

To pass this evaluation plan you must complete each steps in order correctly to obtain 100%

HAND WASHING Evaluation Plan

Total time required to wash hands properly: 20 to 30 seconds

- Wet your hands under running water
- Apply a coin size amount of liquid soap
- Rub your palms together
- Rub the back of each hand
- Rub both your hands while interlocking your fingers
- Rub the back of your fingers
- Rub the tips of your fingers
- Rub your thumbs and the ends of your wrists
- Rinse both hands thoroughly with water
- Dry with a use clean towel or disposable towel.

IMPLEMENTS EVALUATION PLAN

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- Takes dirty implements to the dispensary area
- Locates cleaning solution
- Reads cleaning solution manufacturer directions
- Follows manufacturer directions for cleaning solution usage
- Wash implement with warm water and a cleaning solution and scrubbed to remove debris;
- Rinse implement
- Dry implement
- Locates disinfectant that is bactericidal, virucidal and fungicidal and registered by the EPA for use in beauty salons, or salon settings
- Reads disinfectant manufacturer directions for implement
- Follows manufacturer directions for mixing disinfectant
- Implement is completely immersed in disinfectant that is bactericidal, virucidal and fungicidal according to the manufacturer's directions.
- Remove implement from disinfectant using manufacturer's directions
- Rinse implement with hot tap water;
- Dry implement with a clean towel; and
- Placed in a clean, closed cabinet or container ensuring no other implement or item that has not been disinfected is within the container.

Prior to the first client of the Day:

Work area cleaned and disinfected.

- Identifies proper cleaning agent and reads manufacturer's directions.
- Follows manufacturer's directions for mixing/usage
- Wipe work station/area with cleaning solution, to remove debris.
- Identify disinfectant that is bactericidal, virucidal and fungicidal; EPA approved for use in salon setting.
- Reads manufacturer's directions for non-immersible implement or equipment disinfection.
- Follows manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.

Clean, closed container labeled "To Be Disinfected" is placed at the station for used Implements to be placed in.

Alcohol-based hand sanitizer at least 62 percent to 70 percent alcohol no greater.

(If you require general supplies to be used throughout the day you would specify them here)

End of the Day:

Immersible implements

- Implements that were placed in "To Be Disinfected" closed container is taken to the dispensary area
- Locates cleaning solution
- Reads cleaning solution manufacturer directions
- Follows manufacturer directions for cleaning solution usage
- Wash implement with warm water and a cleaning solution and scrubbed to remove debris;
- Rinse implement
- Dry implement
- Locates directions for mixing disinfectant
- Implement is completely immersed in disinfectant that is bactericidal, virucidal and fungicidal according to the manufacturer's directions.
- Remove implement from disinfectant using manufacturer's directions
- Rinse implement with hot tap water;
- Dry implement with a clean towel; and
- Placed in a clean, closed cabinet or container ensuring no other implement or item that has not been disinfected is within the container.
- disinfectant that is bactericidal, virucidal and fungicidal and registered by the EPA for use in beauty salons, or salon settings
- Reads disinfectant manufacturer directions for implement
- Follows manufacturer

Equipment and non-immersible implements are disinfected.

- Ensure electrical implements are not connected.
- Identifies proper cleaning agent and reads manufacturer's directions.
- Follows manufacturer's directions for mixing/usage
- Wipe with cleaning solution, to remove debris.

- Identify disinfectant that is bactericidal, virucidal and fungicidal; EPA approved for use in salon setting.
- Reads manufacturer's directions for non-immersible implement or equipment disinfection.
- Follows manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.
- Placed in a clean closed container, ensuring no contact with other items that have not been disinfected.
- Disinfected electrical equipment stored in clean area separate from other implements.

Work area cleaned and disinfected.

- Identifies proper cleaning agent and reads manufacturer's directions.
- Follows manufacturer's directions for mixing/usage
- Wipe work station/area with cleaning solution, to remove debris.

Remove gloves.

Wash hands.

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FOR A LICENSEE/STUDENT INJURY, LICENSEE/STUDENT EVALUATION PLAN

- Stop the service.
- Explain situation to client and excuse him- or herself.
- Proceed to the handwashing area equipped with first aid supplies.
- Wash your hands with soap and running water and dry with a disposable towel. (If punctured area is on the hand you would combine hand washing with washing the punctured area)
- Wash the punctured area with soap and running water and dry with a disposable towel.
- Place the disposable towel in the waste container.
- If cut is still bleeding apply pressure over the wound with a disposable towel. (Once removed must be immediately placed in the waste container)
- Remove adhesive bandage and antibiotic cream from first aid kit.
- Apply an adhesive bandage and/or antibiotic cream to the cut.
- Place all single-use items in waste container.
- Apply protective gloves
- Remove implements from work station, then properly clean and disinfect implements.
- Clean and disinfect station.
- Remove gloves from hands and dispose immediately in waste container.
- Wash hands with soap and running water, keeping the bandage dry.
- If the injured area is on the hands, fingers or thumb apply disposable, protective gloves or a finger guard ensuring the injured area is covered.
- Return to service.

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For a client injury, that licensee/student must:

- Stop the service.
- Explain situation to client.
- Proceed to the handwashing area equipped with first aid supplies.
- Licensee/student must wash your hands with soap and running water and dry with a disposable towel.
- Place the disposable towel in the waste container.
- Remove sterile adhesive bandage or antibiotic cream from first aid kit.
- If injury is on the hand, assist client to sink, have them wash the punctured area with soap and running water and dry with a disposable towel.
- Place the disposable towel in the waste container.
- Licensee/student must apply protective gloves
- If injury was not on the hand it must be cleansed with an antibiotic cream.
- Offer or assist
 - Cleanse injured are with antibiotic cream
 - Offer a sterile adhesive bandage.
- Place all single-use items in waste container.
- Remove implements from work station, then properly clean and disinfect implements.
- Clean and disinfect station.
- Remove gloves from hands and dispose immediately in waste container.
- Wash hands with soap and running water; and
- Put on disposable, protective gloves
- Return to service.

Evaluation Plan for Blow Dry and Hot Iron

Wash hands Procedure:

- Wet hands with running water.
- Apply liquid soap.
- Wash palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb.
- Wash both hands while interlocking fingers.
- Rinse thoroughly with running water.
- Dry with a clean towel or disposable towel.

Tool Setup Procedure

- Ensure all tools are clean and disinfected and single- use (porous) items are new
- Ensure blow dryer is clean, disinfected and in good working order
- Removes disinfected combs, clips and brush from closed clean container

Client Consultation:

- Greet client and escort to work area
- Assess the client's current style.
- Determine the client's preferences.
- Assess client's needs
- Assess client's scalp by performing a hands-on hair and scalp analysis to ensure that there is no inflamed, infected, broken, raised, or swollen skin in the area to be worked on; or an open wound or sore in the area to be worked on, infection, or infestation (i.e. lice) to prevent student from safely performing service
- If client is free from the above the student moves forward with procedure.

Client Preparation

- Drape Client for shampoo/conditioner
- Turn collar inside, if necessary
- Place terry towel lengthwise across the shoulders, cross under the client's chin.
- Place cape over the towel and fasten securely.
- Drape does not touch the client's skin.
- Place another towel over the cape and secure

Shampoo/Conditioner Application:

- Carefully position client's neck in shampoo bowl
- Hold the shampoo hose and turn water on
- Adjust volume/temperature of water
- Wet hair thoroughly

- Selects the appropriate shampoo for client's hair type and texture
- Dispense shampoo ensuring the tip of the nozzle does not come into contact with your hand.
- Apply shampoo. Begin at front hairline, using back and forth manipulations until entire head is shampooed.
- Rinse thoroughly.
- Dispense conditioner ensuring the tip of the nozzle does not come into contact with your hand.
- Apply conditioner evenly down the hair shaft to the ends without getting on scalp ensuring even distribution.
- Rinse thoroughly.
- Towel dry.
- Clean shampoo area and product dispensers.
- Return to work area.

Service Performance:

Blow Dry

- If towel is wet change towel out from under the cape and replace with a dry clean towel.
- Remove tangles from hair using a wide tooth comb starting at the ends pulling in a downward motion, repeat working up to the scalp
- Remove styling product from container ensuring tip of the nozzle does not come into contact with your hand
- Distribute styling product with fingers.
- Comb product through with wide tooth comb for even distribution.
- Air dries hair using hands to remove excess moisture before using brush
- Section and part the hair according to density. Beginning at nape area.
- Sub section no larger than diameter of brush.
- Turn the brush downward and away from the scalp. Allowed the brush to pick up a section of the hair and began drying
- Dry each section from scalp to ends, medium tension.
- Direct airflow away from scalp, using a back and forth motion.
- Work in sections, lifting and drying the sections and then brushing them in the desired direction
- Dries hair completely.
- Once each section is completely dry pressed the cooling button and cooled the section to strengthen the curl formation.

Thermal Iron

- Hold iron by non-heated handle
- Do not touch heated part of iron
- Hold with moderately tight grip to avoid dropping iron
- Test temperature of iron on white tissue paper or testing material. Clamp iron on testing material for five seconds;
- If scorches or turns brown, adjust temperature and retest.
- Discard white tissue paper or testing material into lined trashcan.

- Pick up hard rubber or other non-flammable comb to hold between client's scalp and hot iron, in order to protect client from burns.
- Section the hair into 4 sections: top, 2 sides, back
- Begin in top section, subsection no wider than 3 inches and no larger than barrel in diameter.
- Establish base by sliding iron about half inch from the scalp.
- Slide iron up to the middle of the hair shaft
- Open iron slightly rolls hair evenly distributed in the iron by guiding the hair
- Continue rolling and sliding iron down section until entire section is wrapped around iron
- Make sure ends of strand are wrapped around the iron and heated to avoid fishhooks.
- Hold in place for a few seconds to fully heat hair
- Make sure rubber comb is placed between client's scalp and thermal iron to prevent burns
- Do not hold in place more than a few seconds in order to prevent overheating and subsequent damage.
- Slightly release shell to release curl. Pull iron out maintaining comb under iron for safety.
- Allow curls to cool. Clip each curl if necessary.
- Proceed through each section in the same manner until entire head is curled.
- Finish style.

Post Service:

- Client follow up: Discuss maintenance and after care
- Single use items are discarded.
- Implements are placed in a closed container labeled "To Be Disinfected".
- Place cape and used towels into closed container until laundered.

Work area cleaned and disinfected.

- Identifies proper cleaning agent and reads manufacturer's directions.
- Follows manufacturer's directions for mixing/usage
- Wipe workstation/area with cleaning solution, to remove debris.
- Identify disinfectant that is bactericidal, virucidal and fungicidal; EPA approved for use in salon setting.
- Follows manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.
- Disinfected electrical equipment stored in clean area separate from other implements.

Wash hands

A score must be achieved that is set by the schools grading standards to pass this evaluation plan.

Evaluation Plan for Haircut Using Scissor (Shears), a Razor and Clipper

Wash hands Procedure:

- Wet hands with running water.
- Apply liquid soap.
- Wash palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb.
- Wash both hands while interlocking fingers.
- Rinse thoroughly with running water.
- Dry with a clean towel or disposable towel.

Tool Setup Procedure

- Ensure all tools are clean and disinfected and single- use (porous) items are new
- Ensure electrical instruments are clean, disinfected and in good working order
- Remove disinfected combs, clips, shears, razor and clippers from closed clean container and place on top of work station

Client Consultation:

- Greet client and escort to work area
- Assess the client's current style.
- Determine the client's preferences.
- Assess client's needs
- Assess client's scalp by performing a hands-on hair and scalp analysis to ensure that there is no inflamed, infected, broken, raised, or swollen skin in the area to be worked on; or an open wound or sore in the area to be worked on, infection, or infestation (i.e. lice) to prevent from safely performing service
- If client is free from the above the student moves forward with procedure.

Client Preparation

- Drape Client for shampoo/conditioner
- Turn collar inside, if necessary
- Place towel lengthwise across the shoulders, cross under the client's chin. Providing a barrier between the client and the cape.
- Place cape over the towel and fasten securely.
- Drape does not touch the client's skin at the neck.

Shampoo/Conditioner Application:

- Carefully position client's neck in shampoo bowl
- Hold the shampoo hose and turn water on
- Adjust volume/temperature of water

- Wet hair thoroughly
- Selects the appropriate shampoo for client's hair type and texture
- Dispense shampoo ensuring the tip of the nozzle does not come into contact with your hand.
- Apply shampoo. Begin at front hairline, using back and forth manipulations until entire head is shampooed.
- Rinse thoroughly.
- Dispense conditioner ensuring the tip of the nozzle does not come into contact with your hand.
- Apply conditioner evenly down the hair shaft to the ends without getting on scalp ensuring even distribution.
- Rinse thoroughly.
- Towel dry.
- Clean shampoo area and product dispensers.
- Return to work area.

Service Performance:

Shears Blunt Cut

- If towel is wet change towel out from under the cape and replace with a dry clean towel.
- Remove tangles from hair using a wide-toothed comb starting at the ends working up to the scalp
- Part the hair into 4 sections, Clipping hair up in each section.
- Pick up your shears.
 - Insert your ring finger through the smaller hole in the shears which has the extension (called a tang) and your thumb through the larger hole.
 - Rest your middle and index fingers along the handle behind the blades
 - Relax your hand and manipulate the shears open and closed by moving your thumb only
- Palm the scissors in your dominant hand (shears) (by removing the thumb from the scissors and ensuring they are closed and pointed away from the head) and with the comb create two diagonal forward partings from the occipital to behind the ear creating a ½-inch wide subsection. Secure the remainder of the hair with a clip.
- Angle the head forward slightly. Begin in the center combing with a fine-toothed comb, comb the hair at a 0-degree elevation to its natural fall.
- Select the first section of hair for establishing a guide, comb the hair straight, secure ends between fingers holding tension on the hair.
- Hold hair away from the scalp and ears, place your thumb through the larger hole in the shear, cut to the desired length for the section between the fingertips ensuring not to cut past the second knuckle.
- Palm shears
- Comb again to check consistency of length.
- Repeat sectioning and cutting steps on the opposite side, starting cut from the outer corner, using the length of first subsection as a guide
- Check cutting line for balance (slight arch) before moving on.
- Palm shears securely while sub sectioning hair maintaining control of the shears.
- Using the guideline established, drop the back subsection in ¼ inch wide horseshoe subsections
- Work section by section combing the hair down to match the guideline holding the finger position straight and using proper ergonomics to maintain posture and body position while cutting the hair and moving around the client's head.

- Cross-check haircut using the comb while palming the scissors (shears) to make sure it is at a 0-degree and guideline was followed.
- Continue sectioning the hair in partings. Reposition the client's head up slightly.
- Once the haircut is complete, cross check to ensure the cut is even.

Using the razor

The razor can be used in any haircut instead of shears or in addition to shears

- Hold the straight razor in your dominant hand.
 - Place your index, middle, and ring finger on the back of the blade.
 - Set your pinky finger on the tang of the blade.
 - Rest your thumb on the side of the blade.
- Palm the razor ensuring the blade is pointed away from the head
 - Curl the razor in your ring finger and little finger to palm the razor
 - Hold the comb between your thumb and index and middle fingers.
 - Ensure you have a firm grip on the razor with the ring and little fingers to keep the open blade from sliding.
- With the razor you can cut horizontal, vertical, and diagonal lines above your fingers
- Keep razor parallel to the subsection and approaching the subsection with the blade at an angle
 - Razor kept parallel to subsection (used to thin the ends of the hair using the entire length of the razor blade)
- Approach subsection with blade at an angle (uses one-third of the length of the blade, at a 45-degree angle while making small strokes that work through the subsection)
- Razor can be used to remove weight to taper the hair. On damp hair, hold the section out from the head with your fingers at the ends. Place the razor flat to the hair, 2 to 3" away from your fingers. Gently stroke the razor, removing a thin sheet of hair from the area.

Men's Clipper Cut

- If towel is wet change towel out from under the cape and replace with a dry clean towel.
- Remove tangles from hair using a wide-toothed comb starting at the ends working up to the scalp
- Begin the horseshoe section by taking a parting from recession to recession to create a section below the crown, dividing the top from the bottom.
- Make sure your section is clean and balanced.
- Starting at the back, elevate the hair up parallel to the horseshoe section and elevate at 90 degrees.
- You will be holding the section horizontally.
- With shears, cut the section 1 ½ inch in length on the inside of your fingers.
- Follow that same guide and technique around the horseshoe section.
- You should end up with a 1-inch section parallel to the horseshoe that follows the head shape.
- Cross-check the sides to eliminate any corners in your design line.
- When complete, blow dry the section below the horseshoe with a comb in a downward motion until dry.
- The section that you've cut around the horseshoe will serve as a guide.

- Using clippers, starting on the side of the front hairline, hold your comb in a slight diagonal back angle against the scalp.
- Elevate the hair out at 90 degrees to expose your guide.
- Place your clippers against the comb and cut the section up to your guide.
- Tilt the comb at a 45-degree angle and cut short to long.
- The longest point will be your guide below the horseshoe. (For a tapered, uniform look, place the comb at the scalp and avoid tilting the comb.)
- The subsection cut will be no wider than the width of the comb.
- Use steady uniformed strokes and glide the clippers up the comb to the guide.
- Continue to comb the hair in a slight diagonal back fashion, elevating it at 90 degrees, and cutting to your guide.
- Continue this technique until you've reached the center back.
- Complete the opposite side with the same technique cutting to the center back and cross-check horizontally.
- Once you've completed the underneath, blow dry the hair below the horseshoe to remove loose hairs.
- Using the clipper and a ¼ inch guard, shorten and shape the hair around ears.
- Blend or outline the perimeter of the haircut; you may use a clipper or trimmer.
- Using a water bottle, re-wet the top section.
- Switch back to cutting shears and create a ½ inch center profile section from the front hairline to your guide below the crown.
- Starting at the center back, using the 1 ½ inch guide from the horseshoe, elevate guide to 90 degrees.
- Cut the guide following the head shape.
- Complete your profile section to the front hairline.
- You've completed your profile section, you will then take a radial section from above the apex to the parietal ridge.
- Here you will take pivoting pie-shape sections from below your radial section.
- Following your guideline, elevating the hair at 90 degrees, and cut until you've completed the radial section on both sides.
- Cross-check by parting the hair in the opposite way from which you cut it.
- When you reach the top of the section, you will switch to making horizontal subsections, elevating at 90 degrees.
- These subsections will be cut following your guide from the center and behind the radial section.
- When you reach the parietal ridge, elevate the hair at 90 degrees, and cut the corners to blend with the sides.
- Cross-check by parting the hair in the opposite way from which you cut it.

Throughout the entire service:

- Cut with scissors (shears) razor and clippers in a safe manner, parallel following the guide.
- Remove thumb from shears and palms shears correctly while sub sectioning hair maintaining control of the shears in a safe manner.

- Held the razor correctly while sub sectioning hair maintaining control of the razor in a safe manner.
- Take extra care when removing and disposing of the razor blade. Discard used blades in a puncture-proof container
- Held the clipper correctly in a safe manner.
- Maintain drape throughout service.
- If an implement, comb or clip is dropped stop the service
 - Immediately pick up the implement places in the closed container labeled "To Be Disinfected".
 - Sanitize hands;
 - Remove a disinfected comb or clip and proceeds with the service.

Post Service:

- Client follow up: Discuss maintenance and after care
- Single use items are discarded.
- Place implements in a closed container labeled "To Be Disinfected".
- Place cape and used towels into closed container until laundered.
- Remove hair from work area.

Work area cleaned and disinfected.

- Identify proper cleaning agent and reads manufacturer's directions.
- Follow manufacturer's directions for mixing/usage
- Wipe workstation/area with cleaning solution, to remove debris.
- Identify disinfectant that is bactericidal, virucidal and fungicidal; EPA approved for use in salon setting.
- Follow manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.
- Disinfect electrical equipment stored in clean area separate from other implements.

Wash hands

A score must be achieved that is set by the schools grading standards to pass this evaluation plan.

Color Virgin and Retouch Evaluation

Hand Washing Procedure:

- Wet your hands under running water.
- Apply liquid soap.
- Wash palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb.
- Wash both hands while interlocking your fingers.
- Rinse both hands thoroughly with running water.
- Dry with a clean towel or a disposable towel.

Tools Set-Up Procedure:

- Ensure all tools are clean and disinfected, and single-use items are new.
- Ensure electrical instruments are clean, disinfected, and in good working order.
- Set up all necessary implements and products
 - Water spray bottle.
 - Gloves.
 - Paper towels.
 - Towels.
 - Chemical cape.
 - Foil
 - Single Use Spatula or Applicator Stick
 - Protective base cream.
 - Applicator brush.
 - Product bowl.
 - Combs.
 - Sectioning clips.
 - Timer.
 - Shampoo.
 - Conditioner.

Client Consultation:

- Greet client and escort them to work area.
- Assess the client's current style.
- Determine the client's preferences.
- Assess the client's needs and evaluate previous chemical service history to determine a sufficient amount of time has passed since any prior services.
- Assess client's scalp and hair by performing a hands-on hair and scalp analysis to ensure that there is no inflamed, infected, broken, raised, or swollen skin in the area to be worked on; or an open wound or sore in the area to be worked on, infection, or infestation (i.e. lice) to prevent student from safely performing service
- Analyze the client's scalp for sensitivity and hair for texture, density, wave pattern, porosity, and elasticity to determine which any variations to the color formula to use for the service
- Recommend treatment/service options.
- Discuss maintenance that will be required.
- Read manufacturer's label/instructions for the selected color product to be used, reference hair and scalp analysis.
- Prepare the Client for the Predisposition and Strand Test
 - Drape client for chemical.
 - Turn collar inside, if necessary.
 - Place towel lengthwise across the shoulders, cross under the client's skin.

- Place cape over the towel and fasten securely.
- Ensure the drape does not touch the client's skin on the neck.

Predisposition Test: (For all color containing Aniline Derivatives)

- Using mild soap or antiseptic, clean and dry area behind the ear.
- Identifies color products to be used and reads manufacturer's instructions for mixing and usage.
- Apply gloves.
- Using a scale for accuracy, following manufacturer's instructions, mix a small amount of selected color product to be used during service.
- Apply small dab of mixed color product to the cleaned test area with a cotton swab.
- Discard cotton swab immediately.
- Leaves undisturbed (24 -48 hours)
- Re-examine test area for contraindications that would prevent service such as redness, inflammation, irritations or other reactions.

Strand Test:

- Section a ¼ inch square section in interior nape area (not visible from hairline).
- Place hair over foil and apply color product following application method for service.
- Check development of color following manufacturer's directions and at 5-minute increments.
- When process is complete, remove foil; Place towel under the strand, mist with water, add shampoo and massage through. Rinse thoroughly by spraying with water.
- Dry and observe results. Adjust formula, timing or application method as appropriate and record on client record card.
- Single use items are discarded.
- Implements are placed in a clean, closed container labeled 'To Be Disinfected'.
- Capes and towels are place in a closed container until laundered.
- Review consultation and move forward if the client is free from the above contraindications.

Client Preparation:

- Drape client for chemical.
- Turn collar inside, if necessary.
- Place towel lengthwise across the shoulders, cross under the client's skin.
- Place cape over the towel and fasten securely.
- Ensure the drape does not touch the client's skin on the neck.

Service Performance: Color Application

- Creates 4 quadrants – center front hairline to nape; ear to ear across top.
- Remove protective base from original container using a clean spatula.
- Transfer the protective base to the back of hand; seal the container.
- Use the tip of finger to apply protective base to the scalp area along the hairline and over the ears.
- Ensures product container remains uncontaminated. Dispose of single use spatula in trash.
- Identifies color products to be used and reads manufacturer's instructions for mixing and usage.
- Apply gloves.

- Using a scale for accuracy, following manufacturer's instructions, mix a small amount of selected color product to be used during service.
- Begins application where color change will be greatest or where hair is most resistant, being guided by hair analysis.

Virgin Application Only

- Take ¼ inch horizontal subsections on back quadrants; vertical or diagonal subsections on side quadrants to allow completed application to lie away from the face.
- Apply color to mid shaft on top and underside of each section; ½ - 1 inch away from scalp and up to porous ends.
- Complete application on all four quadrants.
- Ensure complete saturation.
- Process according to manufacturer's directions. Checking processing frequently according to test strand.
- Return to starting point and apply color product to root area and ends. Work each quadrant in original order.
- Complete application on all four quadrants.
- Ensure complete saturation.
- Process according to manufacturer's directions and test strand results.

Retouch Application Only

- Take ¼ inch horizontal subsections on back quadrants; vertical or diagonal subsections on side quadrants to allow completed application to lie away from the face.
- Apply color to the top and underside of each section to the regrowth area only. Do not overlap product onto previously treated hair.
- Complete application on all four quadrants.
- Ensure complete saturation.
- Process according to manufacturer's directions and test strand results.

Shampoo/Conditioner Application:

- Carefully position client's neck in shampoo bowl
- Hold the shampoo hose and turn water on
- Adjust volume/temperature of water
- Rinse hair thoroughly for at least five minutes with warm water to remove all traces of color product. Observe carefully that color product has not collected in the rim of the shampoo bowl or on the back of the neck.
- Selects the appropriate shampoo for client's hair type and texture
- Dispense shampoo ensuring the tip of the nozzle does not come into contact with your hand.
- Apply shampoo. Begin at front hairline, using back and forth manipulations until entire head is shampooed.
- Rinse thoroughly.
- Dispense conditioner ensuring the tip of the nozzle does not come into contact with your hand.
- Apply conditioner evenly down the hair shaft to the ends without getting on scalp ensuring even distribution.
- Rinse thoroughly.
- Towel dry.

- Clean shampoo area and product dispensers.
- Return to work area.
- Re-Drape according to and proceed to next service.

Post Service Procedure:

- Client follow-up: Discuss maintenance and after care.
- Single use items are discarded.
- Implements are placed in a closed container labeled "To Be Disinfected."
- Place cape and used towels into closed container until laundered.

Work Area Cleaned and Disinfected

- Identify proper cleaning agent and read manufacturer's directions.
- Follow manufacturer's directions for mixing/usage.
- Wipe workstation/area with cleaning solution to remove debris.
- Identify disinfectant that is bactericidal, virucidal, and fungicidal; EPA approved for use in salon setting.
- Follow manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.
- Disinfect electrical equipment stored in a clean area separate from other implements
- Remove Gloves

Wash Hands

A score must be achieved that is set by the schools grading standards to pass this evaluation plan.

Permanent Waving Performance Evaluation

Wash hands Procedure:

- Wet hands with running water.
- Apply liquid soap.
- Wash palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb.
- Wash both hands while interlocking fingers.
- Rinse thoroughly with running water.
- Dry with a clean towel or disposable towel.

Work area cleaned and disinfected.

- Identifies proper cleaning agent and reads manufacturer's directions.
- Follows manufacturer's directions for mixing/usage
- Wipe work station/area with cleaning solution, to remove debris.
- Identify disinfectant that is bactericidal, virucidal and fungicidal; EPA approved for use in salon setting.
- Reads manufacturer's directions for non-immersible implement or equipment disinfection.
- Follows manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.
- Clean, closed container labeled "To Be Disinfected" is placed at the station for used Implements to be placed in

Tool Setup Procedure

- Ensure all tools are clean and disinfected and single-use (porous) items are new
- Ensure electrical instruments are clean, disinfected and in good working order
- Set up all necessary rods, implements, and products
 - Perm Rods
 - End Papers
 - Spray Water Bottle
 - Towels
 - Rat Tail Comb(s)
 - Wide-tooth comb
 - Timer
 - Clips
 - Scissors for cutting the perm bottle open
 - Chemical Cape
 - Cotton coil
 - Applicator Bottles
 - Shampoo
 - Protective Base/Barrier Cream
 - Single Use Spatula or Applicator Stick
 - Hooded Dryer or Blow Dryer with Diffuser (optional)

Client Consultation:

- Greet client and escort to work area
- Assess the client's current style.

- Determine the client's preferences.
- Assess client's needs
- Assess client's scalp by performing a hands-on hair and scalp analysis to ensure that there is no inflamed, infected, broken, raised, or swollen skin in the area to be worked on; or an open wound or sore in the area to be worked on, infection, or infestation (i.e. lice) to prevent student from safely performing service
- If client is free from the above the student moves forward with procedure.

Client Preparation:

- Drape Client for shampoo
- Turn collar inside, if necessary
- Place terry towel lengthwise across the shoulders, cross under the client's chin.
- Place cape over the towel and fasten securely.
- Drape does not touch the client's skin.
- Place another towel over the cape and secure

Shampoo Application:

- Carefully position client's neck in shampoo bowl
- Hold the shampoo hose and turn water on
- Adjust volume/temperature of water
- Wet hair thoroughly
- Selects the appropriate shampoo for client's hair type and texture
- Dispense product ensuring no cross contamination of shampoo
- Apply shampoo lightly without scalp massage.
- Rinse thoroughly.
- Towel dry.
- Clean shampoo area and product dispensers.
- Return to work area.

Service Performance:

- Check the client's drape to ensure that it is still secure. Replace any wet towels with clean dry towels.
- Use wide-tooth comb to comb hair back away from face
- Select the size of perm rod for the desired curl pattern
- Place a single perm rod on to the top of the hair in the front center at the hairline
- Create partings on both sides of the perm rod using your rat tail comb to create a clean center section
- Clip the hair in each section to control the hair
- Remove the clip in the center front section where you will begin wrapping
- Use the rat tail comb to create a clean parting the same width as the perm rod
- Using the comb, distribute the hair at a 90-degree angle from the scalp
- Protect the ends of the hair by placing an end paper on both sides of the hair that extends past the ends
- Place the perm rod under the ends

- Wrap the ends of the hair that are protected by the end papers over the top and around the perm rod towards the scalp
- Continue to carefully wind the hair around the perm rod, keeping the hair taut until the hair is completely wrapped around the rod
- Pull the end cap for the rod across the wrapped hair to close the rod being certain to keep the elastic band straight and visibly along the center of the rod
- Continue wrapping each rod in this way, maintaining 90-degree angle, keeping it taut and the same direction of winding the hair around each rod for each section
- Place a pick or stabilizers under the elastic band of several rods if desired to maintain tension and control
- Use a single use spatula or applicator stick to transfer barrier cream or base cream from the container to the back of your hand; seal the container and smooth the cream along the hairline
- Throw the single use spatula in the trash
- Place cotton coil along the hairline
- Verify that the client's two towel drape is secure to provide the proper protection necessary for the chemical service.
- Hand a towel to the client as a safety precaution to absorb any excess solution that may drip
- Put on gloves
- Carefully read manufacturer's directions and precautions of the perm solution
- If needed, combine the activator in the perm solution by carefully opening both bottles and slowly pouring the activator into the perm solution
- Then throw the empty bottle in the trash
- Carefully close the bottle
- Gently mix the solution by tilting the bottle back and forth
- Use the scissors to carefully cut a small section off the tip of the bottle; do not cut too far down or it will be difficult to control the flow of the solution
- Grasp a perm rod between your thumb and index finger and gently lift the rod
- Position the tip of the bottle over the hair wound around the lifted rod being careful not to touch the tip of the bottle to the hair
- Slowly and carefully squeeze the bottle applying the solution in a left to right motion along the top and bottom of the rod
- Repeat the application process above for each perm rod, ensuring all rods are fully saturated
- Dispose of waving lotion bottle into trash
- Set the timer according to manufacturer's directions
- Check the cotton and towel to see if they are saturated with solution; if so, remove them and replace with fresh clean cotton and or towel
- Select a perm rod to determine the amount of curl achieved by carefully unwrapping the hair from the rod 2.5 turns
- Do not place additional tension or push the rod toward the scalp; maintain the hair in a relaxed state to observe an S pattern
- Wrap the hair back around the rod to continue processing and secure the band
- When the timer has ended or if the hair reached the desired curl pattern before, escort the client to the shampoo bowl

- Dispose of cotton in trash
- Carefully position client's neck in shampoo bowl
- Hold the shampoo hose and turn water on
- Adjust volume/temperature of water
- Wet hair thoroughly and continue rinsing carefully for 5 minutes
- Use a towel to gently blot the moisture from each rod being careful not to disturb the wrapped hair
- If any rods become loose or begin to unwrap, rewrap the hair on the rod before proceeding
- Continue to blot the moisture for 5 minutes, replacing the towel with a dry one if needed
- Apply dry clean cotton to hairline
- Check the client's drape to ensure that it is still secure. Replace any wet towels with clean dry towels.
- Use the scissors to carefully cut a small section off the tip of the neutralizer bottle; do not cut too far down or it will be difficult to control the flow of the solution
- Grasp a perm rod between your thumb and index finger and gently lift the rod
- Position the tip of the bottle over the hair wound around the lifted rod being careful not to touch the tip of the bottle to the hair
- Slowly and carefully squeeze the bottle applying the neutralizer in a left to right motion along the top and bottom of the rod
- Repeat the application process above for each perm rod, ensuring all rods are fully saturated
- Dispose of neutralizer bottle in to trash
- Set the time according to manufacturer's directions
- When the timer has ended escort the client to the shampoo bowl
- Carefully position client's neck in shampoo bowl
- Hold the shampoo hose and turn water on
- Adjust volume/temperature of water
- Wet hair thoroughly and continue rinsing carefully for 5 minutes
- Clean shampoo area and product dispensers.
- Dispose of cotton in trash
- Remove rods, ensuring to dispose of papers in trash
- Ensure client's neck is carefully secured in shampoo bowl
- Hold the shampoo hose and turn water on
- Adjust volume/temperature of water
- Wet hair thoroughly to rinse any remaining neutralizer
- Remove gloves
- Style as desired

Post Service:

- Client follow up: Discuss maintenance and after care
- Single use items are discarded.
- Implements are placed in a closed container labeled "To Be Disinfected".
- Place cape and used towels into closed container until laundered.

Work area cleaned and disinfected:

- Identifies proper cleaning agent and reads manufacturer's directions.
- Follows manufacturer's directions for mixing/usage
- Wipe work station/area with cleaning solution, to remove debris.
- Identify disinfectant that is bactericidal, virucidal and fungicidal; EPA approved for use in salon setting.
- Follows manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.
- Disinfected electrical equipment stored in clean area separate from other implements.
- Remove gloves

Wash hands

A score must be achieved that is set by the schools grading standards to pass this evaluation plan.

Relaxer Virgin and Retouch Evaluation

Hand Washing Procedure:

- Wet your hands under running water.
- Apply liquid soap.
- Wash palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb.
- Wash both hands while interlocking your fingers.
- Rinse both hands thoroughly with running water.
- Dry with a clean towel or a disposable towel.

Tools Set-Up Procedure:

- Ensure all tools are clean and disinfected, and single-use items are new.
- Ensure electrical instruments are clean, disinfected, and in good working order.
- Set up all necessary implements and products
 - Water spray bottle.
 - Gloves.
 - Paper towels.
 - Towels.
 - Chemical cape.
 - Single Use Spatula or Applicator Stick
 - Protective base cream.
 - Applicator brush.
 - Product bowl.
 - Combs.
 - Sectioning clips.
 - Timer.
 - Neutralizing shampoo.
 - Conditioner.

Client Consultation:

- Greet client and escort them to work area.
- Assess the clients current style.
- Determine the client's preferences.
- Assess the client's needs and evaluate previous chemical service history to determine a sufficient amount of time has passed since any prior services. Clients who receive chemical relaxers must wait two weeks between chemical hair services and receive a basic shampoo and conditioning prior to any chemical hair color service after the initial relaxer.
- Verify that the client has not received any conflicting chemical services such as those containing ammonium thioglycolate.
- Assess client's scalp by performing a hands-on hair and scalp analysis to ensure that there is no inflamed, infected, broken, raised, or swollen skin in the area to be worked on; or an open wound or sore in the area to be worked on, infection, or infestation (i.e. lice) to prevent student from safely performing service
- Analyze the client's scalp for sensitivity and hair for texture, density, wave pattern, porosity, and elasticity to determine which relaxer to use for the service and the appropriate subsection size.
- Recommend treatment/service options.
- Discuss maintenance that will be required.
- Review consultation and move forward if the client is free from the above contraindications.

Client Preparation:

- Drape client for chemical.
- Turn collar inside, if necessary.

- Place towel lengthwise across the shoulders, cross under the client's skin.
- Place cape over the towel and fasten securely.
- Ensure the drape does not touch the client's skin on the neck.

Service Performance: Relaxer

- Select the relaxer product determined during consultation and analysis of hair type and client's needs.
- Read manufacturer's label/instructions, reference hair and scalp analysis.

Apply protective base:

- Remove protective base from original container using a clean spatula.
- Transfer the protective base to the back of hand; seal the container.
- Use the tip of finger to apply protective base to the scalp area along the hairline, ears, and entire scalp using ¼ to ½ inch partings (subsection size will depend on the client's hair shaft analysis results focusing on the hair's elasticity, porosity, density, texture and wave pattern) for subsections throughout.
- Verify that the client's two towel drape is secure to provide the proper protection necessary for the chemical service.
- Hand a towel to the client as a safety precaution
- Put on gloves
- Dispense relaxer product from the original container into the product bowl using a clean spatula/spoon and reseal the container (Read and follow manufacturer's directions if the relaxer system requires mixing prior to relaxer application).
- Rinse any residual product thoroughly from the used spatula/spoon before storing in the "To Be Disinfected" container for disinfection with the other used implements.
- Set timer adhering to manufacturer's directions.
- Begin the relaxer application in the most resistant area, and make ¼-inch partings

Virgin Application Only

- Apply the relaxer to the top of the strand with the applicator brush.
- Apply relaxer ¼ inch to ½ inch away from the scalp (distance from the scalp will be determined during hair shaft analysis) and up to the porous ends (CAUTION: DO NOT APPLY RELAXER ON THE CLIENT'S SCALP).
- Apply relaxer to the underside of the strand of each subsection.
- Continue applying relaxer to other sections, working your way down the sections toward the hairline until all four sections are completed.
- During the last few minutes of processing, work the relaxer down close to the scalp and through the ends of the hair of each subsection beginning in the first section and then completing the other three sections using additional relaxer if necessary.

Retouch Application Only

- Apply the relaxer to the top of the strand with the applicator brush.
- Apply relaxer to the regrowth area only. Do not overlap product onto previously treated hair. (CAUTION: DO NOT APPLY RELAXER ON THE CLIENT'S SCALP).
- Apply relaxer to the underside of the strand of each subsection.
- Continue applying relaxer to other sections, working your way down the sections toward the hairline until all four sections are completed.

- During the last few minutes of processing, work the relaxer down close to the scalp and through the ends of the hair of each subsection beginning in the first section and then completing the other three sections using additional relaxer if necessary.

Virgin and Retouch Applications

- After the relaxer has been applied to all sections, use the back of comb or hands to smooth each section using $\frac{1}{4}$ to $\frac{1}{2}$ inch partings making sure that you do not comb or pull the hair to prevent breakage. (The subsection size will depend on the clients hair shaft analysis results focusing on the hairs elasticity, porosity, density, texture and wave pattern.)
- Perform periodic strand test to measure sufficient processing.
- Gently smooth the hair without removing the relaxer product, combing, or using tension. This will determine if the hair is sufficiently relaxed. Relaxed hair will appear visibly smooth with no wave pattern.
- Process according to manufacturer's instructions and your observations of the wave pattern.
- Escort the client to the shampoo bowl
- Carefully position client's neck in shampoo bowl
- Hold the shampoo hose and turn water on
- Adjust volume/temperature of water
- Check the client's drape to ensure that it is still secure. Replace any towels soiled with relaxer product with clean dry towels.
- Rinse hair thoroughly for at least five minutes with warm water to remove all traces of relaxer. Observe carefully that relaxer product has not collected in the rim of the shampoo bowl or on the back of the neck.
- Select an acid balanced neutralizing shampoo.
- Dispense product ensuring no cross contamination of shampoo
- Shampoo the hair at least three times to be sure all traces of the relaxer have been removed.
- Blot excess water from the hair.
- Condition and rinse hair thoroughly.
- Style as desired.
- Show client the finished service.
- Place cape and towels in soiled linen container.
- Dispose of any remaining relaxer in the trash.

Post Service Procedure:

- Client follow up: Discuss maintenance and after care.
- Single use items are discarded.
- Implements are placed in a closed container labeled "To Be Disinfected."
- Place cape and used towels into closed container until laundered.

Work Area Cleaned and Disinfected

- Identify proper cleaning agent and read manufacturer's directions.
- Follow manufacturer's directions for mixing/usage.
- Wipe work station/area with cleaning solution to remove debris.
- Identify disinfectant that is bactericidal, virucidal, and fungicidal; EPA approved for use in salon setting.
- Follow manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.

- ## Wash Hands

A score must be achieved that is set by the schools grading standards to pass this evaluation plan.

Evaluation Plan for Basic Facial

Client Consultation:

- Greet client and escort to work area
- Determine the client's preferences.
- Assess client's needs.
- Assess client's skin by performing a skin analysis to ensure that there is no inflamed, infected, broken, raised, or swollen skin in the area to be worked on; or an open wound or sore in the area to be worked on, infection, or infestation (i.e. lice) to prevent from safely performing service.
 - Assess client's consultation form for any medications and products used within the last 72 hours. Consult on any known allergies.
 - Consult with client on any facial surgeries within the last 3 months and if client under physicians' care.
 - Assess if the client is prone to cold sores or fever blisters.
 - Assess if the client has used exfoliating or lightening agents with in the last 72 hours. (AHA's, BHA's, hydroquinone, etc.)
 - Assess facial injections within the last 3 weeks. (Botox, or Hyaluronic fillers)
- If client is free from the above the student moves forward with procedure.

Washing hands Procedure:

- Wet hands with running water.
- Apply liquid soap.
- Lather and Rub palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb for 20 seconds.
- Rub both hands while interlocking fingers.
- Rinse thoroughly with running water.
- Dry with a clean towel or disposable towel.

Tools/Supply Set up:

- Spatulas
- Gloves
- Fan Brushes
- Distilled Water
- Comedone Extractor
- Clean Sheets/Blanket
- Client Drape
- Towels
- Disposable Facial Sponges
- Cotton Pads*
 - 4x4's
 - 2x2's
 - Rounds
- Tissues

- Head band
- Hairnet &/or head covering
- Rubber mixing bowl
- Water Bowl
-

Products needed:

- Antiseptic
- Cleanser (according to skin type)
- Astringent/Toner
- Exfoliator
- Massage product/oil
- Mask (according to skin type)
- Moisturizer (according to skin type)
- Eye Product (according to skin type)
- Moisturizing product/SPF
- Portion cup/tray

Equipment needed:

- Magnifying Lamp
- Facial steamer
- Facial Bed
- Stool
- Hot towel steamer
- Tray

Preparation:

- Disinfect work station, bed and equipment using a disinfectant wipe (following manufacturers instructions)
- Check equipment to ensure all devices are in safe working order and plugged in to a working receptacle.
- Gather clean supplies needed for the facial service, storing in a clean closed container.
- Turn on the hot cabbie and stock with at least 3 clean wet towels. (More may be needed, depending on the service and client's needs).
- Fill clean steamer glass with distilled water. Pre-heat steamer.
- Dispense products needed for the service, according to skin type and client's needs as follows:
 - Prepare disposable Portion cup/tray for each product with a portion of product by opening the top of the container and ensuring the tip of the nozzle does not come into contact with the disposable portion cup/tray or remove product with a disinfected or clean single use spatula. Close the lid to the product and set the portion cup/tray on the tray.
- Drape Facial Bed using 1 fitted sheet, 1 flat sheet and 3 towels. Place clean, laundered sheets down on disinfected facial bed, placing a towel horizontally at the head of the bed. Lay a hair net and head band on top of the first towel, alone with a rolled towel to support the head and neck of the client. Save the 3rd towel to lay across the clients' décolleté.

Client Preparation:

- Have client disrobe appropriately for the service.
- Help client onto the bed.
- Swaddle sheet (and blanket if needed) over guest; place 3rd towel over the décolleté.
- Place the hair net and head band on the client's head to cover the hair and ears completely. Place the rolled towel under the client's neck to support the head of the client.

Washing hands Procedure:

- Wet hands with running water.
- Apply liquid soap.
- Lather and Rub palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb for 20 seconds.
- Rub both hands while interlocking fingers.
- Rinse thoroughly with running water.
- Dry with a clean towel or disposable towel.

Service Performance:

CLEANSE FACE (to remove makeup, natural oils, and debris)

- Apply cleansing product to Eye and Lips
 - Retrieve cleansing product from disposable portion cup/tray with a disposable spatula and apply to 2X2/pads or cotton rounds with eye makeup remover.
 - Place the eye pads on the client's closed eyes
 - Use a 2x2 or 4x4 moistened with a makeup to remove any lipstick. Hold the opposite side of the lip, not being serviced, with the thumb of your free hand apply firm pressure and remove lipstick from the outer corner to the center of both sides of the lips.
 - Cleanse lip area by bracing, working right side, from outside corner to center of lip, 3 passes. Then moving to the left side, working left side from outside corner to center of lip, 3 passes.
 - Move back to the eye area. Double brace while wiping the eye area working in a downward sweeping motion to clean lashes and lids, with 3 passes. Clean under eye area from outside corner to inside with 3 passes for each eye. Take caution not to pull or tug on the eyes or lip. Repeat if necessary.
 - Discard disposable gauze pad in waste receptacle.
- Apply cleansing product to neck and face.
 - Apply a pea size amount of cleansing product; from the prepared Portion cup/tray, to your hands with a disposable spatula and apply it to both hands by rubbing your hands together. Discard of disposable spatula in waste receptacle.
 - Use both hands to apply the cleansing product by starting at the client's neck taking precautions not to get cleansing product in the eyes, nose or mouth
 - Sweep from the center of chin to the jawline, into the corners of the mouth, up to the temples and down to the corners of the nose.
 - Along the sides of the nose up to the center of the forehead and down to the temples.
 - Use your ring finger to stroke gently stroke under the eyes to the bridge of the nose and out over the eye lids.
- Remove cleansing product
 - To remove the cleansing product; submerge a disposable sponge/gauze pad into a bowl of warm water, extract excess water by squeezing the sponge/gauze pad over the bowl of water,

start at the throat and work upwards following the contours of the face, work till all the cleansing product is removed using fresh disposable sponge/gauze pad as needed.

ANALYZE Skin

- Prior to analyzing the client's face. Place eye pads over client's eyes to protect the client from the discomfort of the magnifying lamp's intensity
 - Using a magnifying lamp, or Woods lamp. Checking for skin abrasions, excessive sebum, flakiness, fine lines, wrinkles and freckles.
 - When finished, turn the lamp off and remove eye pads.
- Repeat process twice (2) more
- Apply toner
 - Apply by misting the disposable gauze pad with the toner; making sure that the spray nozzle does not come into contact with the disposable gauze. Using a sweeping motion apply toner at the neck and work upward toward the forehead.
- Discard all disposable utensils/supplies in waste receptacle.

EXFOLIATE AND STEAM

- Apply exfoliant
 - Dispense a pea size amount exfoliant from the prepared portion cup/tray with a disposable spatula and apply to your palate or apply it to your hand, Discard of disposable spatula in waste receptacle, then rub your hands together to evenly distribute product.
 - Apply to the client's face by hand using the massage techniques in relation to the type of exfoliant for 1-2 minutes or as recommended by the manufacturer's directions. Be cautious not to get product in the eyes, nose or mouth. Or
 - Apply to your client's face with your fan brush. Wet brush bristles from your bowl of warm water and spread product evenly over the face. Be cautious not to get product in the eyes, nose or mouth. Using massage techniques movement with your hands for 1-2 minutes or as recommended by the manufacturer's directions. (A rotating brush could also be used at this point)
- Steamer (Facial Vaporizer)
 - Retrieve the steamer and turn the steamer 'ON'
 - Position the steamer next to the facial bed and that it is facing away from the client as the water heats up and emits an even outflow of a mist.
 - Once the steamer is emitting a mist position the steamer 16" (40 cm) over the client's face and aimed at the client's chin for even distribution on the face, allow the unit to function for 3-5 minutes
 - Remove the steamer from the client's face, return steamer to its previous location for disinfection.
- Remove exfoliant
 - To remove the exfoliant; submerge a disposable sponge/gauze pad into a bowl of warm water, extract excess water by squeezing the sponge/gauze pad over the bowl of water, start at the throat and work upwards following the contours of the face, work until all the exfoliant is removed using fresh disposable sponge/gauze pad as needed; OR
 - Steam towel method: Remove steam towel from the hot cabbie. Unroll towel and test temperature of towel on your inner wrist off to the side of the guest. Placing the steam towel on the client's skin across the chin lengthwise. Pull the corners of the towel upward to the forehead, leaving the nostrils uncovered. Wiping from forehead to the chin, ensuring all product is removed.

EXTRACTION (if necessary)

- Perform any necessary extractions
 - Using the cotton swab method or the finger method; perform extractions, if needed.
 - Cotton Swab Extraction Method: if not previously gloved, apply disposable gloves
 - using two professional-size cotton swabs soaked in astringent, gently apply pressure on either side of the impaction and gently roll impaction back and forth until impaction is released.
 - use new swabs for removing each impaction.
 - Finger Extraction Method: if not previously gloved, apply disposable gloves
 - wrap fingers in tissue or cotton soaked in astringent.
 - gently apply downward pressure on either side of the impaction at the base, gently roll impaction back and forth until impaction is released.
 - (The extraction process should take no longer than 5-7 minutes to ensure client comfort.)
 - Dispose of all contaminated disposable utensils/supplies in waste receptacle
 - Apply toner
 - Apply by misting the disposable gauze pad with the toner; making sure that the spray nozzle does not come into contact with the disposable gauze. Using a sweeping motion apply toner at the neck and work upward toward the forehead.
 - Dispose of all disposable utensils/supplies in waste receptacle

MASSAGE

- Apply dime size massage product; from the prepared Portion cup/tray, to your hands with a disposable spatula then apply it to both hands by rubbing your hands together. Discard of disposable spatula in waste receptacle.
- Apply massage product to the décolleté, neck, and face using long gentle strokes. Then apply product from the chin to the forehead.
- Maintain contact with your client's skin in a consistent rhythm, using an up and out motion to help protect muscle tissue. Use caution around the eyes and eyelids to avoid stretching sensitive skin
- Perform massage movements beginning at the forehead, apply pressure using a hand over hand movement, and **effleurage** with the ring finger. Across the forehead moving left to right then right to left. This will begin to relax surface facial muscles. Repeat this movement three times
- Slide middle fingers of both hands over and under continuously in half circle movements as you move across the forehead left to right and then right to left. (**petrissage**)
- repeat each movement three times
- then apply slight pressure to the temporal muscle before continuing. Use **tapotement** around the eyes and brow bone, zygomatic arch, and upper cheek bones. Repeat this movement three times
- Circle the outside of the eyes using the ring finger using light pressure. Repeat this movement three times
- Perform small circular movements around the temple pressure points and pause with slight pressure. Repeat this movement three times
- Massage the outer corners of the nose with small circular **petrissage** movements, slide up either side of the nose and apply pressure into the eye sockets, slide over the brows and apply gentle pressure to the outside of the brows and glide back to the corners of the nose. Repeat this movement three times
- Perform **effleurage** scissor movements along the nose using the index and middle finger in a 'V' pattern slide up to the hair line. Repeat this movement three times.

- Lift upwards slightly three times at the corners of the mouth. Repeat this movement three times
- Then massage in three small circular motions at the corner of the mouth. Perform scissor movements on the mouth by creating a 'V' pattern with the fingers and sliding across the mouth. Repeat this movement three times
- Massage upwards on the jaw line in circular movements with thumb and forefinger work upwards to each earlobe and repeat this movement three times.
- Use both hands to massage the neck using small circular motions, continue small circular movements across the chest and around the ball of the shoulders.
- Perform **effleurage** with one hand over the other, perform the motion on both sides of the face. Then crisscross your hands at the forehead and at the chin three times to complete the massage.
- Pause at the temples and release
- Remove massage product
 - To remove the massage product; submerge a disposable sponge/gauze pad into a bowl of warm water, extract excess water by squeezing the sponge/gauze pad over the bowl of water, start at the throat and work upwards following the contours of the face, work till all the massage product is removed using fresh disposable sponge/gauze pad as needed.

FACIAL MASK

- Obtain facial mask from disposable portion cup/tray with a disposable spatula and place on palette or bowl. Discard of disposable spatula in waste receptacle.
- Apply a facial mask
 - Apply the facial mask on to the client's face (using hands, spatula or fan brush) starting at the throat using long strokes
 - Be cautious not to get product in the eyes, nose or mouth.
 - Allow mask to sit on the face for 5-10 minutes
- Remove mask
 - Submerge a disposable sponge/gauze pad into a bowl of warm water, extract excess water by squeezing the sponge/gauze pad over the bowl of water, start at the throat and work upwards following the contours of the face, work till all the mask is removed using fresh disposable sponge/gauze pad as needed. Wipe the skin gently from the jawline working to the top of the face.
- Apply toner to face and neck
 - Apply by misting the disposable gauze pad with the toner; making sure that the spray nozzle does not come into contact with the disposable gauze. Using a sweeping motion apply toner at the neck and work upward toward the forehead.

Eye Product & Moisturizer

- Apply eye product,
 - Remove a pea size amount of eye product using a disposable spatula and apply to hands.
 - Apply eye product using small tapping motions around the zygomatic arch and brow bone.
- Apply moisturizing product/SPF
 - Remove a dime size amount of moisturizing product/SPF using a disposable spatula and apply to hands.
 - Apply to client's entire face, working for the jawline to the top of the forehead. Blot off excess product with a tissue.

Post Service:

- Client follow up: Discuss maintenance and after care.
- Single use items are discarded.
- Place implements in a closed container labeled "To Be Disinfected".
- Place cape and used towels into closed container until laundered.

Work area cleaned and disinfected:

- Identify proper cleaning agent and reads manufacturer's directions.
- Follow manufacturer's directions for mixing/usage
- Wipe work station/area with cleaning solution, to remove debris.
- Identify disinfectant that is bactericidal, viricidal and fungicidal; EPA approved for use in salon setting.
- Follow manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.
- Disinfect electrical equipment stored in clean area separate from other implements.

Wash hands

- Wet hands with running water.
- Apply liquid soap.
- Lather and Rub palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb for 20 seconds.
- Rub both hands while interlocking fingers.
- Rinse thoroughly with running water.
- Dry with a clean towel or disposable towel.

Remove gloves.

Wash hands.

A score must be achieved that is set by the schools grading standards to pass this evaluation plan.

Evaluation Plan for Basic Manicure and Pedicure Difference

Client Consultation:

- Greet client and escort to work area.
- Assess the client's current style.
- Determine the client's preferences.
- Assess client's needs.
- Assess client's nails and skin to ensure that there is no inflamed, infected, broken, raised, or swollen skin or nail tissue in the area to be worked on; or an open wound or sore in the area to be worked on, infection, or infestation to prevent student from safely performing service.
- Recommend treatment/service options.
- Discuss maintenance that will be required.
- Review consultation.

Wash Hands Procedure:

- Wet hands with running water.
- Apply liquid soap.
- Wash palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb.
- Wash both hands while interlocking fingers.
- Rinse thoroughly with running water.
- Dry with a clean towel or disposable towel.

Tool Setup Procedure:

- Ensure all tools are clean and disinfected and single- use (porous) items are new.
- Ensure electrical instruments are clean, disinfected and in good working order.

Table Set-up, equipment, supplies and products

- Place a towel on table for client's hands with paper towel on top
- Places a towel on student lap
- Towels
- Paper towel
- Orange wood stick or cotton swab or pusher
- Cotton
- Polish (base coat, polish and top coat).
- Nippers, file, nail brush, nail clipper and buffer
- Finger bowl
- Cuticle remover
- Polish remover
- Dappen dish
- Massage lotion or cream
- Cuticle oil

- Hand Sanitizer with pump
- Alcohol

Client Preparation:

Manicure Client washes their hands as follows:

- Wet hands with running water.
- Apply liquid soap.
- Wash palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb.
- Wash both hands while interlocking fingers.
- Rinse thoroughly with running water.
- Dry with a clean towel or disposable towel.

Pedicure

- Have client sit at pedicure bowl and remove shoes and socks.
- Check temperature of the pedicure bath.
- Place client's feet in the bath. Allow to soak for 5 to 10 minutes.
- Lift the client's feet from the bath. Place on footrest and dry with lap towel.

Service Performance:

- Perform visual analysis for signs of disease or disorders.
 - Look at nails and surrounding skin to visually see they are absent of disease or disorder
 - If free of disease or disorder proceed with service
- Remove all old polish.
 - Dispense nail polish remover directly onto cotton pad. Dispense over disposable towel to absorb any excess remover. Never dispense product over the client's hand/foot, the floor or table without towel/ disposable towel. Use new cotton pad for additional remover.
 - Close lid to avoid spills.
 - Beginning with the little finger/toe on the client's hand/foot, hold the remover saturated cotton onto the nail for 10 seconds.
 - Rub remover saturated cotton pad across each nail until all old polish is removed. Nail should be free of all polish before moving on to the next nail.
 - Place cotton pad with items to be discarded or in a lined trash receptacle.
 - When obtaining more polish remover use new cotton pad and repeat the steps above.
- Analyze skin and nails again.
- Clip excess length from the nail
 - Position the clipper horizontally across the free edge.
 - Gently clip unwanted length from nails, nails should be clipped gradually to avoid cutting nails to low
- File and shape the nails with an emery board.
 - Obtain new emery board or file.

- Clients hand/foot should gently rest in your hand.
- Use your pointer finger and thumb to control finger while filing; hold finger on both sides, flat and slightly downward pointing toward you during filing process; be sure to hold the sidewall down to ensure the clients skin is not injured (If clients skin is broken stop service immediately and follow blood exposure procedures for patron.)
- Begin with the pinky finger/toe on one hand/foot and shape from the outer edge of the nail towards the center to avoid splitting.
- Use 2 or 3 short strokes on each side of the nail and one longer stroke per side to blend. Round the top of the nail gently. Repeat for each finger/toe on the first hand/foot ending with the thumb/big toe
- Place the hand/foot in the finger bowl/footbath. Finger bowl/footbath should be filled with warm soapy water to completely submerge entire nail/foot. Entire hand should not be submerged; knuckles should be exposed, not under water
- While cuticles are softening in the finger bowl/footbath repeat filing on the other hand/foot.
- Remove first hand/foot from finger bowl/footbath place on clean towel and dry hand/foot
- Place second hand/foot in finger bowl/footbath while continuing to work on the first hand/foot just removed from the finger bowl/footbath; allow cuticles on second hand/foot to soak and soften
- Apply cuticle remover cream to first hand.
 - Apply small amount of cotton to the end of the orangewood stick.
 - Dispense cuticle remover onto cotton padded orangewood stick, ensuring any excess remover drips onto disposable towel
 - Tip of cuticle remover should not touch the padded orangewood stick to avoid contamination.
 - Use cotton padded orangewood stick with remover to place a small amount of remover on each cuticle on first hand/foot.
 - Allow the cuticle remover to sit for the manufacturer's recommended time
 - Use the orangewood stick or metal pusher to gently push any cuticle tissue off the nail plate
 - If necessary, clip cuticle removing only the excess cuticle.
 - Cuticle nippers should be used gently in a sniping action to avoid cutting into the client's skin, use a moist cotton pad to place clipped cuticles.
- Nip cuticle area cautiously to avoid clipping too much of the cuticle away. Clipping too much of the cuticle away may lead to infection.
- If client's skin is cut immediately stop service and use first aid procedure for patron; if at any time during service your skin is broken stop service and use first aid procedure for yourself
 - when cuticles are clipped place cotton pad with items to be discarded or in a lined trash receptacle.
- Repeat cuticle removing on the other hand/foot.

- Obtain nail brush dip the brush into cleansing treatment already in finger bowl/footbath
- Using wet nail brush to brush the first hand/foot nails from cuticle area downward to free edge
- Gently clean under the free edge using a cotton-tipped wooden stick
- Once process has been performed on both hands/feet use clean towel to dry the fingers/toes
- Buff nails avoiding excessive friction
 - Buff the surface of the nail gently, moving the buffer from the base of the nail towards the free edge.
 - Buff the sides of the nail as well, using a corner of the buffer.

Pedicure only

- Apply exfoliating scrub. Exfoliating scrubs can be used to remove the dry or scaly skin. One foot is removed from the bath and the scrub is liberally applied. Use extra pressure (which creates more friction) on the heels and other areas where more callus and dry skin builds up.
 - Dispense scrub directly into your hands not allowing the tip of the container to touch your hands to avoid cross contamination
 - Once scrub is dispensed close lid on container
 - Scrub can also be dispensed into another product bowl using a disinfected or single use spatula.
 - Spatula must be placed with items to be disinfected or thrown away.
 - Return lid to original product container to avoid contamination.
 - Apply scrub from knee and down to the toes
- Smooth calluses. During this process, the abrasive foot file is used to smooth and reduce the thicker areas of callus. Remember that callus protects the underlying skin from irritation and is there for a purpose. Remove only enough to make the client comfortable. *Calluses should be softened and smoothed, rather than excessively thinned or removed.* You may need to educate your client about callus formation and the protective function it provides. Also, discuss products for home use to help soften and condition calluses between salon appointments.
- Remove the left foot gently move the foot file back and forth across callused area.
- Place left foot back in pedicure bowl.
- Repeat exfoliation and smoothing calluses on right foot.
- Dispose of foot file in covered waste receptacle.
- Rinse both feet. Do not forget to clean between the toes.
- Once process has been performed on both feet use clean towel to dry the feet.

Manicure and Pedicure

- Apply massage lotion or cream.

- Dispense massage lotion directly into your hands not allowing the tip of the container to touch your hands to avoid cross contamination
- Once massage cream is dispensed close lid on container
- Massage cream can also be dispensed into another product bowl using a disinfected or single use spatula.
- Spatula must be placed with items to be disinfected or thrown away.
- Return lid to original product container to avoid contamination.
- Apply massage lotion or cream from elbow to forearm/knee to ankle and down to the fingertips/toes to prepare for massage portion of the manicure/pedicure.
- Perform massage on both hands/feet using long rhythmic effleurage strokes. Rotate in a circular motion to loosen the wrist/ankle.
 - Effleurage – Light continuous stroking movement applied with the fingers or the palms in a slow rhythmic manner.
 - Use your opposite hand to hold client's hand/foot being serviced to maintain manageability rotate hand/foot being serviced in circular motion loosening the wrist/ankle
 - Continue to use your fingers to perform light stroking movements to client's hands/feet
- Massage fingers/toes using a circular motion.
 - Starting with the pinky finger/little toe, use fingers on opposite hand to gently grip each finger/toe separately; massage fingers/toe using a circular motion, repeat motion 2-3 times on each finger/toe
- **Manicure** Knead palm with petrissage, moving thumbs in a circular motion from wrist to fingers.
 - Petrissage – Kneading movement performed by lifting, squeezing and pressing the tissue with a light, firm pressure.
 - Use both hands to hold client's hand/foot, using thumbs from both your hands to perform circular motions from wrist to fingers. Remember to use light, firm pressure
- **Pedicure** Thumb compression (friction movement).
 - Make a fist with fingers, keeping thumb out. Apply firm pressure with thumb and move your fist up the heel toward the ball of foot. Work from left side of foot and back down right side toward heel.
 - Metatarsal scissors. This is a petrissage massage movement. Place fingers on top of foot along the metatarsal bones with thumb underneath the foot. Knead up and down along each bone by raising thumb and lower fingers to apply pressure.
 - Fist twist compression. Friction or deep rubbing movement. Place left hand on top of foot and make fist with right hand. Left hand will apply pressure while right hand twists around bottom of foot.
 - Effleurage on instep. Place fingers at ball of foot. Move fingers in circular movements in opposite directions.
 - Massage to end of each toe, gently squeezing tip of each toe.

- Percussion/tapotement movement. Use fingertips to perform percussion or tapotement movements to lightly tap over the entire foot to complete massage.
- Remove all traces of massage lotion or cream from nails.
 - Pour small amount of polish remover into dapper dish return lid to nail polish container to avoid.
 - Use clean cotton wrapped orangewood stick soaked in polish remover to remove massage cream from the nails.
 - Clean entire nail surface as well as underneath.
Rub orangewood stick over the entire nail surface; use tip of padded orangewood stick to gently clean underneath the nail, do not dig or poke into skin underneath the nail.
 - Discard any unused product, place dappen dishes with items to be disinfected and cotton padded orangewood stick with items to be discarded or in a lined trash receptacle
- Prepare nails for polish. Apply base coat.
 - Retrieve base coat from initial station set up tools and supplies.
 - Remove cap and begin applying base coat in a stroking motion from nail base to free edge.
 - Start with pinky finger of one hand and work toward the thumb.
 - Repeat on opposite hand/foot.
- Apply two coats of polish.
 - Use light sweeping strokes from nail base to free edge. Apply polish at the free edge.
 - Polish middle of nail first
 - Polish the sides
 - Repeat the second coat when all nails are polished
 - Add top coat following the same steps as the base and polish coats.
- Remove excess polish from skin.
 - Use orangewood sticks and cotton pads obtained from initial station set up tools and supplies. Wrap orangewood sticks in cotton and saturate with polish remover to remove excess polish from skin. Dab saturated padded orangewood stick on places where unwanted polish on the skin need to be removed; repeat for each finger as needed
 - Discard cotton pad and orangewood stick with items to be discarded.

Post Service:

- Client follow up: Discuss maintenance and after care.
- Single use items are discarded.
- Place implements in a closed container labeled "To Be Disinfected."
- Place used towels into closed container until laundered.
- Identify proper cleaning agent and reads manufacturer's directions.
- Follow manufacturer's directions for mixing/usage.

- Wipe workstation/area with cleaning solution, to remove debris.
- Identify disinfectant that is bactericidal, viricidal and fungicidal; EPA approved for use in salon setting.
- Follow manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.
- Disinfect work station and implements
- Disinfect electrical equipment stored in clean area separate from other implements.
- Wash hands.

Post Service Pedicure If Using Circulating water

- After use by each patron each whirlpool or footspa must be cleaned and disinfected as follows:
- All water must be drained and all debris removed from the basin;
- The basin must be disinfected by filling the basin with water and circulating a surfactant or enzymatic soap with an EPA registered disinfectant with bactericidal, fungicidal and virucidal activity used according to manufacturer's instructions through the unit for 10 minutes;
- The basin must be drained and rinsed with clean water; and
- The basin must be wiped dry with a clean towel.

End of the Day

- At the end of the day each whirlpool or footspa must be cleaned and disinfected as follows:
- The screen must be removed and all debris trapped behind the screen removed;
- The screen and the inlet must be washed with surfactant or enzymatic soap or detergent and rinsed with clean water;
- Before replacing the screen it must be totally immersed in an EPA registered disinfectant with bactericidal, fungicidal and virucidal activity in accordance to the manufacturer's instructions for 10 minutes;
- The inlet and area behind the screen must be cleaned with a brush and surfactant soap and water to remove all visible debris and residue; and
- The spa system must be flushed with low sudsing surfactant or enzymatic soap and warm water for at least 10 minutes and then rinsed and drained.

Record type of disinfecting from above:

- A record must be made of the date and time of each cleaning and disinfecting as required by this Rule including the date, time, reason, and name of the staff member who performed the cleaning. This record must be made for each whirlpool or footspa and must be kept and made available for at least 90 days upon request by either a patron or inspector.

A score must be achieved that is set by the schools grading standards to pass this evaluation plan.

Waxing Performance Evaluation

Client Consultation:

- Greet client and escort to work area.
- Assess the client's current style.
- Determine the client's preferences.
- Assess client's needs.
- Assess client's skin by performing a skin analysis to ensure that there is no inflamed, infected, broken, raised, or swollen skin in the area to be worked on; or an open wound or sore in the area to be worked on, infection, or infestation (i.e. lice) to prevent from safely performing service.
- Assess client's consultation form for any medications and products used within the last 72 hours. Consult on any known allergies.
- Consult with client on any facial surgeries within the last 3 months and if client under physicians' care.
- Assess if the client is prone to cold sores or fever blisters.
- Assess if the client has used exfoliating or lightening agents with in the last 72 hours. (AHA's, BHA's, hydroquinone, etc.)
- Assess facial injections within the last 3 weeks. (Botox, or Hyaluronic fillers)
- If client is free from the above the student moves forward with procedure.

Wash Hands Procedure:

- Wet hands with running water.
- Apply liquid soap.
- Wash palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb.
- Wash both hands while interlocking fingers.
- Rinse thoroughly with running water.
- Dry with a clean towel or disposable towel.

Tools/Supply Set up:

- | | |
|--------------------|---------------------------------|
| • Gloves | • Wooden wax applicator sticks |
| • Headband/hairnet | • Table Paper cover for the bed |
| • Cotton pad | • Towels |
| • Small scissors | • Paper drape (Webbies) |
| • Tissue | • Wax Strips |
| • Tweezers | |

Products needed:

- | | |
|-------------------------|--------------------------|
| • Antiseptic | • Post epilation product |
| • Pre epilation product | • Hard or Soft Wax |

- Wax Remover

Equipment needed:

- Equipment cart
- Equipment cleaner
- Facial bed or chair
- Wax Warmer

Preparation:

- Disinfect work station, bed and equipment using a disinfectant wipe (following manufacturer's instructions)
- Check equipment to ensure all devices are in safe working order and plugged in to a working receptacle.
- Gather clean supplies needed for the facial service, storing in a clean closed container.
- Dispense products needed for the service.
 - Prepare disposable portion cups for each product with a portion of product by opening the top of the container and ensuring the tip of the nozzle does not come into contact with the disposable portion cup/tray or remove product with a disinfected or clean single use spatula. Close the lid to the product and set the portion cup/tray on the tray.
- Place disposable table paper on the disinfected bed, to ensure the wax does not fall onto the bed.

Client Preparation:

- Have client disrobe appropriately for the service.
- Help client onto the bed.
- Place the hair net and head band on the client's head to cover the hair and ears completely.
- Place the rolled towel under the client's neck to support the head of the client.

Washing hands Procedure:

- Wet hands with running water.
- Apply liquid soap.
- Lather and Rub palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb for 20 seconds.
- Rub both hands while interlocking fingers.
- Rinse thoroughly with running water.
- Dry with a clean towel or disposable towel.

Service Performance:

- Drape the client: Protect the area around the area you plan to wax with a towel or paper drape.

Prepare the skin:

- Assess the direction of hair growth carefully. (If the hair growth is in different directions, apply wax in small section for the area waxing in the direction of hair growth).
- Dispense antiseptic or pre-epilation product by opening the top of the container and ensuring the tip of the nozzle does not come into contact with the cotton pad. Close the lid to the product.
- Using a sweeping motion apply to the area to be waxed. Be cautious not to get product in the eyes, nose or mouth. Dispose of all disposable utensils/supplies in waste receptacle.
- Use a tissue or cotton round to wipe the area completely dry before applying any wax

Apply Wax:

- Test the temperature of the wax: Using a clean wooden applicator, dip the applicator into the wax. Apply a small amount of wax to the inside of your wrist. Make sure the temperature is not too hot, so you will not burn the client. Remove the wax from your wrist with a wax strip if using soft wax, or let hard wax set and then remove.

Before beginning any wax application on your client, ALWAYS wear your gloves.

Applying the Wax:

- With gloved hands,
Soft wax application –
 - Obtain a small amount of wax onto your wooden applicator, by dipping the wooden applicator into the wax pot.
 - Wax should be on one side of the applicator, scrapping the wooden applicator on the side of the wax pot, to remove excess wax.
 - Holding the wax applicator firmly at a 45 degree angle, place the tip on the skin and let the wax run down the applicator.
 - Spread the wax as thinly as possible over the desired area in the direction of hair growth.
 - Remove the applicator and discard in the waste receptacle.

Hard wax application –

- Obtain hard wax onto your wooden applicator, by dipping the wooden applicator into the wax pot, remove applicator from the wax pot in a rolling motion to ensure the hard wax is coated on both sides of the applicator.
- Holding the wax applicator firmly at a 45 degree angle, place the tip on the skin and let the wax run down the applicator.
- Spread the wax over the desired area in the direction of hair growth in a thick layer creating a lip on the hard wax for easier removal.
- Ensure that the hair is completely covered.
- Remove the applicator and discard in the waste receptacle.

Remove the wax:

Soft wax application –

- Place a wax strip over the wax and smooth the strip with your fingers in the direction of growth ensuring the strip and product is evenly and securely distributed across the area.
- Hold the skin taut with one hand
- Remove the strip with the other hand in the opposite direction of hair growth.
 - Do not pull the strip straight up, this can damage skin tissue. Instead, pull the strip as close to the skin as possible.
- Immediately apply pressure to the area to reduce discomfort.
- Discard the used wax strip in the waste receptacle.
- Continue this process until the desired area has been completely waxed.

Hard wax application –

- Allow wax to harden on the area for 2-3 minutes.
- Hold the skin taut with one hand
- Remove the hard wax at the lip area you created in the application process, pulling in the opposite direction of hair growth.
 - Do not pull the strip straight up, this can damage skin tissue. Instead, pull the hard wax strip as close to the skin as possible.
- Immediately apply pressure to the area to reduce discomfort.
- Continue this process until the desired area has been completely waxed.

Clean and Protect:

- Dispense post-epilation product by opening the top of the container and ensuring the top of the container does not come into contact with the cotton pad.
- Close the lid to the product.
- Remove any excess wax from the area waxed, using long soft strokes in the direction of growth.
- Remove any stray hairs with your disinfected tweezers, by holding the tweezers in one hand and holding the skin taut with the other hand.
 - Ensure you are pulling the hairs in the direction of growth.
- Dispense antiseptic by opening the top of the container and ensuring the top of the container does not come into contact with the cotton pad.
- Close the lid to the product.
- Gently wipe the waxed area.
- Discard the cotton wipe in the waste receptacle.
- Remove your gloves and discard in the waste receptacle.

Post Service:

- Client follow up: Discuss maintenance and after care.
- Single use items are discarded.
- Place Implements in a closed container labeled "To Be Disinfected".

- Place cape and used towels into closed container until laundered.

Work area cleaned and disinfected:

- Identify proper cleaning agent and reads manufacturer's directions.
- Follow manufacturer's directions for mixing/usage
- Wipe work station/area with cleaning solution, to remove debris.
- Identify disinfectant that is bactericidal, viricidal and fungicidal; EPA approved for use in salon setting.
- Follow manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.
- Disinfect electrical equipment stored in clean area separate from other implements.

Wash hands.

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