

BASIC MANICURIST PROFILE OF TRAINING MASTERY

Instructor: _____ Date: _____

Program: _____

School: _____ Grade: _____

Name: _____ Soc. Sec. No. _____

Address: _____ Phone: _____

In Case of Emergency, Contact: _____

Address: _____ Phone: _____

Allergies/Disabilities that might require special accommodation for training (please specify):

**The above information can be used for school records and/or to ensure safety of students.
This confidential information is not to be released to employers or the general public.**

Date of Enrollment: _____ Date of Withdrawal: _____

Date of Completion: _____ Total On-the-Job Training Hours: _____

Total Class Hours: _____ Total Lab Hours: _____

Total Hours Tardy: _____ Total Hours Absent: _____

ON-THE-JOB TRAINING/WORK EXPERIENCE		
Duration of Employment	Job Title	Supervisor's Name
Address of Employer	Phone	
Duration of Employment	Job Title	Supervisor's Name
Address of Employer	Phone	

Use of This Document

This document can be used to record information about the student and skills mastered. This information is useful in documenting student progress during training and in providing information about the student's qualifications to potential employers and/or for entry into advanced training programs. Instructors using these materials are authorized to reproduce this document as required for use in their training programs.



SPECIFIC JOB COMPETENCIES

INSTRUCTOR:

As each competency is mastered, place your initials and the date in the blank on the left. This will verify that the student can perform the skill with a minimum of supervision.

UNIT 1 — RECOGNIZING THE ANATOMY OF THE ARM, HAND, LEG, AND FOOT

- _____ 1. Label the bones of the arm and hand.
- _____ 2. Label the muscles of the arm and hand.
- _____ 3. Label the nerves of the arm and hand.
- _____ 4. Draw the bones, muscles, and nerves of the arm and hand.
- _____ 5. Label the bones of the leg and foot.
- _____ 6. Label the muscles of the leg and foot.
- _____ 7. Label the nerves of the leg and foot.
- _____ 8. Draw the bones, muscles, and nerves of the leg and foot.

UNIT 2 — RECOGNIZING DISORDERS AND DISEASES

- _____ 1. Define the parts of a nail and its adjoining parts.
- _____ 2. Recognize parts surrounding a nail by their descriptions.
- _____ 3. Differentiate between disorders and diseases of the hand and nail.
- _____ 4. List the characteristics of a healthy nail.
- _____ 5. Identify basic nail shapes.
- _____ 6. List steps for analyzing the hand, skin, and nails.
- _____ 7. Analyze skin and nails.
- _____ 8. Analyze case studies of nail disorders.
- _____ 9. Analyze case studies of nail diseases.

UNIT 3 — PREPARING FOR A MANICURE

- _____ 1. Describe purposes of products used in manicuring.
- _____ 2. Match equipment and implements used in manicuring to their correct functions.
- _____ 3. Discuss different types of manicures.
- _____ 4. Answer questions about sanitation and safety procedures.
- _____ 5. Arrange the manicure table.
- _____ 6. Perform a hand/arm massage.
- _____ 7. Perform a polish change.
- _____ 8. Perform a basic manicure.
- _____ 9. Perform a hot oil manicure.
- _____ 10. Perform a manicure on a man.
- _____ 11. Perform an electric manicure.
- _____ 12. Repair split or broken nails.
- _____ 13. Repair nails with a nail wrap product.
- _____ 14. Repair nails with nail dip method.
- _____ 15. Treat calluses.
- _____ 16. Remove stains from fingernails.

Student ratings on specific competencies evaluated during the course are available upon student's written request and/or by calling the instructor. Parent's or guardian's signature is necessary if student is under 18 years of age.

UNIT 4 — PREPARING FOR A PEDICURE

- _____ 1. Match supplies, equipment, and implements associated with pedicuring to their correct functions.
- _____ 2. Identify equipment and implements used in pedicuring.
- _____ 3. Analyze the skin and nails of the feet.
- _____ 4. Prepare the pedicure work area.
- _____ 5. Prepare the client.
- _____ 6. Perform a polish change.
- _____ 7. Perform leg and foot massage.
- _____ 8. Perform a pedicure.

