate is unusually long or large). Hold the brush at approximately a 30- to 35-degree angle. Place the tip of the brush on the nail, 1/8" (0.31 cm) away from the cuticle area in the center of the nail. Lightly press the brush onto the nail plate, producing a slight <i>fanning</i> of the brush, and then push the brush toward the eponychium to produce a rounded posterior edge to the polish. Leave a tiny, rounded area of unpolished nail at the back of the nail. Pull the brush toward the free edge of the nail, down the center.			
3. Move to each side of the nail and pull in even strokes toward the nail tip. This first color coat does not have to be perfect, it just has to establish the correct outline and cover the entire nail with some polish.			

Criteria	Competent	Needs Work	Improvement Plan
4. Cap the free edge. After finishing the first coat of each nail, move the brush back and forth on the very end of the free edge, barely touching it, to apply color. This is called <i>tip sealing</i> , or <i>capping</i> , and it reduces chipping and layering on the free edges.			
5. Apply the second coat of color to the first hand. With the second coat, do not fan the brush or reapply to the tip. Just start at the base of the polish curve and move toward the free edge. Apply a thin even coating on the nail that has depth of color and perfect appearance.			
6. Apply a topcoat to prevent chipping and to give nails a glossy, finished appearance. Be sure to coat the free edge of the nail with the topcoat as well.			
7. If you use a polish-drying product or fast dry topcoat, apply it according to the manufacturer's instructions.			
8. After the application, ask the client to take a seat at a separate table with their hands under a nail dryer or seat the client comfortably away from your table. The drying time should be 10 minutes, at a minimum, for traditional polish. To apply gel polish, follow the instructions of the manufacturer.			

Procedure 6–5

Hand and Arm Massage

Evaluate your practical skills

Criteria	Competent	Needs Work	Improvement Plan
Preparation			
Complete 6–3: Performing a Basic Manicure.			
Procedure for Hand Massage			
To prepare, apply the massage lotion, oil, or cream to the client's arm. Apply enough to allow movement across the skin without resistance (such resistance is known as skin drag). Skin drag is not comfortable for the client. Be sure to hold the client's hand and arm loosely without too much restraint during the massage.			
1. Relaxer movement of the wrist. At the beginning of the hand massage, place the client's elbow on a cushion covered with a clean towel or on a rolled towel. With one hand, brace the client's arm in the wrist area with your nondominant hand. With your other hand, hold the client's wrist and bend it slowly and gently—but with a firm touch—fully back until it stops, and then forward until it stops, 5 to 10 times, until you feel that the client has relaxed.			
2. Joint movement of fingers. Lower the client's arm, brace the arm at the wrist with the left hand, and with your right hand (or dominant hand), start with the little finger, holding it at the base of the nail. Gently rotate fingers to form circles. Work toward the thumb, about three to five times on each finger.			
3. Circular movement on the palm. This light stroking motion that relaxes and soothes is known as effleurage. Place the client's elbow on the cushion or towel near the center of the table and position your elbows on the table at the sides of it. Put your thumbs in the client's palm and rotate them in a circular motion up the center and over to and down the sides, moving in opposite directions. The circular movements should start from the bottom center of the hand and move out, up, across the underside of the fingers, and back down to the bottom and center—in a smooth pattern of alternating movements of each thumb over the palm. This pattern becomes rhythmic and relaxing. Effleurage movements must be smooth and gentle, even predictable, to induce relaxation. After performing the relaxation movements, move on to the following effleurage movements.			

Criteria	Competent	Needs Work	Improvement Plan
<p>4. Circular movement on the wrist. This is a form of friction massage movement that is a deep rubbing action. It is very stimulating. Hold the client's hand with both of your hands, placing your thumbs on top of the client's hand and your fingers below. Move your thumbs in a circular movement in opposite directions from the client's wrist to the knuckle on back of the client's hand. Move up and down, three to five times.</p>			
<p>5. The final time you rotate up, wring the client's wrist by bracing your hands around the wrist and gently twisting in the opposite directions. This concludes the hand massage usually performed in the Basic Manicure.</p>			
Arm Massage Techniques			
Preparation: Distribute lotion or cream. Apply lotion or cream to the client's arm.			
<p>6. Effleurage of the arm. Holding the wrist firmly but gently, glide your hand up the arm from the wrist to the elbow with your palm and fingers on the skin; make sure there is enough lotion on the skin to allow a smooth glide of the hand. Cup your movement fingers around the arm, moving up with slight pressure on the skin with your fingers, thumb, and palm to induce relaxation, and then move back to the wrist area with a lighter pressure on the skin. Perform this gliding several times. When finishing a movement each time at the top of the arm, rotate the hand to the underside of the arm while pulling the hand back toward you. Now move to the underside of the arm and perform the same movement. Press forward; at the end, release the pressure, gently rotate the hand to the top of the arm, and pull it lightly back toward the hand.</p>			
<p>7. Friction movement on the arms. A friction massage involves rubbing the muscles against each other. Put the client's arm on the table, palm up with fingers toward you. Your fingers should be underneath the arm, stabilizing it. Rotate your thumbs in opposite directions, starting at the client's wrist and working toward the elbow. When you reach the elbow, slide your hand down the client's arm to the wrist and rotate back up to the elbow three to five times. Turn the client's arm over and repeat three to five times on the top side of the arm.</p>			

(Continues)

Procedure 6–5 (Continued)

Criteria	Competent	Needs Work	Improvement Plan
<p>8. Wringing/friction movement. Place the arm horizontally on the towel in front of you, with the back of the hand facing up. Place your hands around the arm with your fingers facing the same direction on the arm and gently twist in opposite directions, as you would wring out a washcloth, from wrist to elbow. Do this up and down the forearm three to five times.</p>			
<p>9. Kneading movement. Kneading (<i>pétrissage</i>) is a squeezing motion that moves flesh and muscles over the bones beneath in opposite directions, stimulating and increasing blood flow. Place your thumbs on the top side of the client's arm so that they are horizontal. Move them in opposite directions, from wrist to elbow and back down to the wrist. Do this three to five times.</p>			
<p>10. Rotation of elbow. This is a friction massage movement. Brace the client's arm with your left hand and apply lotion. Cup the elbow with your right hand and rotate your hand over the client's elbow. Do this three to five times. Take care to be very gentle and not to hit the nerve in the elbow that often is referred to as the <i>funny bone</i>—this can be very painful to the client. To finish the elbow massage, move your left arm to the top of the client's forearm.</p>			
<p>11. Finger pulls. Gently slide both hands down the forearm from the elbow to the fingertips, as if climbing down a rope. Then, holding the hand with your nondominant hand, move to the finger tip. With your thumb on top and your pointer finger arched below, gently grab and pull the finger down to the tips. Perform on each finger, from the little finger to the thumb. Perform the movement down the forearm and do finger pulls three to five times on each arm and hand before performing the final movement below. Understand that this movement should not be performed on clients who have severe arthritis.</p>			
<p>12. Final movement. After you've performed the finger pulls, lay both of the client's hands palm down on the table, cover them with your own hands (palm down), and gently press them three times. Gently lift your palms, leaving your fingertips on the base of the hand. Then, with a light-as-a-feather touch, pull your fingers from the back of the hands down the fingers and off the tips of the fingers. Perform two to three times. This final movement, called <i>feathering off</i>, is the end of the massage.</p>			