



NATIONAL MANICURING  
PRACTICAL EXAMINATION



MAINE  
CANDIDATE INFORMATION BULLETIN  
EFFECTIVE 1-1-10

Please visit [www.dlroope.com](http://www.dlroope.com) for the most current bulletin prior to testing.

This bulletin contains important information regarding the NIC National Manicuring Practical Examination content and administration. Please review all information carefully.

**ELIGIBILITY AND APPLICATION  
REQUIREMENTS**

Eligibility requirements for the Manicuring licensure examinations are set by the Department of Professional & Financial Regulation, Office of Licensing & Registration, Barbering & Cosmetology Program. To apply for this examination you must submit a completed application and cashier's check or money order to DL Roope Administrations Inc.

**MAINE SCHOOL CANDIDATES**

If you graduated from a licensed school in the state of Maine, you must obtain an application from your school.

**REINSTATEMENT, APPRENTICE & OUT OF  
STATE/COUNTRY CANDIDATES**

Reinstatement candidates, apprentice candidates and out of state candidates must attach a Verification of Eligibility Form from the Department of Professional and Financial Regulation, Office of Licensing and Registration, Barbering and Cosmetology Program. You may request an application from the Department at 1-207-624-8579.

To request examination information you may write, phone, or visit our web site:

DL Roope Administrations Inc.  
P. O. Box 631  
Hampden, ME 04444-0631  
1-888-375-2020  
Fax (207) 848-5511  
[www.DLRoope.com](http://www.DLRoope.com)

**APPLICATION PROCEDURES**

Applications must be received by DL Roope Administrations by the DL Roope deadline date indicated on the back of the application. Applications received after the deadline date will be scheduled based on space availability. If you have missed the deadline date and the requested examination week is full, you will be scheduled for the next available examination week. Admission letters will be mailed after the deadline date. This letter will confirm the scheduled examinations. It will also include the date, time, location and directions for your examinations. Please note that DL Roope Administrations Inc. schedules the examinations over 1 – 4 days according to the number of candidates that apply for an examination week.

**ADMISSION TO THE EXAMINATION**

Report to the examination site on the date and time indicated on your admission letter. Registration begins 30 minutes prior to the scheduled examination time. Examinations begin promptly at the scheduled time. Please allow for unexpected delays en route to the testing facility, it is your responsibility to report to the examination facility on time. Late candidates will be required to re-apply and re-pay the examination fee. **You must present your admission letter and a valid driver's license or State ID card for admittance to the examination.** Candidates will not be admitted without the required documents. Walk-in candidates will not be admitted.

The name submitted on the application will be indicated on your admission letter. The name on your admission letter **MUST** match the ID presented for admittance to the examination. Please verify that your name, address, photo identification number and date of birth has been recorded correctly on your admission letter **PRIOR** to your scheduled examination. Please make any necessary corrections on your admission letter and fax to our office. Please include a fax number and our office will verify the corrections and fax a corrected admission letter.

If your name has changed or is different than indicated on your admission letter, you must submit legal documentation showing your previous name and current name (marriage license, divorce decree, court order, or notarized affidavit) to DL Roope Administrations Inc. **PRIOR** to your scheduled examination. Please include a fax number and our office will verify the changes and fax an updated admission letter.

**EXAMINATION FEE POLICY**

Examination fees are not refundable or transferable and will be applied to the scheduled examination week. All examination fees must be used within 6 months from date of receipt.

If you do not attend your scheduled examination or cannot be admitted, your examination fee will be forfeited. To be rescheduled you must submit a rescheduling application and another examination fee.

If you are unable to attend your scheduled examination due to an emergency situation you must provide written documentation. The following situations may be considered for rescheduling:

- A car accident on the way to the examination requires documentation from a law enforcement officer.
- A medical emergency requires documentation from a medical professional.
- A death in the candidate's immediate family requires documentation from the funeral home or a copy of the obituary.

Documentation must be faxed to 207-848-5511 within 24 hours after your scheduled examination.

## AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Standard testing conditions may represent an artificial barrier to candidates with disabilities. Candidates may request accommodations that will be evaluated on the basis of the Americans with Disabilities Act of 1991. You may contact DL Roope Administrations Inc. or your school to request information and the appropriate forms (Form A, B & C). Form A must be completed by the candidate. Form B must be completed by the medical professional or you may attach previous medical documentation for review (e.g. IEP, PET etc.). Form C must be completed by a school official indicating accommodations provided during testing while in school for this profession. **Candidates must submit the appropriate forms with the application to DL Roope Administrations Inc. by the application deadline date.**

## STATE SPECIFIC INSTRUCTIONS

- Upon approval of your application you will be assigned a candidate number. Candidate numbers are assigned for the purpose of protecting your social security number from being transmitted electronically. This candidate number will be printed on your admission letter. Please be certain to use the candidate number that has been assigned to you and not your social security number when taking your examinations.
- Candidates must arrive in neat, clean, **professional** attire. Uniforms are not required. A lab jacket, smock or apron over slacks or skirts is acceptable. Hats are NOT allowed during the practical or written examinations. For confidentiality reasons, please cover all identifying marks on your attire or kit. (e.g. your name, school or salon name). You may choose to dress in layers to accommodate changes in the room temperature.
- In consideration of other candidates in the examination room, please refrain from wearing perfume or cologne.
- **ABSOLUTELY NO VISITORS WILL BE ALLOWED AT THE TESTING SITE.** Candidates are not allowed visitors or to receive messages during the examination.
- Practical examination stations at the testing facility are countertops that are attached to the wall. The stations are 32" from the floor to the bottom of the station. Your work area is 36" wide and 18" deep.
- Recommended kit size is no larger than 30" x 30". For safety reasons all kits must be able to fit completely under the countertop or table area.
- Masking tape is recommended for the practical examination. Scotch tape causes damage to the candidate stations and is not permitted during any section of the practical examination.
- Candidates are not permitted to use aerosol products at any time during the examinations. All products and sanitizers must be non-aerosol.

## IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or

replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.

- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the basic manicure section of this examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please turn the hand toward the examiner to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers.

## MANNEQUIN INFORMATION

Candidates are required to bring one mannequin hand for the practical examination. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examination.

## MANICURING EXAMINATION SECTIONS

The Manicuring examination consists of 3 sections.

### 1. Maine State Laws and Rules Examination

The time allotment for this examination is 30 minutes.

### 2. National Manicuring Written Examination

The time allotment for this examination is 90 minutes.

### 3. National Manicuring Practical Examination

The duration of this examination is approximately 3 hours and consists of the following sections:

## SET UP AND CLIENT PROTECTION (10 minutes)

#### Verbal Instructions:

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

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

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

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

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

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

**(1)** *"The instructions will be repeated."*

**(2)** *"You may begin set up."*

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

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

## MANICURE (20 minutes)

#### Verbal Instructions:

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

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

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

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

**(1)** *"The instructions will be repeated."*

**(2)** *"You may begin."*

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

##### Preparation

- Sanitizes hands
- Sanitizes hand to be manicured

##### Demonstration of Filing

- Shapes free edge safely
- Establishes uniform length and shape

##### Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand completely

- Applies cuticle cream or remover using infection control procedures
- Pushes back cuticle safely
- Cleans under free edge safely
- Buffs nail safely
- Applies cuticle oil using infection control procedures

##### Demonstration of Hand Massage

- Applies massage product using infection control procedures
- Massages palm, back of hand, and fingers
- Maintains continuous contact while massaging hand
- Cleanses massage product from each nail plate

##### Safety and Infection Control

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

## NAIL TIP (20 minutes)

#### Verbal Instructions for Set Up:

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

#### Verbal Instructions:

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

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

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

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

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

**(1)** *"The instructions will be repeated."*

**(2)** *"You may begin."*

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

##### Preparation

- Sets up nail tip supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Selects a nail tip that matches width of nail plate

##### Application of Nail Tip

- Applies nail dehydrator/cleanser to nail plate
- Attaches nail tip to nail plate with nail adhesive
- At least ½ of nail plate remains uncovered
- Trims nail tip safely

##### Demonstration of Filing/Blending

- Shapes free edge safely
- Tip is blended to nail plate safely

##### Final Appearance of Nail

- Cuticle and skin surrounding nail are free from nail adhesive
- Hyponychium is free from nail adhesive
- Finished nail is smooth and even

##### Safety and Infection Control

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

**NAIL WRAP**  
(20 minutes)

**Verbal Instructions for Set Up:**

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

**Verbal Instructions:**

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

*“You will apply a wrap to the middle finger.”*

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

*“You will have 20 minutes to complete this section.”*

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

**(1)** *“The instructions will be repeated.”*

**(2)** *“You may begin.”*

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

**Preparation**

- Sets up nail wrap supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Applies nail dehydrator/cleanser to nail plate

**Application of Nail Wrap Product**

- Applies nail adhesive to nail plate
- Applies wrap material over nail plate
- Removes excess wrap material to fit nail plate safely
- Applies nail adhesive over nail wrap
- Applies wrap accelerator safely
- Applies second coat of nail adhesive
- Applies second coat of wrap accelerator safely

**Demonstration of Filing**

- Files nail wrap safely
- Buffs nail wrap safely

**Final Appearance of Nail Wrap**

- Nail plate is covered by wrap
- Cuticle and surrounding skin remains free of nail adhesive
- Finished nail wrap is smooth and even

**Safety and Infection Control**

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

**SCULPTURED NAIL**  
(20 minutes)

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

**Verbal Instructions for Set Up:**

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

**Verbal Instructions:**

*“You will now perform the sculptured nail section of this examination, using an odorless product.”*

*“You will apply a sculptured nail to the index finger.”*

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

*“You will have 20 minutes to complete this section.”*

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

**(1)** *“The instructions will be repeated.”*

**(2)** *“You may begin.”*

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

**Preparation**

- Sets up sculptured nail supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle of dust

**Application of Sculptured Nail Product**

- Applies nail form to fit snugly under free edge
- Applies primer safely
- Applies sculptured product to extend free edge
- Applies sculptured product to cover nail plate

**Demonstration of Filing**

- Shapes free edge safely
- Files sculptured nail to shape/balance safely
- Buffs sculptured nail safely

**Final Appearance of Nail**

- Finished sculptured nail is smooth, even, and beveled/tapered
- Contour of sculptured nail is balanced
- Nail plate is covered by sculptured nail product
- Cuticle and surrounding skin remains free of sculptured nail product

**Safety and Infection Control**

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

**POLISH  
(10 minutes)**

**Verbal Instructions for Set-Up:**

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

**Verbal Instructions:**

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

*“You will polish all 5 nails.”*

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

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

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

**(1)** *“The instructions will be repeated.”*

**(2)** *“You may begin.”*

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

**Preparation**

- Sets up polish supplies labeled in English

**Application of Polish**

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

**Final Appearance of Nails**

- Final appearance of polish is smooth and even
- Cuticle and surrounding skin remain free of polish

**Safety and Infection Control**

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

**CANDIDATE SUMMARY  
AND FINAL CLEANUP**

**Verbal Instructions:**

*“This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”*

**RECOMMENDED GENERAL SUPPLIES**

**ALL SUPPLIES MUST BE LABELED IN ENGLISH**

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

**BASIC MANICURE SUPPLIES**

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

**NAIL TIP AND NAIL WRAP SUPPLIES**

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

**SCULPTURED NAIL SUPPLIES**

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

**POLISH SUPPLIES**

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

**REFERENCES**

Practical and written examination references are listed on the NIC written examination Candidate Information Bulletin.

**MAINE  
SCORING**

A scaled score of 75 is required on the written and practical examination. A score of 70 is required on the state rules and laws examination. Candidates must achieve an overall passing score on each examination in order to be assigned a Pass status on that examination. No pass or fail decisions are made on individual content areas or services within the examinations. If a candidate fails one of the examinations, the candidate is required to retake the failed examination in its entirety.

Maine State Rules (Chapter 1, Section 9, Paragraph 5) states that if the applicant does not pass all sections of the examination one year after the date upon which they sat for the entire examination, the applicant shall retake all sections of the examination in order to qualify for licensure.

**MAINE  
EXAMINATION RESULTS**

Result letters will be mailed to candidates within 14 days after the examination. Your letter will indicate the results of your examination as pass or fail and will include your numeric scores. To ensure confidentiality, scores will not be released over the telephone.

Webscores is an optional service and is available upon request for an additional fee of \$25.00 payable with your application. You may also request webscores at the examination registration table. You may pay by cash, money order or cashier's check (made payable to DL Roope Administrations Inc.).

Candidates requesting webscores will be able to download a copy of their result letter from our website, our web address is [www.DLRoope.com](http://www.DLRoope.com). A message will be posted on the website when the result letters are available. **Do not call our office to ask when examination results will be posted as they will be posted as soon as we have received them from the National Interstate Council of State Boards of Cosmetology.**

This is a secure website and you will need your candidate number and your date of birth to access your result letter. Your candidate number will be sent with your admission letter.

Please print a copy of your result letter as you will not receive an additional copy in the mail. **Result letters are only available on the webscore system for 2 weeks after posting.** Your original result letter will be sent directly to the Department of Professional and Financial Regulation, Office of Licensing and Registration, Barbering & Cosmetology Program.

If you are unable to log onto our website please check the message center to see if a message has been posted that the results are available, you will not be able to log into the webscore system until after your results have been posted. Please read all instructions on the website to ensure that you are entering your information correctly. **You must have the most current version of Adobe Acrobat PDF Reader to view and print your result letter. Adobe may be downloaded from our website at [www.DLRoope.com](http://www.DLRoope.com).**

If you have passed all 3 examinations, you will receive a result letter, an application for initial licensure and a criminal history background check form. Submit the completed documents with the appropriate fees to the Department of Professional and Financial Regulation, Office of Licensing and Registration, Barbering & Cosmetology Program. Please read the instructions on these forms carefully. Once the Department has reviewed and approved your application, your license will be processed and mailed to you.

If you have failed your examination you will receive a result letter with review information. This review information can be used to assess those areas where your performance was weak or strong. Please refer to this Candidate Information Bulletin for the list of tasks that are evaluated. Candidates will need to complete and submit a rescheduling application and fee to DL Roope Administrations Inc. at the address listed on the form.

## NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

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

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

### CANDIDATE INJURY – FOR EXAMINATION PURPOSES

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

### MODEL INJURY – FOR EXAMINATION PURPOSES

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

### EXAMINERS:

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

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

## WET DISINFECTION STANDARD

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

## DRY STORAGE STANDARD

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

## HAND WASHING

(Anti-Bacterial Soap is recommended)

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

## MANICURING

### Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations. Odorless sculpture nail products **are required** for use during NIC practical examinations.