

## ESTHETICIAN – SKIN CARE TECHNICIAN Candidate Information

There is a written and a practical component to the Provincial Journeyperson certification. The written examination must be completed successfully before applying for the practical examination.

This is an information package regarding the Saskatchewan Journeyperson Esthetician – Skin Care Technician Practical Examination. The examination is comprehensive and is designed to test the full spectrum of basic knowledge, skill and attitudes of the trade. The Skin Care Technician examination is developed by the Apprenticeship and Trade Certification Commission in co-operation with a committee of employee and employer representatives selected from industry. The content for the examination is based on the above committee's standards for a Saskatchewan Journeyperson.

Verbal abuse by candidates towards any person at the examination facility will not be tolerated. Instances of this abuse will result in the immediate termination of the candidate's examination attempt at the expense of the candidate.

**All communication and/or imaging devices are prohibited from use at all times during the practical examination.**

Please note that examinations and study information change frequently. The most recent information, such as the Provincial Occupational Analysis (POA), is available on our web site at [www.saskapprenticeship.ca](http://www.saskapprenticeship.ca).

*\*This information is current as of July 12, 2021.*



## Guidelines for Estheticians Regarding Sanitation, Disinfection and Sterilization Safe Work Practices

### Safe Work Practices are required at all times:

If unsafe work practices are demonstrated during a section of the examination, the applicable section will be marked as zero (0). Any candidate's assessment may be discontinued in the event of endangerment to clients or themselves. The SATCC consultant supervising the examination will notify the candidate at the first appropriate opportunity.

Unsafe work practices can be organized into four categories:

Unsafe Work Practices	
Contraindications	<ul style="list-style-type: none"> <li>Working on a contraindication, such as filing the nail when the fingertip is infected (red and swollen).</li> <li>A candidate or model having a contagious condition, such as dermatophytes.</li> </ul>
Potential Injury	<ul style="list-style-type: none"> <li>The candidate demonstrates incorrect skills or lack of knowledge that will likely injure the model. For example, if the candidate has set their wax pot too hot.</li> </ul>
Injury	<ul style="list-style-type: none"> <li>The candidate demonstrates incorrect skills or lack of knowledge that injure the model. For example, if the candidate spills blood or other body fluids.</li> </ul>
SDS	<ul style="list-style-type: none"> <li>The candidate demonstrates incorrect skills or lack of knowledge that may lead to cross-contamination, including but not limited to, incorrect label identification, misuse of SDS chemicals, and insufficient SDS practices.</li> </ul>

Not all types of unsafe work practices are listed above.

## Release Form

Have this form **COMPLETED** and ready for submission at check-in.

### Model

I,  of

acknowledge that the Esthetician – Skin Care Technician services being performed on me are for an examination. These services are being performed by an apprentice or tradesperson who is eligible to attempt this examination.

I understand that while the products used are ordinarily harmless, they may cause irritation to sensitive skin or cause further damage to skin that is already in poor condition.

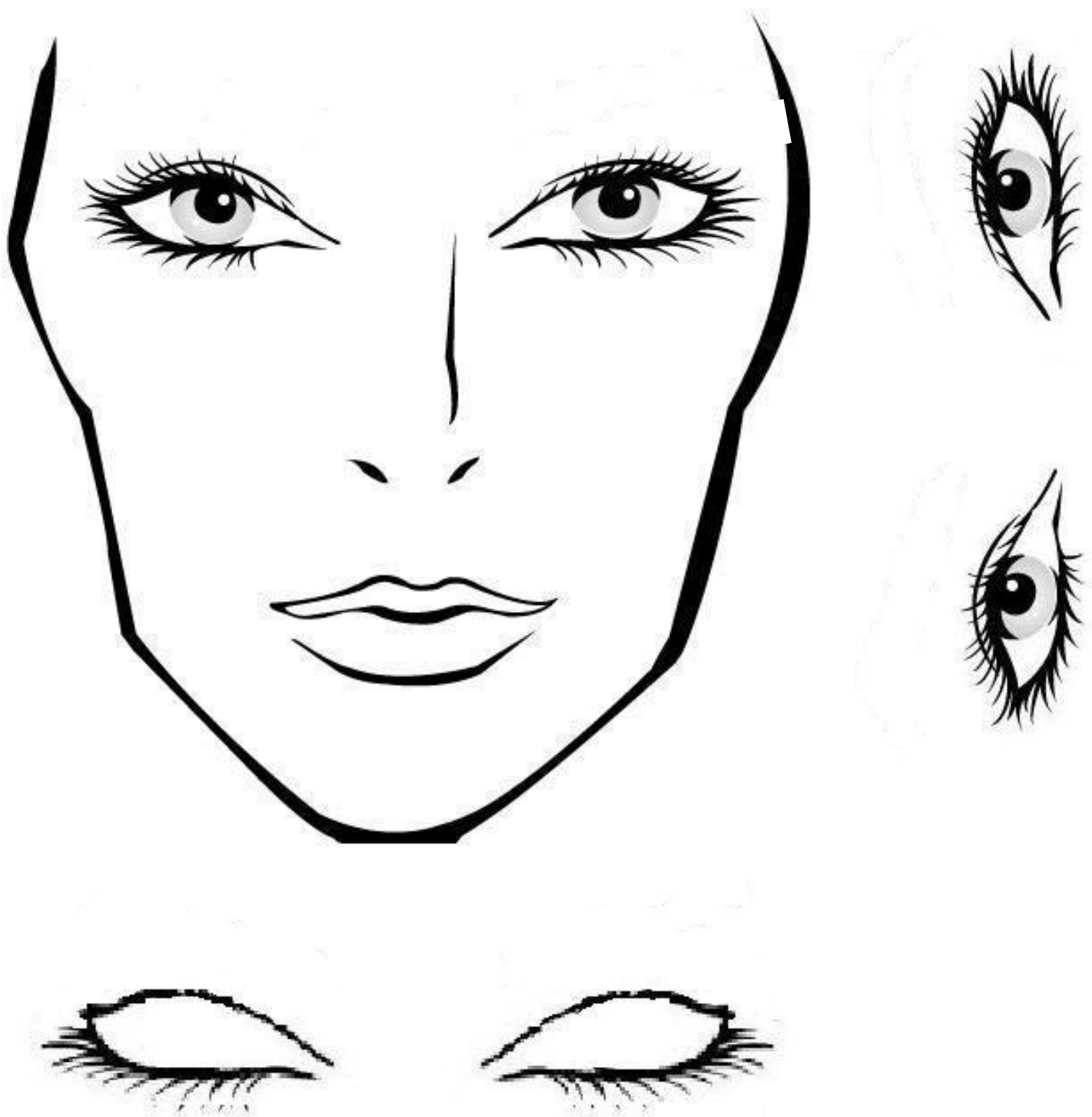
**My esthetician,**  **has already consulted with me.**

The Saskatchewan Apprenticeship and Trade Certification Commission and its examiners are **not** responsible for the results of the services that I receive as a model.

Date of examination:  Signature:

**This form must be completed with the model prior to the practical examination and given to the invigilator upon 8 am arrival at the practical examination.**

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Credit to: <http://beautyetcmagazine.com/makeup-artist-how-to/face-chart/blank>.

**Please provide one photo or magazine clipping that illustrates the daytime / commercial makeup look you will recreate. Colour / draw / and/or use words to define the concept and explain how the look will be recreated. Makeup or pencil crayon is acceptable. Record how all effects such as contouring and highlighting will be achieved.**

**This form must be given to the invigilator upon arrival at the practical examination.**

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## **Important Reminder:**

### **All Esthetician – Skin Care Technician Examinees:**

**A completed Client Consultation Card must be completed with the model prior to the practical examination and given to the invigilator upon 8 am arrival at the practical examination.**

**Tasks on the practical examination that are connected to the client consultation card are highlighted in green in this Candidate Information Package.**

# Models



You will need one model only for all services: **For privacy reasons, we request the use of a female model only.** You may not use an Esthetician / Hairstylist or an Esthetician / Hairstylist student as a model.

**All models must have polish-free toenails and sufficient callus.**

It is advisable to bring a model on whom all competencies can be performed. For example, a model may have no underarm hair. Waxing underarm hair is a competency, and because it cannot be performed, the candidate would receive a mark of zero (0) for the waxing section of the examination. It is also advisable to bring a model without contraindications.

The model must be:

- over 18 years of age.
- without health conditions such as diabetes
- without artificial nail enhancements

**The model must have polish-free toenails and no makeup.**

**Candidates and models must complete a *Release Form, Face Map/Plan, and Client Consultation Form* prior to the practical examination and give them to the invigilator upon 8 am arrival at the practical examination.**

**Models who have extensive knowledge of esthetics, such as apprentices, journeypersons, or other workers in the trade are not permitted. The use of a model with extensive knowledge will immediately result in an examination result of unsuccessful.**



# Equipment, Supplies, and Materials

## What must I bring?

- Only professional grade equipment and supplies are permitted.
- **\*IMPORTANT: Products must be in original containers with original, legible manufacturer's label and expiry date (trial/travel sizes are accepted).**
- Sanitized/Disinfected tools, materials, linens, equipment, and supplies needed to perform and demonstrate all competencies of the Nail Technician Practical Examination.
- A proper sharps container, puncture-resistant and leak-proof that can be used for handling, storage, transport and disposal of sharps. The container must be labelled with the international biohazard symbol. This container can be obtained from and disposed of at any drug store facility.
- Bring a supply of sharps (if they will be used) in a sealable plastic container.
- A completed client consultation card that pertains to the services being performed. Please submit the completed client consultation card to the invigilator prior to the examination.
- All necessary tools such as overhead light, linens, equipment and supplies (including extension cord).
- Only one piece of heating equipment is needed. We recommend a crock pot or a towel caddy.
  
- What is provided?
- Bare manicure tables, pedicure chairs or facial beds as per availability.

## What must I do?

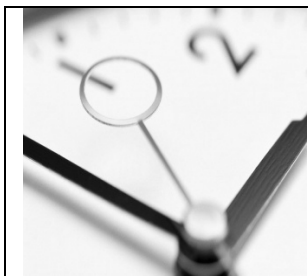
- Wear professional, industry appropriate clothing and footwear such as lab coat, smock, apron or other professional attire.
- Ensure that all tools and equipment are in good working order. For example, no rust on implements. Unsafe tools and/or equipment may be unsafe to use on models and may result in the discontinuation of the examination.

## What must I **not** do / bring?

- **\*IMPORTANT: Do not bring products in refillable containers.**
- **\*IMPORTANT: Do not bring products that are expired.**
- **\*IMPORTANT: If open-shelf life for a product is displayed, the date that the product was opened must be noted on product packaging.**
  - **If the product is expired or there is a failure in packaging, your choices are:**
    - **Replace the product immediately.**
    - **Continue without the product and accept the marks deducted. (You will be marked 0 (zero) in every task the expired product is used.)**
- Do not bring products that are not professional grade.
- Do not set up until you are assigned a station.
- Do not leave the examination without consulting an Apprenticeship representative.
- Do not ask to borrow supplies or equipment from the testing facility or other candidates.
- Do not ask for results at the examination.

- Do not use a wax roller. They are not permitted for this examination.
  - Do not bring a steamer.
- **Note: The markers have the authority to stop the practical examination to prevent injury to the models.**
- **Note: Candidates are required to clean up throughout the examination and within the time limits.**
- **Note: Markers will assess the sanitizing, disinfecting, and sterilizing of tools and equipment one candidate at a time.**

## Before the Examination



**Check-in** 8:00 a.m.  
**Examination Start** 8:30 a.m.

All paperwork must be completed by the candidate and model before check-in.

It is recommended that you:

- choose an all-day parking lot. You may choose to drop off your model and supplies so that you do not have too much to carry.
- use of a wheeled trolley or suitcase is recommended.

## During the Examination

### What am I expected to do?

- Bring a blank copy of this package and follow it during the examination.
- Practice adequate sanitation, disinfection, and sterilization practices during and between services.
- Candidates are required to clean up throughout the examination and within the time limits.
- The examination is broken into 6 sections. Each section is broken into several competencies. All competencies must be completed to receive a mark for the section.
- Each competency must be, at minimum, 70% completed to receive a mark. Minor imperfections are allowed in each competency.
- The markers will verify most competencies individually. Some competencies must be verified by both markers simultaneously, for example, removing a wax strip.
- All products must be used to the minimum of the manufacturer's specifications.

**Note: Keep conversation at a minimum so others are not distracted.**

**Note: We understand that some competencies can be completed in any order; however, due to marking consistency and time restraints, please complete the competencies in the order provided. Section 5 Makeup is an exception, the products used may determine the order in which competencies are completed.**


# Skin Care Technician Practical Examination Competencies

	<b>Pre-exam</b>	<b>Draping</b>	<b>Completed before time commences</b>
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Competencies are listed below:

- Is the client consultation sufficient? (Includes general questions such as health questions, specific skin conditions, and area to record treatment history.)**
  - Is all the required jewelry removed from the client?
  - Is all the required jewelry removed from the Esthetician? (Gloves are acceptable.)
  - Is the client covered/draped for privacy and comfort?
- Note: Markers may interact with the client.** (Markers may ask the client if they are warm and comfortable. Markers should ask all clients or no clients.)
- Has the hair been protected by a towel or hair band?

**Call Markers.**

	<b>Section 1</b>	<b>Facial</b>	<b>60 minutes</b>
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Competencies are listed below:

- Does the cleanser have sufficient coverage while it is applied to the décolletage, neck, and face zones?
- Is the cleanser fully removed?
- Is the exfoliant applied to the neck and face zones?
- Is the exfoliant manipulated in a fluid motion? (Circular or linear.)
- Is the eye area avoided?
- Is the exfoliant fully removed?
- Are hot towels applied so that the face is fully covered with a visible airway remaining?  
(Just nose or nose and mouth?)

**Note: Demonstrate an extraction if no blemish is present.**

### Facial – continued

- Are the Esthetician's fingers wrapped in a disposable layer?
- Is gentle pressure applied on each side of the blemish?
- Is the treated area wiped "clean" with lotion/toner?
- Is the emollient fully applied to the décolletage, neck, and face zones? (Options include by zone or by full coverage.)
- Is the massage fluid and slow?
- Is varied pressure and technique applied according to zone?

**Note: A visible facial mask product must be used. The product must not dry clear.**

- Is the mask applied to the décolletage, neck, and face zones?
- Is the mask product applied uniformly? (Balanced application on all zones.)
- Is the perimeter of the mask around the eyes and hairline neat?
- Are time specifications followed as per manufacturer's guidelines?
- Is the mask product fully removed?
- Is the toner applied to the décolletage, neck and face?
- Is an upward technique used to apply toner starting at the neck?
- Is the service finished by applying products such as sunscreen, serums, boosters, lip conditioner or moisturizers?
- Is eye cream applied along the ocular/orbital bone only?
- Is the eye cream applied using a light tapping motion?
- Is the eye cream applied using the ring fingers?

#### **Call Markers.**

- Is the disinfection of all facial tools and equipment performed? (Not timed.)

	<b>Section 2</b>	<b>Lash Tint</b>	<b>45 minutes</b>
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Competencies are listed below:

- Are the Esthetician's hands sanitized?
- Is the lash area cleansed and dried before applying tint?

**Note: Draping is required; however, draping the client is marked elsewhere.**


- Is protective cream applied to the correct areas?

### Lash Tint – continued

- Are protective pads applied and adjusted?
- Are tint and developer applied with full coverage, while removing any excess product?
- Is each area rinsed with water, using wet cotton swabs or pads without dripping into eyes?
- Are the lashes coloured evenly and completely?
- Is the skin free of staining?

#### **Call Markers.**

- Is the disinfection of all lash tint tools and equipment performed? (includes: implements, bowls, brushes) (Not timed.)

	<b>Section 3</b>	<b>Waxing</b> (both underarms and eyebrows)	<b>45 minutes</b>
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**Note: Perform waxing of both underarms first, eyebrows next.**

Competencies are listed below:

**Underarm: Has the correct wax (hard or soft) been chosen that matches the client consultation card?**

- Underarm: Is the temperature of the wax tested and of sufficient temperature? (Too hot? Too cold?)
- Underarm: Is the skin prepared by using a cleanser, with or without powder?
- Underarm: Is the wax applied in the direction of the hair growth?
- Underarm: Is the wax applied evenly with the wooden spatula at a 45° angle?
- Underarm: Is the Esthetician avoiding double dipping?
- Underarm: Is the wax applied to avoid overlapping causing skin removal?
- Underarm: Is the wax strip (soft wax) rubbed enough to remove the majority of the wax?  
(or) Is the hard wax removed in a timely manner?
- Underarm: Is the skin held taut at the first point of removal? (With or without model assistance).
- Underarm: Is the wax removed in a swift fluid motion?
- Underarm: Is the wax removed parallel to the skin?
- Underarm: Is the wax residue removed from the client's skin?
- Underarm: Are stray hairs tweezed as required?

## Waxing – continued

### **Eyebrow: Has the correct wax (hard or soft) been chosen that matches the client consultation card?**

- Eyebrow: Is the temperature of the wax tested and of sufficient temperature? (Too hot? Too cold?)
- Eyebrow: Is the skin prepared by using a cleanser, with or without powder?
- Eyebrow: Did the Esthetician verbally confirm the expected result with the client?
- Eyebrow: Has the product (strip) been applied to prevent over-spreading of the product?
- Eyebrow: Is the wax applied in the direction of the hair growth?

### **Note: Multiple strips are required.**

- Eyebrow: Is the wax applied evenly with the wooden spatula at a 45° angle?
- Eyebrow: Is the Esthetician avoiding double dipping?
- Eyebrow: Is the wax applied to prevent skin removal?
- Eyebrow: Is the wax strip (soft wax) rubbed enough to remove the majority of the wax? (**or**) Is hard wax removed in a timely manner?
- Eyebrow: Is the skin held taut at the first point of removal?
- Eyebrow: Is the wax removed in a swift fluid motion?
- Eyebrow: Is the wax removed parallel to the skin?
- Eyebrow: Is the wax residue removed from the client's skin?
- Eyebrow: Are stray hairs tweezed as required?

### **Eyebrow: Does the face map/plan coordinate with the finished product? (i.e. Are the eyebrows symmetrical?)**

### **Call Markers.**

## **Lunch Break**

	<b>Section 4</b>	<b>Pedicure</b>	<b>90 minutes</b>
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**Perform pedicure services on both feet simultaneously.**

Competencies are listed below:

- Are foot soak procedures completed? (i.e. foot bath preparation, soak feet, dry feet)
- Did the Esthetician verbally confirm a comfortable water temperature with the client?
- Does the length of the foot soak match the client consultation card?

**Note: Markers may interact with models.**

- Is cuticle softener applied?
- Is the correct tool used with the correct technique to remove excess cuticle tissue from the nail?
- Is the eponychium kept intact and unharmed?

**Call Markers.**

- Are toenails clipped so that they are even with the end of the toe? (Are the square corners intact?)
- Are toenails cleaned from debris, filed straight across, rounding them slightly at the corners to conform to the shape of the toes?
- Is a buffer used to smooth out surface scratches?

**Call Markers.**

- Are specialty tools used to correct client conditions such as ingrown toenails or corns? (This competency will be verbally assessed or asked to be demonstrated, if no conditions are present.)
- Is the correct tool used with the correct technique to reduce client calluses such as a credo blade or foot rasp? (One tool must be demonstrated.)
- Is a disposable or stainless steel foot paddle with callus softener used to smooth rough surfaces on the ball and heel of the foot?

**Note: No electric foot files are to be used.**

**Call Markers.**

**Pedicure – continued**

Has a variation of the following massage movements been completed (with lotion/oils); relaxation, effleurage, joint movement, friction, kneading, deep rubbing and percussion to promote relaxation and blood circulation? (This task **must** match the client consultation card.)?

Are all traces of lotion removed from the nail plate?

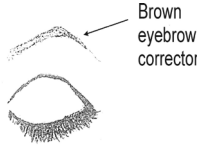
**Call Markers.**

Is the polish evenly and completely covering the nail? (Red opaque polish.)

Are the toes free of smudges and/or excess polish?

**Call Markers. (Before adding cuticle oil or a drying agent.)**

Is the disinfection of all pedicure tools and equipment performed? (Not timed.)

 <p>Brown eyebrow corrector</p> <p><i>Sample map</i></p>	<p><b>Section 5</b></p>	<p><b>Makeup</b></p>	<p><b>45 minutes</b></p>
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**Markers must already have your face map/plan.**

Competencies are listed below: (Order of competencies may vary, determined by the products used.)

**Is the face map/plan ready and presented?**

Is the client draped to keep hair from face and protect clothing?

**Note: Moisturizing was done during facial including lips.**

Are sanitary applicator/tools used (brushes, sponges and palettes) to prevent cross-contamination?

Has foundation been applied to even the complexion?

Does the concealer camouflage or correct the appropriate areas?

Is contouring and/or highlighting completed to enhance features?

Is the makeup set with powder or a combination product?

Is eyebrow correction completed?

**Is the eye shadow applied according to face map?**

Is the eye shadow proportional to the features?

Is the eyeliner even and consistent on both eyes?




- Are the eye lashes curled?
- Does the mascara application cover the lashes?
- Is the cheek colour applied along the cheek bone?
- Are the lips lined to prevent lip colour from bleeding?
- Are the eyelashes free of excess product and clumps?
- Is the lip colour blended and/or blotted as required?

**Call Markers**

**Does the face map/plan coordinate with the finished product?**

- Is the disinfection of all makeup application tools and equipment performed? (Such as the brushes and palette.) (Not timed.)

	<p><b>Section 6</b></p>	<p><b>Professional Attention to Duties</b></p>	<p><b>Marked Throughout the Examination</b></p>
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**This section is marked throughout the examination.**

Competencies are listed below:

- Workspace: Is the workspace maintained in a clean and organized manner before and after services? (Station disinfected and floor swept.)
- Are sharps stored in a sharps container?
- Tools: Are the right tools used for the right job, and with the correct technique?
- Were hands washed/sanitized between services?
- Disposables: Are disposables properly discarded?
- Brushes, metal and glass tools: \*Are they disinfected correctly according to product instructions? \* Marked in the Facial/Lash Tint/Pedicure/Makeup sections.
- Did the services match the client consultation card?**
- Professionalism: Is professional demeanour demonstrated?
- Is industry appropriate attire worn? (Including aprons or smocks).
- Is professional verbal communication demonstrated?

**Check with SATCC representative before leaving the testing centre.**

## Commonly Asked Questions

Is the *Skill Checklist* important?

- Yes, these are the observable and measurable parameters that markers use to assess your skills. You may bring an unmarked copy of this Candidate Information Package for your review during your practical examination.

Who are my judges?

- We are happy to tell you that there are **no judges**, only markers. The markers are made up of highly trained Journeyperson Estheticians who are both employers and employees from throughout Saskatchewan. A panel of two (2) markers will be administering your practical to ensure a fair assessment is made of your skills to the checklist standard. The markers are to mark the proficiency of your skills. The results will be tabulated in Regina by Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) staff.

What if I have questions?

- You have many options. First, re-read your package of information. Second, share the checklist with your mentor/Journeyperson on staff; your mentor can offer you additional help, encouragement and support. Third, for the most up-to-date information regarding the practical examination, contact the SATCC (not your former school) for any unanswered questions. We would be happy to help you. (Regina 306-787-2444; Toll-free 1-877-363-0536)

Am I allowed to ask questions at the examination?

- Yes. At the beginning of the examination time will be allotted for questions. The markers and/or Field Consultant will share the answer with the entire group so that everyone can benefit from the information. The markers/Field Consultant will not answer questions relating to 'testable' material.
- Questions may be asked during the examination. The markers and/or Field Consultant may share the answer with the entire group; they may refer you to the *Candidate Information Package*; or they will not answer question if it relates to 'testable' material.

Do I really have to do a practical?

- Yes. In order for Saskatchewan Journeyperson Certification to be awarded, a practical examination must be completed.

What type of foot bath/tub is acceptable?

- Due to disinfection guidelines, only metal, glass or disposable liner refills are acceptable.
- No electric foot baths or plastic bowls please.

Which files are considered disinfectable between clients?  
(Or which files are not single-use?)

- Glass or metal files are the only disinfectable implements in this category.

What if I want to use more than one (1) model?

- There is no provision for extra models. There are no exceptions.

Can the marker's decision be based on my personal style versus theirs?

- No. Markers are bound by strict rules which indicate a specific standard you need to meet. The markers are confident that you will present yourself in a modern professional way, just as your employer and clients would expect.

The competencies are not in the same order as I perform the tasks at work?

- We understand that some competencies can be completed in any order; however, due to marking consistency and time restraints, please attempt to complete competencies in the order provided. (Section 5 *Makeup* excepted).

May I use an electric foot file?

- No, no electric foot files to be used during the pedicure.
- No rotary sanding tools please.

What if I don't finish a section?

- Any section that is unfinished is assigned a mark of zero (0).

If I don't finish a section, does that mean I automatically fail the entire exam?

- Not necessarily. Each task of the exam is marked independently and then totalled out of 100%.

Can I, or my model, bring food and drink into the examination room?

- Drinks, yes.
- Food, no. (Exceptions may apply.)

With whom will the markers speak before and during the examination?

- The markers will speak with everyone during the examination.
- The markers may ask candidates questions for clarification of any point.
- The markers may ask models questions.
- The markers will confer with the field consultants during the examination.
- The markers will confer with each other during the examination when necessary.