

Task 2 Basic Make-up Application

Steps

- 1 Sanitize hands before beginning procedure
- 2 Remove foundation from container without inserting fingertips into the container
- 3 Apply foundation to client's face with fingertips or sponge
- 4 Apply foundation evenly with upward, outward motions
- 5 Apply eyeshadow with disposable applicator without double dipping
- 6 Apply mascara with disposable applicator without double dipping
- 7 Apply blush with disposable applicator without double dipping
- 8 Blend blush with upward, outward strokes toward temples
- 9 Remove lipstick from container and apply to lips using disposable applicator without double dipping
- 10 Follow contour of lips when applying lipstick
- 11 Avoid using implements dropped on the floor
- 12 Dispose of used materials in trash bags
- 13 Cleans and sanitize work area

Task 3 Manicure

Steps

- 1 Sanitize hands before beginning procedure
- 2 Sanitize work area with a disinfectant before beginning procedure
- 3 Place clean towel on tabletop
- 4 Place metal implements and orangewood sticks in jar sanitizer
- 5 Arrange remaining implements and supplies on work area
- 6 Place a bowl of warm soapy water on work area
- 7 Before starting manicure, sanitize the client's hands
- 8 Use nail file or emery board to shape nails
- 9 File nails from corner to center
- 10 After filing, soak finger tips in finger bowl
- 11 After soaking, dry client's hands
- 12 After soaking and drying client's hands, apply cuticle remover with disposable applicator
- 13 After applying cuticle remover, use sanitized cuticle pusher or cotton-tipped orangewood stick to loosen cuticle
- 14 Without cutting, demonstrate ability to trim excess cuticles with sanitized cuticle scissors or nippers
- 15 After trimming cuticles, cleans under free edge with cotton-tipped orangewood stick
- 16 Brush nails with sanitized brush using a downward movement over finger bowl
- 17 Dry client's hands and nails
- 18 Apply base coat to nails in three to five strokes
- 19 Apply two coats of colored polish, using three to five strokes from base to free edge
- 20 Apply top coat to nails, using three to five strokes
- 21 Avoid using implements dropped on the floor
- 22 Dispose of used materials in trash bags
- 23 Clean and sanitize work area

Task 5 Virgin Hair Coloring

Steps

- 1 Sanitize hands before beginning procedure
- 2 Separate hair into four uniform sections
- 3 Secure three sections with clips while working with one section
- 4 Use setting lotion or gel with the same consistency as commonly used color mixture (not runny)
- 5 Put on protective gloves before color application
- 6 Use applicator bottle or brush to apply color
- 7 Apply color to 1/4 inch subsections
- 8 Apply color starting 1/2 inch to 1 inch away from scalp
- 9 Apply color 1/2 inch to 1 inch from the end
- 10 Completely cover area of subsection to be colored
- 11 Apply color to root area of subsection
- 12 Distribute color through to end of subsection
- 13 Make sections clean and straight throughout procedure
- 14 Avoid using implements dropped on the floor
- 15 Dispose of used materials in trash bag
- 16 Clean and sanitize work area

Task 6 Color Retouch

Steps

- 1 Sanitize hands before beginning procedure
- 2 Put on protective gloves before color application
- 3 Apply color to 1 inch subsections
- 4 Use applicator bottle or brush to apply color
- 5 Apply color completely to cover 1/2 inch regrowth
- 6 Avoid overlapping color onto previously colored hair
- 7 Make subsections clean and straight throughout procedure
- 8 Avoid using implements dropped on the floor
- 9 Clean and sanitize work area
- 10 Dispose of used materials in trashbag

Task 7 Virgin Chemical Hair Relaxer

Steps

- 1 Sanitize hands before beginning procedure
- 2 Apply protective cream to complete hairline and ears without double dipping
- 3 Put on protective gloves before relaxer application
- 4 Work with 1/16 to 1/4 inch subsections
- 5 Apply relaxer with fingers, comb, brush or applicator bottle
- 6 Apply relaxer along the subsection, starting from 1/4 inch to 1/2 inch away from the scalp
- 7 Apply relaxer along the subsection 1/2 inch to 1 inch from the end
- 8 Distribute relaxer from roots through to end of subsection
- 9 Completely cover area of subsection to be relaxed
- 10 Make subsections clean and straight throughout the procedure
- 11 Avoid using implements dropped on the floor
- 12 Clean and sanitize work area
- 13 Dispose of used materials in trash bag

Task 8 Permanent Wave

Steps

- 1 Sanitize hands before beginning procedure
- 2 Separate hair into nine sections
- 3 Make sections clean and straight
- 4 Securely clip sections not being worked on
- 5 Divide crown section into nine subsections marked by clean and straight partings
- 6 Width of subsection matched diameter of rod being used
- 7 Length of subsection is 1/2 inch narrower than length of rod being used
- 8 Wind subsection smoothly and evenly around rod, avoiding fish hooks
- 9 Fasten band along top of rod (band not twisted or touching scalp)
- 10 Place cotton strip appropriately to protect client before applying wave lotion
- 11 Apply waving lotion with a bottle applicator
- 12 Evenly wet hair on rod without saturating scalp
- 13 Partially unwind rod for test curl
- 14 Explain that "S" pattern indicates that processing time is complete
- 15 Finish without fish hooks
- 16 Clean and sanitize work area
- 17 Dispose of used materials in trash bags

Task 9 Styling-Rollers and Clips and Pincurls

Steps

- 1 Sanitize hands before beginning procedure
- 2 Avoid putting clips or combs in mouth throughout procedure
- 3 Clip each pincurl securely
- 4 Avoid placing clips in contact with client's face
- 5 Finish with pincurls molded into round shape
- 6 Finish with two clockwise pincurls
- 7 Finish with two counter-clockwise pincurls
- 8 Roll subsections with a base the length and width of the roller
- 9 Wind subsections smoothly and evenly around roller
- 10 Anchor with clip inserted where roller touches the head
- 11 Avoid using implements dropped on the floor
- 12 Clean and sanitize work area

Task 10 Finger Wave

Steps

- 1 Sanitize hands before beginning procedure
- 2 Apply waving lotion with applicator bottle
- 3 Direct crown hair into c-shape
- 4 With hand flat against head, place index finger above position for ridge
- 5 Insert comb directly under index finger
- 6 Direct hair toward the face
- 7 Flatten comb against head to fix ridge in place
- 8 Rolls hand on top of ridge to fix ridge in place
- 9 Direct hair in opposite direction
- 10 Form three ridges
- 11 Finish with ridges separated by a space of at least one finger width
- 12 Avoid using implements dropped on the floor
- 13 Clean and sanitize work area

Task 11 Shampooing (mandatory)/ Conditioner (optional)

Steps

- 1 Examine client's hair and scalp
- 2 Place Client's cape over the back of the chair
- 3 Position client's head in shampoo bowl for comfort and safety
- 4 Test the water temperature throughout procedure, for the comfort and safety of the client
- 5 Wet client's hair thoroughly
- 6 Protect facial area and ears from water
- 7 Apply shampoo to client's hair
- 8 Use cushions of finger tips to shampoo entire scalp and hair
- 9 Lift client's head and shampoo nape of the neck
- 10 Rinse thoroughly
- 11 Dry client's hair with a towel
- 12 Assist the client to an upright position
- 13 Sanitize the shampoo bowl after completing procedure

Task 12 Hair shaping-Basic Layer Hair Cut

Steps

- 1 Sanitize hands before beginning procedure
- 2 Wet entire head with a spray bottle
- 3 Section hair (any number of sections is permissible)
- 4 Performs procedure using sanitized comb and scissors
- 5 Hold comb and scissors in hand(s) throughout the haircut
- 6 Cut maximum of 1/4 inch from the entire head
- 7 Cut first guideline at nape of neck
- 8 Work with one sections of hair at a time
- 9 In each section use guideline to layer subsections
- 10 Blend sections
- 11 Remove hair clippings from floor
- 12 Dry client's hair before starting next procedure
- 13 Avoid using implements dropped on the floor
- 14 Dispose of used materials in trash bag

Task 13 Blow Drying

Steps

- 1 Sanitize hands before beginning procedure
- 2 Drape client with nonflammable cape/towel
- 3 Direct flow of air to the head with a back-and-forth movement
- 4 Coordinate brush and blow dryer throughout procedure
- 5 Avoid placing brush or dryer down until drying is complete
- 6 Avoid holding the nozzle of the dryer closer than approximately 3/4 inch to the scalp
- 7 Finish with scalp and hair thoroughly dried
- 8 Avoid using implements dropped on the floor

Task 14 Finished Hairstyle Using a Thermal Curling Iron

Steps

- 1 Sanitize hands before beginning procedure
- 2 Create style using a thermal curling iron
- 3 Place comb between iron and scalp throughout procedure
- 4 Finish with no fish hooks
- 5 Avoid using implements dropped on the floor
- 6 Clean and sanitize work station