



**South Dakota  
Candidate Information Bulletin 8/1/2008**

Please retain this bulletin for future reference

**ELIGIBILITY AND APPLICATION REQUIREMENTS**

Eligibility requirements for the Nail Technician licensing examinations are set by the South Dakota Cosmetology Commission laws and rules. To apply for this examination you must submit a completed application and cashier's check or money order for the appropriate fee to the Cosmetology Commission at least two weeks prior to the examination date.

**ADMISSION TO THE EXAMINATION**

Approximately two weeks prior to the exam date, **you will be sent an admission notice**. The notice will confirm the examination sections that you will be taking (Written, Practical and State Laws/Rules examination). It will also include the date, time and location of the examination(s) you have been scheduled for.

Report to the examination center on the date and time indicated on your admission notice. Candidates arriving after the examination has begun will be admitted solely at the discretion of the Testing Officials. **Plan to arrive at least 10 minutes prior to your exam time!**

You must **present the admission notice and a US Governmental signed legal photo ID for admittance** to all examinations. Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

If your name has changed since you received your examination notice, you must bring legal documentation showing your previous name and current name (i.e. divorce decree, marriage license). The name submitted on the application must match the ID presented for admittance to the examination.

**NO electronic devices, cell phones, study materials, or purses** will be allowed in the examination areas.

**EXCUSED ABSENCE OR RESCHEDULING**

The only acceptable excused absences are: personal sickness or death in the immediate family. Personal sickness must be verified by a written statement from a doctor stating the illness and that the severity requires that the examination cannot be taken at the assigned time. A medical excuse is accepted for one time only. Death in the immediate family shall be verified by a written statement from a clergy or immediate family member setting forth the date of death and the relationship of the party to you. An excused absence must take the next scheduled examination. An unexcused absence (no-show) will mean the temporary

license will be invalid immediately and another temporary will not be available.

In addition to the written statement, you should personally contact the Cosmetology staff (605-773-6193) to immediately inform them of the reason for failure to take the exam.

Rescheduling: If you need to reschedule an unexcused examination, written notification with the fee must be received by the commission no later than fourteen (14) business days prior to your scheduled examination date.

**EXAMINATION FEE REFUND POLICY**

Examination fees are not refunded. If you have an excused absence (see above) the fee will be applied to the next scheduled examination date and your temporary license is still valid.

**INTERPRETERS, READERS AND FOREIGN LANGUAGE DICTIONARIES**

Interpreters, readers and foreign language dictionaries are not permitted.

**INCLEMENT WEATHER**

In case of inclement weather, the commission will make the decision to cancel state boards before twelve noon on Sunday. If canceled, the office staff will try to contact students before Sunday noon, BUT, all candidates are encouraged to call the office (605-773-6193) after twelve noon (central time) on Sunday if they think the state boards might be canceled. A message to cancel will be recorded on the office voice mail.

**CANDIDATES WITH SPECIAL NEEDS**

If a visual or physical disability prevents you from taking the examination under normal conditions, you may request special accommodations under the Americans for Disabilities Act (ADA). Contact the Commission office for the forms. Documentation needs to be submitted fourteen (14) business days prior to your scheduled examination date.

**SCORING**

A score of 75% or higher is required on each examination to pass. A retake fee is required to retake the examinations.

**EXAMINATION RESULTS**

Examination results will be mailed to you within 2 to 3 weeks after the examination. To ensure confidentiality,

scores will not be released over the telephone.

If you have **PASSED** your examination you will receive a score report and your first license. At the bottom of the license will be a renewal form. Check your expiration date so you know when you have to renew.

If you **FAILED** the examination(s), your temporary license is immediately invalid and must be sent to the office. You will receive a breakdown of your strengths and weaknesses along with an application for retake of the examination. **The completed retake application must be received by the commission office with the retake fee before you will be placed on the schedule.**

**RETAKE OF ANY EXAMINATION(S)**

The National Theory examination can only be retaken in Pierre. An appointment must be pre-scheduled with the office staff.

The State laws and rules examination can be retaken with the inspector in your area if it is the only examination that must be retaken. Otherwise, it must be retaken at the same time as the other rescheduled examinations.

The National Practical examination can only be retaken in Pierre at the next scheduled state boards.

All retakes must be confirmed in writing or by telephone, and the retake fee must be received by the office staff before the scheduled exam date. The retake score sheets are overnight expressed to the national testing company. The retake results are mailed to the candidate four to six working days after the retake date.

A candidate is allowed only three retakes, then the candidate must wait three months before applying again. The candidate will then be allowed three retakes and if those retakes are failed the candidate must wait three more months before requesting another retake.

**MANNEQUIN HAND**

Candidate's must bring a mannequin hand to the practical examination. A stand is optional. Mannequin hands with digital fingers (trainer hands) are NOT permitted during the examinations. **Prior to reporting to the examination, candidates MUST apply a set of unpolished nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.** If the mannequin hand does not have a set of nails, the candidate will not be allowed to test.

**IMPORTANT INSTRUCTIONS**

- Candidates must arrive in neat, clean attire. Uniforms are not required. Do not wear nametags or have identifying names on kits.
- Do not leave the examination area without permission. Permission must be obtained to leave

the examination area for any reason, including restroom usage or at the completion of the examination.

- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. **The kit must be kept closed except when removing or replacing materials for a particular service.** The kit will be used during the examination as dry storage and is considered part of the work area.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the basic manicure section of this examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please turn the hand toward the examiner to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.
- Manufacturer's labels are required on all disinfectants and sanitizers.
- It is suggested that candidates practice with the odorless products before coming to the examination.

**NAIL TECHNICIAN/MANICURIST EXAMINATION CONTENT AREAS**

The Nail Technician examination for licensure in South Dakota consists of three (3) sections:

1. **South Dakota State Laws & Rules Examination.** This is a written examination consisting of 50 multiple choice questions on the laws and rules of the South Dakota State Cosmetology Commission. Candidates have 60 minutes to complete this exam.

2. **National (NIC) Nail Technician/Manicurist Theory Examination.** This is a national written examination consisting of 100 multiple choice questions on nail technology theory. Candidates have 90 minutes to complete this exam. See the enclosed Written Examination Candidate Bulletin for details of the written examination.

3. **National (NIC) Nail Technician/Manicurist Practical Examination.** The scope of the National Nail Technician (Manicurist) Practical Examination includes 6 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

- Set Up and Client Protection
- Manicure
- Nail Tip
- Nail Wrap
- Sculptured Nail
- Polish

Candidates will be given instructions before beginning each service. The examiners will rate more than one person for each service. Directions will be given when to set-up and when to clean-up after each section. The examination is 2 1/2 hours long. The content areas of the examination are as follows:

**SET UP AND CLIENT PROTECTION  
(10 minutes)**

**Verbal Instructions:**

*"You will now set up the general supplies that you will use throughout your examination."*

*"You will also set up the manicure supplies."*

*"You will be observed for client protection, safety and infection control procedures."*

*"Upon completion of each section of this examination, please turn the hand toward the examiner to indicate that you are finished."*

*"You will have 10 minutes to complete this section."*

*"You will be informed when you have 5 minutes remaining"*

**(1)** *"The instructions will be repeated."* **(2)** *"You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Disinfects work area or uses protective covering
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

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**MANICURE (20 minutes)**

**Verbal Instructions:**

*"You will now perform the manicure section of this examination."*

*"You will be expected to follow all safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

*"You will be informed when you have 10 minutes remaining."*

**(1)** *"The instructions will be repeated."* **(2)** *"You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sanitizes hands
- Sanitizes hand to be manicured

**Demonstration of Filing**

- Holds skin away from sides of nails while filing
- Files nails from outside edge to center
- Avoids filing too deeply into corners
- Establishes uniform length
- Establishes uniform shape

**Demonstration of Cuticle Care**

- Immerses fingers in bowl of water
- Dries hand, nails, and cuticles
- Applies cuticle cream or remover
- Pushes back cuticle area safely
- Cleans under free edge safely
- Buffs nail
- Applies cuticle oil

**Demonstration of Hand Massage**

- Applies massage product
- Maintains continuous contact while massaging hand
- Massages palm, back of hand, and fingers
- Cleanses massage product from each nail including hyponychium

**Safety and Infection Control**

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**NAIL TIP (20 minutes)**

**Verbal Instructions for Set Up:**

*"You have 2 minutes to remove the supplies from your kit for the nail tip section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

**Verbal Instructions:**

*"You will now perform the nail tip section of this examination."*

*"You will apply a nail tip to the ring finger."*

*"You will be observed for client protection, safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

*"You will be informed when you have 10 minutes remaining."*

**(1)** *"The instructions will be repeated."* **(2)** *"You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sets up work area with supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle area of dust (e.g., using paper towel, cotton, towel, etc.)
- Selects a nail tip that matches width of natural nail
- Glues nail tip to natural nail
- At least ½ of natural nail plate remains uncovered
- Trims nail tip safely

**Demonstration of Filing**

- Holds skin away from sides of nail while filing
- Shapes free edge safely
- Files on top of nail plate

**Final Appearance of Nail**

- Cuticle area and skin surrounding nail are free from glue
- Tip is blended safely
- Hyponychium is free from glue
- Finished nail is smooth and even

**Safety and Infection Control**

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**NAIL WRAP (20 minutes)**

**Verbal Instructions for Set Up:**

*"You have 2 minutes to remove the supplies from your kit for the nail wrap section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."*

**Verbal Instructions:**

*"You will now perform the nail wrap section of this examination."  
 "You will apply a wrap to the middle finger."  
 "You will be observed for client protection, safety and infection control procedures."  
 "You will have 20 minutes to complete this section."  
 "You will be informed when you have 10 minutes remaining."*

**(1)** *"The instructions will be repeated."* **(2)** *"You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sets up work area with supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle area of dust (e.g., using paper towel, cotton, towel, etc.)

**Application of Nail Wrap Product**

- Applies glue to nail plate
- Applies material over nail plate
- Trims material to fit nail plate safely
- Applies glue over nail wrap

**Demonstration of Filing**

- Holds skin away from sides of nail while filing

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- Files nail safely
- Buffs nail

**Final Appearance of Nail**

- Finished nail is smooth and even
- Natural nail is covered by product
- Cuticle area remains free of product

**Safety and Infection Control**

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**SCULPTURED NAIL (20 minutes)**

**Due to health and safety issues associated with Methyl Methacrylate Polymers (MMA), it is required that odorless or low odor sculptured nail products be used for the practical examination.**

**Verbal Instructions for Set Up:**

*"You have 2 minutes to set up the supplies for the sculptured nail section of this examination." Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up"*

**Read these instructions after the 2 minute set-up time:**

*"All candidates are required to use odorless or low odor products for the sculptured nail section of this examination. Each candidate will be instructed to open their sculptured nail liquid to ensure that all candidates are complying with this requirement."*

**Verbal Instructions:**

*"You will now perform the sculptured nail section of this examination, using odorless product."  
 "You will apply a sculptured nail to the index finger."  
 "You will be observed for client protection, safety and infection control procedures."  
 "You will have 20 minutes to complete this section."  
 "You will be informed when you have 10 minutes remaining."*

**(1)** *"The instructions will be repeated."* **(2)** *"You may begin."*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sets up work area with supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle area of dust (e.g., using paper towel, cotton, towel, etc.)

**Application of Sculptured Nail Product**

- Applies nail form to fit snugly under free edge
- Wears gloves and safety glasses during application of primer
- Applies primer safely
- Applies product to extend free edge
- Applies product to cover nail plate

**Demonstration of Filing**

- Holds skin away from sides of nail while filing
- Files on top of nail plate to shape and balance nail safely

- Avoids filing too deeply into corners
- Buffs nail

**Final Appearance of Nail**

- Finished nail is smooth, even, and beveled
- Curve of nail is balanced
- Natural nail is covered by product
- Skin surrounding nail remains free of product

**Safety and Infection Control**

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**POLISH (10 minutes)**

**Verbal Instructions for Set Up:**

*“You have 2 minutes to remove the supplies from your kit for the polish section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up.”*

**Verbal Instructions:**

*“You will now perform the polish section of this examination.”*

*“You will polish **all** 5 nails.”*

*“You will be observed for client protection, safety and infection control procedures.”*

*“You will have 10 minutes to complete this section.”*

*“You will be informed when you have 5 minutes remaining.”*

**(1)** *“The instructions will be repeated.”* **(2)** *“You may begin.”*

**Candidates will be evaluated on the following tasks:**

**Preparation**

- Sets up work area with supplies labeled in English

**Application of Polish**

- Applies base coat to nail plate
- Applies red polish
- Applies top coat

**Final Appearance of Nails**

- Polish covers entire nail plate
- Polish application is smooth
- Applies base coat, polish, and top coat so that product does

not remain on skin

**Safety and Infection Control**

- Disposes of soiled materials using infection control procedures (e.g., cotton that removes polish around nails)
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

**CANDIDATE SUMMARY AND FINAL CLEANUP**

*“This concludes the National Practical Examination. Please make sure that all kit supplies and disposable materials are taken with you.”*

**RECOMMENDED GENERAL SUPPLIES**

\*Recommended kit (dry storage) size is no larger than 3' x 3'.

For safety reasons all kits must be able to fit completely on a chair or next to the table area.

**ALL SUPPLIES MUST BE LABELED IN ENGLISH**

- dry storage kit/container
- hand sanitizer
- mannequin hand(s) with artificial nails attached (trainer hands are **NOT** permitted)
- spray disinfectant (non-aerosol)
- disposal bag for waste materials
- cloth and paper towel(s)
- cotton
- first aid supplies (blood spill kit)
- tape

**BASIC MANICURE SUPPLIES**

- bowl and container of water
- cuticle cream/remover
- filing and buffing implements
- cuticle pusher
- nail brush
- hand lotion or massage product

**NAIL TIP AND NAIL WRAP SUPPLIES**

- cuticle pusher
- nail tips and adhesive
- nail wrap material (non pre-cut fabric)
- filing and buffing implements
- scissors

**SCULPTURED NAIL SUPPLIES**

- cuticle pusher
- sculptured nail products (powder, primer, “odorless” liquid) (The product must be in its original container with the manufacturer’s label indicating that it is “odorless”.)
- sculptured nail brush
- liquid & powder containers
- filing and buffing implements
- sculptured nail forms

**POLISH SUPPLIES**

- polish remover
- base coat/top coat
- red polish

**NAIL TECHNICIAN REFERENCES**

*Milady’s Art & Science of Nail Technology, 2007*  
 Milady, an imprint of Thomson Delmar Learning  
 5 Maxwell Drive  
 Clifton Park, NY 12065  
 (800) 730-2214

**OPTIONAL REFERENCES**

*Milady’s Standard Textbook of Cosmetology, 2004*  
 Milady, an imprint of Thomson Delmar Learning  
 5 Maxwell Drive  
 Clifton Park, NY 12065  
 (800) 730-2214

*Salon Fundamentals*  
 Pivot Point International, Inc. 2002  
 Chicago, IL 60626, (800) 886-4247

*NIC Health and Safety Standards*  
 NIC, Inc., October 2002 [www.nictesting.org](http://www.nictesting.org)

**NIC HEALTH AND SAFETY STANDARDS  
BLOOD SPILL PROCEDURE**

If a blood spill should occur, the following steps **MUST** be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

**CANDIDATE INJURY – FOR EXAMINATION PURPOSES**

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see **NOTE**).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

**MODEL INJURY – FOR EXAMINATION PURPOSES**

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see **NOTE**).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

**EXAMINERS:**

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE’S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

**NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.**

**WET DISINFECTION STANDARD**

1. All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer’s directions.
2. All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer’s directions.

**DRY STORAGE STANDARD**

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

**HAND WASHING**

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

**NAIL TECHNOLOGY**

**Practical Examinations**

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

**Adopted as amended October 2002 Visit our website at [www.nictesting.org](http://www.nictesting.org)**