



Esthetician – Nail Technician

Saskatchewan

Occupational Standard

2023

Online: www.saskapprenticeship.ca

Recognition:

To promote transparency and consistency, this document has been adapted from the Red Seal Occupational Standard template (Employment and Social Development Canada)

FORWARD

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) recognizes this Saskatchewan Occupational Standard (SOS) as the provincial standard for the Esthetician – Nail Technician trade.

Background

In 2005 Esthetician industry representatives, with the assistance of SATCC representatives, formed the first steering committee. In 2009 the two Esthetician trades, Nail Technician and Skin Care Technician were designated provincial trades with a Provincial Journey person of Qualification Certification. The first occupational analyses for the two Esthetician trades were developed as well as the Journey person certification examinations.

Standards have the following objectives:

- to describe and group the tasks performed by skilled workers;
- to identify which tasks are performed in the province of Saskatchewan;
- to develop instruments for use in the preparation of Provincial Journey person Examinations and assessment tools for the SATCC;
- to develop common tools for apprenticeship on-the-job and technical training in Saskatchewan;
- to facilitate the mobility of apprentices and skilled workers in Saskatchewan;
- to supply employers, employees, associations, industries, training institutions and governments with occupational standards.

Any questions, comments, or suggestions for changes, corrections, or revisions to this standard or any of its related products may be forwarded to:

Saskatchewan Apprenticeship and Trade Certification Commission
Saskatoon Branch Office
Program Development Department
603-45th Street West
Saskatoon, Saskatchewan S7L 5W5

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Special thanks are offered to the following representatives who contributed greatly to the original draft of the standard and provided expert advice throughout its development:

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This standard was prepared by the Program Development Department of the SATCC. The coordinating, facilitating and processing of this standard were undertaken by employees of the Program Development team of the SATCC.

STRUCTURE OF THE OCCUPATIONAL STANDARD

This standard contains the following sections:

Methodology: an overview of the process for development, review, validation and weighting of the standard

Description of the Esthetician – Nail Technician trade: an overview of the trade's duties, work environment, job requirements, similar occupations, and career progression

Trends in the Esthetician – Nail Technician trade: some of the trends identified by industry as being the most important for workers in this trade

Essential Skills Summary: an overview of how each of the nine essential skills is applied in this trade

Industry Expected Performance: description of the expectations regarding the level of performance of the tasks, including information related to specific codes, regulations and standards that must be observed

Pie Chart of Provincial Journeyperson Examination Weightings: a graph which depicts the provincial percentages of exam questions assigned to the major work activities

Task Matrix: a chart which outlines graphically the major work activities, tasks and sub-tasks of this standard

Major Work Activity (MWA): the largest division within the standard that is comprised of a distinct set of trade activities

Trends: current observations or changes noticed within industry

Task: a general description of the task that describe distinct actions and activities within a major work activity

Range of Variables: elements and examples (not all inclusive) that provide a more in-depth description of a term used in the learning outcomes and learning objectives

Sub-task: distinct actions that describe the activities within a task

Key Competencies: describes what should be learned relating to a sub-task while participating in technical or in-school training

Performance Criteria: topics to be covered during technical or in-school training in order to meet the learning outcomes for the sub-task

Appendix A – Acronyms: a list of acronyms used in the standard with their full name

Appendix B – Tools and Equipment: a non-exhaustive list of tools and equipment used in this trade

Appendix C – Glossary: definitions or explanations of selected technical terms used in the standard

METHODOLOGY

Development of the Standard

A draft standard is developed by a broad group of trade representatives, including tradespeople, journeypersons, instructors, and employers at a provincial workshop led by a SATCC facilitator. This draft standard breaks down all the tasks performed in the occupation and describes the knowledge and abilities required for a tradesperson to demonstrate competence in the trade.

Trade Survey

Stakeholders are asked to review and validate the activities described in the new standard. These stakeholders are invited to participate in this consultation through the SATCC.

Draft Review

The SOS (Saskatchewan Occupational Standard) Program Development team forwards a copy of the standard to industry representatives to review it. Their recommendations are assessed and incorporated into the standard.

Validation and Weighting

Industry representatives are also asked to validate and weight the document for the purpose of planning the makeup of the Provincial Journeyperson Examination for the trade. They validate and weight the major work activities (MWA), tasks and sub-tasks, of the standard as follows:

MWA	Each Industry representative assigns a percentage of questions to each MWA for an examination that would cover the entire trade.
Tasks	Each section is assigned a percentage of exam questions to each task within an MWA.
Sub-tasks	Each industry representative indicates, with a “yes” or “no,” whether or not each sub-task is performed by skilled workers within the occupation in Saskatchewan.

The SOS provides the individual provincial validation results as well as the averages of all responses. The averages for MWA and task weighting guide the Provincial Journeyperson Examination plan for the trade.

The validation of the standard is used to identify common core sub-tasks across Saskatchewan for the occupation. If at least 70% of the responding industry representatives performs a sub-task, it shall be considered common core. Provincial Journeyperson examination questions are limited to the common core sub-tasks identified through this validation process.

Definitions for Validation and Weighting

Yes	sub-task performed by qualified workers in the occupation in the province
No	sub-task not performed by qualified workers in the occupation in the province
Not Common Core (NCC)	sub-task, task or MWA performed less than 70% of responding industry representatives; these will not be tested by the provincial Journeyperson examination for the trade
Provincial Average %	average percentage of questions assigned to each MWA and task in provincial Journeyperson examination for the trade

DESCRIPTION OF THE ESTHETICIAN – NAIL TECHNICIAN TRADE

“Esthetician – Nail Technician” is this trade’s official provincial occupational title approved by industry. This analysis covers tasks performed by nail technicians whose occupational title has been identified by the province of Saskatchewan.

Esthetician – Nail Technicians perform manicures, pedicures, cosmetic massage of the limbs and digits and artificial nail applications or enhancements.

Esthetician – Nail Technicians are employed by salons, spas, schools, personal care services, retail, wholesale esthetic suppliers and manufacturers.

This standard recognizes similarities or overlaps in the work of other tradespersons including esthetician – skin care technicians, hairstylists, body hair removal professionals and lash artists.

TRENDS IN THE ESTHETICIAN – NAIL TECHNICIAN TRADE

Technology

The esthetics industry is becoming more diversified in areas that are not part of the initial training. With clients becoming more educated about trends, estheticians need to be motivated to stay current in the industry. Continuous learning is paramount to an esthetician's success. While the industry attracts creative and artistic individuals, business skills are increasingly necessary to become a successful esthetician.

With a movement towards health and wellness, esthetic products and services are adapting to meet this trend. The quality and diversity of products has improved for estheticians and clients alike. This has encouraged salons/spas to realize the importance of retail diversity for greater profits. Salons/spa's are being designed to optimize the client experience and increase sales.

Digital technology is being used to track daily salon/spa operations, advertise products and services, store client information and perform financial functions.

Health and Safety

Safety awareness and practices continue to be forefront in the industry. Some examples include ever-changing sanitization, sterilization and disinfection practices to maintain both the esthetician and their clients.

Safe working procedures and conditions, accident prevention, and the preservation of health are of primary importance to industry in Saskatchewan. These responsibilities are shared and require the joint efforts of government, employers and employees. It is imperative that all parties are aware of circumstances and conditions that may lead to injury or harm. Safe learning experiences and work environments can be created by controlling the variables and behaviours that may contribute to accidents or injury.

It is generally recognized that safety-conscious attitudes and work practices contribute to a healthy, safe and accident-free work environment.

It is imperative to apply and be familiar with the Occupational Health and Safety (OH&S) Acts and Workplace Hazardous Materials Information System (WHMIS) regulations. As well, it is essential to determine workplace hazards and take measures to protect oneself, co-workers, the public and the environment.

There are continuing advancements in the Workplace Hazardous Materials Information System (WHMIS) where there is now a Global Harmonized System (GHS).

Safety education is an integral part of on-the job training and is reinforced in technical training. As safety is an imperative part of all trades, it is assumed and therefore it is not included as a qualifier of any activities. However, the technical safety tasks and sub-tasks specific to the trade are included in this analysis.

Tools and Equipment

Estheticians use tools and equipment to perform client services. They maintain their tools and equipment to maximize their longevity, and to ensure safe use in compliance with Occupational Health and Safety (OH&S) Acts and Workplace Hazardous Materials Information System (WHMIS) regulations in Saskatchewan.

Products and Materials

Increased knowledge is required for the wide range of products available for specific nail care applications, such as gel nails, light-cured polish and extended-wear polish, nail art, and air brushing. New products have led to new and revised techniques.

Environmental, Legislative and Regulatory

Environmental and emission control regulations continue to be important in the industry. There is always a risk for a chemical spill or small environmental disaster during a routine task in the trade. There is an increase in jurisdictional requirements for environmental awareness training and certification to ensure the proper handling and recycling of refrigerant materials.

ESSENTIAL SKILLS SUMMARY

Essential skills are needed for work, learning and life. They provide the foundation for learning all other skills, enable people to evolve with their jobs and adapt to workplace change.

Through extensive research, the Government of Canada and other national and international agencies have identified and validated nine essential skills. These skills are used in nearly every occupation and throughout daily life in different ways.

A series of CCDA-endorsed tools have been developed to support apprentices in their training and to be better prepared for a career in the trades. The tools can be used independently or with the assistance of a tradesperson, trainer, employer, teacher or mentor to:

- understand how essential skills are used in the trades;
- learn about individual essential skills strengths and areas for improvement; and
- improve essential skills and increase success in an apprenticeship program.

Tools are available online or for order at: <https://www.canada.ca/en/employment-social-development/programs/essential-skills/tools.html>.

READING

Estheticians read a variety of material including bulletins, manufacturers' specifications, notices, labels, product inserts, client history profiles and forms. They read regulations and agreements outlining chair-rental contracts, salaries, and commissions. Estheticians may read city by-laws to determine licensing requirements and allowable business practices. They read articles and trade magazines to stay informed about industry trends, developments as well as descriptions of new products.

DOCUMENT USE

Estheticians locate information on labels to determine ingredients, storage techniques, and safety hazards. They also review trend releases, clarify specifications on charts, interpret client history profiles, decipher diagrams, read tables to identify processing times, mixing ratios, and chemical agents. They consult client records.

WRITING

Estheticians update client history profiles, complete forms and write reminders/notes to co-workers and clients.

ORAL COMMUNICATION

Estheticians update client records. They complete forms and write reminders/notes to co-workers and clients. They also write a variety of material to promote services and products on social media sites. Estheticians communicate with clients to determine customers' need and services required. They discuss a variety of topics with clients including fashion trends and product choices. Estheticians also exchange information with coworkers, suppliers and supervisors. Excellent communication skills are required to provide reassurance and to demonstrate conflict resolution if required.

NUMERACY

Estheticians use numeracy in a range of tasks. For example, measuring volumes of solids and fluids necessary for a service. Numeracy is used to compare measurements of time and temperature to satisfy product specifications. Estheticians determine lengths, shapes, and curvatures. When scheduling appointments, they determine the timeframe to complete appointments and maximize productivity; by taking into consideration the condition of the client and service anticipated. They complete financial transactions and collect payment for services and products. They may also calculate percentages for various activities.

THINKING

Estheticians use critical thinking skills to select tools and products required to create specific effects and to judge the performance of products by considering customers' needs and condition. They use problem solving skills to meet client preferences, to repair, and maintain work that was previously performed. Estheticians evaluate condition of skin and nails to determine treatment, service options, and whether clients must be referred to a medical physician.

DIGITAL TECHNOLOGY

Estheticians may use current technology to communicate with suppliers, access product manufacturers' website, and update client information. They may use calculators or point of sales systems to complete numeracy-related tasks. They may use social media for marketing themselves, networking with others, researching current trends, inspiring creativity, and training/self-development. Estheticians may use technology to create images of desired effects.

WORKING WITH OTHERS

Estheticians may work independently or with other team members to perform tasks and optimize client experience in a professional manner. They may also mentor apprentices.

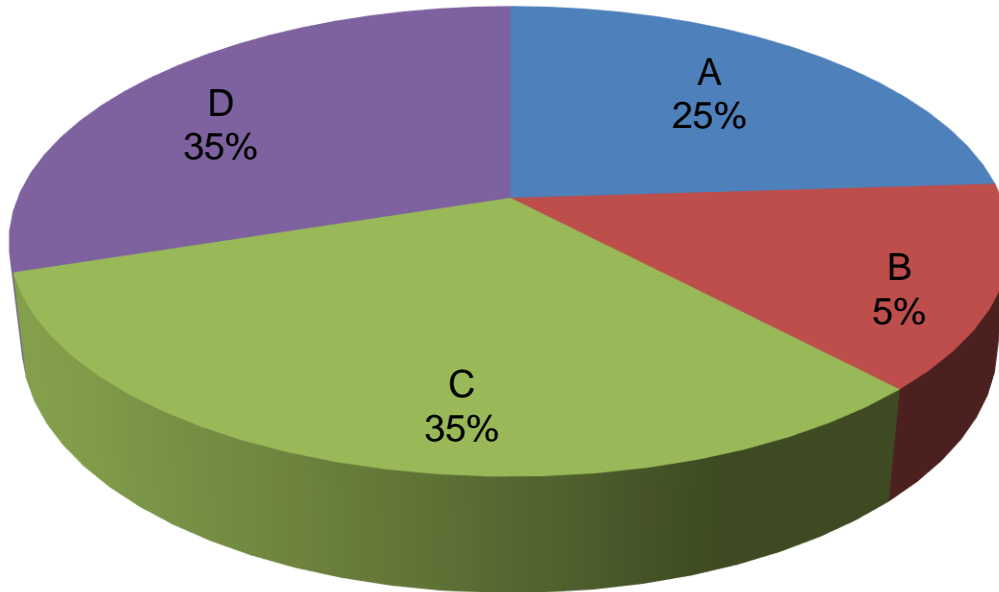
CONTINUOUS LEARNING

Continuous learning is important for estheticians due to ongoing changes in the industry. They learn by speaking with co-workers, colleagues and by participating in training. Estheticians also learn by reading articles, attending educational events and shows, consulting online platforms, attending educational events and shows, analyzing photographs and noting fashion trends, worn by style leaders.

INDUSTRY EXPECTED PERFORMANCE

All tasks must be performed according to Saskatchewan's standards and regulations. All health and safety rules and regulations must be respected and observed. Work is to be performed efficiently and to a high quality without material waste or environmental damage. All requirements of employers, designers, manufacturers, client specifications, OH&S and WHMIS regulations must be met. At a journeyperson level of performance, all tasks must be done with integrity, minimal direction and supervision. As a journeyperson progresses in their career, there is an expectation they continue to upgrade their skills and knowledge to maintain pace with industry and promote continuous learning in their trade through mentoring of apprentices.

PIE CHART OF PROVINCIAL JOURNEYPerson EXAMINATION WEIGHTINGS



MWA A	Performs common occupational skills	25%
MWA B	Performs salon operations	5%
MWA C	Performs nail care	35%
MWA D	Performs nail enhancements	35%

This pie chart represents a breakdown of the provincial Journeyperson examination. Percentages are based on the collective input from workers from the trade across Saskatchewan. The Task Matrix on the next pages indicate the breakdown of tasks and sub-tasks within each Major Work Activity and questions assigned each task. The provincial Journeyperson examination for this trade has 120 questions.

ESTHETICIAN – NAIL TECHNICIAN

TASK MATRIX

A – Performs common occupational skills

25%

Task A-1 Uses and maintains tools and equipment 20%	A-1.01 Selects manual tools and equipment	A-1.02 Uses manual tools and equipment	A-1.03 Maintains manual tools and equipment
	A-1.04 Troubleshoots manual tools and equipment	A-1.05 Selects electric tools and equipment	A-1.06 Uses electric tools and equipment
	A-1.07 Maintains electric tools and equipment	A-1.08 Troubleshoots electric tools and equipment	A-1.09 Discards single-use tools
Task A-2 Performs safety-related activities 10%	A-2.01 Uses personal protective equipment (PPE) and safety equipment	A-2.02 Maintains safe and hygienic work environment	
	Task A-3 Performs sanitation, disinfection, and sterilization (SDS) 43%	A-3.01 Performs sanitation	A-3.02 Performs disinfection
A-3.04 Handles, transports, stores, and launders linens			
Task A-4 Consults with clients 27%	A-4.01 Determines special needs	A-4.02 Identifies precautions and procedures	A-4.03 Educates client
	A-4.04 Refers clients with contraindications to physicians and/or specialists		

B – Performs salon operations

5%

Task B-5 Completes client consultation card 34%	B-5.01 Obtains personal and medical information	B-5.02 Records treatments	B-5.03 Maintains an organized filing system
	B-5.04 Practices ethical behaviour		
Task B-6 Performs front desk responsibilities 33%	B-6.01 Performs communication duties	B-6.02 Schedules appointments	B-6.03 Interacts with clients
	B-6.04 Completes financial transactions	B-6.05 Maintains inventory	B-6.06 Prices retail products
	B-6.07 Maintains retail displays		
	B-7.01 Develops business plan	B-7.02 Presents professionalism	B-7.03 Markets products and services

C – Performs nail care

35%

Task C-8 Assesses hand, foot and nails 60%	C-8.01 Identifies nail anatomy	C-8.02 Analyzes nail growth	C-8.03 Determines nail condition
	C-8.04 Analyzes hand and foot condition	C-8.05 Identifies contraindications	

Task C-9 Performs manicure 19%	C-9.01 Performs nail shaping	C-9.02 Performs hand soak and condition nails and cuticles	C-9.03 Performs cuticle care
	C-9.04-Performs manicure massage		
Task C-10 Performs pedicure 12%	C-10.01 Performs foot soak	C-10.02 Performs toe cuticle care	C-10.03 Performs toenail care
	C-10.04 Performs callous reduction	C-10.05 Performs massage for pedicure	
Task C-11 Performs specialized services 7%	C-11.01 Performs specialized manicure services	C-11.02 Performs specialized pedicure services	
Task C-12 Finishes nails 2%	C-12.01 Prepares nails for polish	C-12.02 Applies polish	

D – Performs Nail Enhancements

35%

Task D-13 Performs nail enhancement services 100%	D-13.01 Prepares nails	D-13.02 Uses nail tips	D-13.03 Uses nail forms
	D-13.04 Uses gel and/or powder/liquid (acrylic) products	D-13.05 Performs fills and maintenance	D-13.06 Performs nail enhancement removals
	D-13.07 Performs gel toe service	D-13.08 Performs esthetic corrections of nails	

Task D-14 Performs decorative nail services
0% **Not common core*

D-14.01 Adds nail art

D-14.02 Adds nail ornamentation

MAJOR WORK ACTIVITY A

Performs common occupational skills

Trends

Growing concerns regarding the spread of communicable diseases has led to an emphasis on safety and sanitation. Disposable equipment and supplies are now widely used for convenience and sanitation. Standardization of protocols and procedures related to safety and sanitation are also being implemented.

Task A-1 Uses tools and equipment

Range of Variables

Specifications, recommendations, procedures, standards, styles, types of tools and equipment, single-use tools, multiple-use tools, RPM ratings, power tool ratings, bit types, and work surface types

A-1.01 Selects manual tools and equipment

Key Competencies

Performance Criteria

A-1.01.01	select single-use and multi-use manual tools based on efficacy, safety, and cost effectiveness
A-1.01.02	select appropriate manual tools for the task
A-1.01.03	document <i>hazards</i>
A-1.01.04	identify <i>hazardous materials</i>
A-1.01.05	identify location of <i>workplace safety equipment</i> and emergency phone numbers
A-1.01.06	identify PPE and safety equipment required
A-1.01.07	report <i>hazards</i>

A-1.02 Uses manual tools and equipment

Key Competencies

Performance Criteria

A-1.02.01	use disposable implements to transfer material from containers to avoid cross contamination
A-1.02.02	use multi-use implements to transfer material from containers to avoid cross contamination
A-1.02.03	use manual tools according to manufacturer's specifications to maximize efficacy and prevent injury

A-1.03 Maintains manual tools and equipment**Key Competencies****Performance Criteria**

A-1.03.01	inspect manicure implements according to manufacturer's specifications to ensure effective use
A-1.03.02	inspect pedicure implements according to manufacturer's specifications to ensure effective use
A-1.03.03	inspect metal/glass implements according to manufacturer's specifications to verify integrity of instrument
A-1.03.04	discard manual implements as required

A-1.04 Troubleshoots manual tools and equipment**Key Competencies****Performance Criteria**

A-1.04.01	troubleshoot manual tools to determine why they are not performing effectively and/or safely
A-1.04.02	determine when a manual tool is to be repaired or permanently removed from service

A-1.05 Selects electric tools and equipment**Key Competencies****Performance Criteria**

A-1.05.01	select electric tools based on efficacy, safety, and cost effectiveness
A-1.05.02	select the appropriate electric tools and equipment for the task

A-1.06 Uses electric tools and equipment**Key Competencies****Performance Criteria**

A-1.06.01	use electric tools and equipment in a manner that prevents cross contamination
A-1.06.02	use electric tools according to manufacturer's specifications to maximize efficacy and prevent injury

A-1.07 Maintains electric tools and equipment**Key Competencies****Performance Criteria**

A-1.07.01	inspect and maintain electrical tools and equipment to verify safe use and efficacy.
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A-1.08 Troubleshoots electric tools and equipment**Key Competencies****Performance Criteria**

A-1.08.01	troubleshoot electric tools and equipment to determine why they are not performing effectively and/or safely
A-1.08.02	determine when an electric tool or piece of equipment is to be repaired or permanently removed from service

A-1.09 Discards single-use tools**Key Competencies****Performance Criteria**

A-1.09.01	place sharps into bio-hazard box for safe removal from esthetic/client area
A-1.09.02	dispose of one-time use client items in the garbage to maintain shop hygiene

Task A-2 Performs safety related activities

Range of Variables

Jurisdictional regulations, solution ratios and strength(s), types of PPE and safety equipment, PPE and safety equipment operation, protocols for remediating chemical and body fluid contamination and/or exposure.

A-2.01 Uses personal protective equipment (PPE) and safety equipment

Key Competencies

Performance Criteria

A-2.01.01	identify damage to PPE such as respiratory equipment
A-2.01.02	follow manufacturers' guidelines on lifespan and proper use of PPE
A-2.01.03	select and use eye and ear protection and respiratory equipment according to task, company policies, and CSA Standards
A-2.01.04	adjust PPE such as respiratory equipment to ensure proper fit according to CSA Standards
A-2.01.05	locate safety equipment such as first aid stations and fire extinguishers
A-2.01.06	store PPE in a clean and dry location and safely dispose of single-use PPE
A-2.01.07	maintain PPE

A-2.02 Maintains safe and hygienic work environment

Key Competencies

Performance Criteria

A-2.02.01	identify and report hazards to prevent incidents
A-2.02.02	apply WHMIS procedures such as record keeping of Safety Data Sheets (SDS), and product identification, handling, and disposal
A-2.02.03	comply with regulations such as OH&S and other jurisdictional regulations
A-2.02.04	keep worksite clean to ensure a safe, organized worksite environment
A-2.02.05	identify and display correct body positioning and stretching while working to minimize workplace injuries
A-2.02.06	arrange worksite to minimize workplace injuries
A-2.02.07	follow protocols for remediating chemical and body fluid contamination and/or exposure
A-2.02.08	identify when a contraindication restricts or prevents a service
A-2.02.09	provide anti-bacterial cleansers for clients and staff
A-2.02.10	removal of non contaminated refuse daily

Task A-3 Performs sanitation, disinfection, and sterilization (SDS)

Range of Variables

Jurisdictional regulation, solution ratios and strength(s).

A-3.01 Performs sanitation

Key Competencies

Performance Criteria

A-3.01.01	identify which objects require sanitation and at which times, stages, or intervals sanitation must occur
A-3.01.02	sanitize objects to the minimum specifications as required by the Authority Having Jurisdiction (AHJ) including but not limited to: hands, surfaces, implements, equipment, and linens
A-3.01.03	store objects to maintain sanitation

A-3.02 Performs disinfection

Key Competencies

Performance Criteria

A-3.02.01	identify which objects require disinfection and at which times, stages, or intervals disinfection must occur
A-3.02.02	disinfect objects to the minimum specifications as required by the Authority Having Jurisdiction (AHJ) including but not limited to: surfaces, implements, equipment, and linens
A-3.02.03	store objects to maintain disinfection

A-3.03 Performs sterilization

Key Competencies

Performance Criteria

A-3.03.01	identify which objects require sterilization and at which times, stages, or intervals sterilization must occur
A-3.03.02	sterilize objects to the minimum specifications as required by the Authority Having Jurisdiction (AHJ) including but not limited to: surfaces, implements, and equipment
A-3.03.03	store objects in sterilizing equipment or packaging to maintain sterilization

A-3.04 Handles, transports, stores, disposes, and launders linens

Key Competencies

Performance Criteria

A-3.04.01	handle, transport, and store clean linens to maintain cleanliness and prevent contamination
A-3.04.02	handle, transport, and store used linens to minimize disturbance and prevent contamination
A-3.04.03	launder soiled and contaminated linens
A-3.04.04	Disposes of linens soiled with bodily fluids or blood.

Task A-4 Consults with clients

Range of Variables

Special needs, precautions and procedures, education principles for clients, contraindications.

A-4.01 Determines special needs

Key Competencies

Performance Criteria

A-4.01.01	inquire about mobility of client and any potential restrictions of movement
A-4.01.02	inquire regarding client's current medical status, such as possible pregnancy, medication and health conditions

A-4.02

Identifies precautions and procedures

Key Competencies

Performance Criteria

A-4.02.01	provide specialized service for diabetic clients
A-4.02.02	avoid services that would be contraindicated by medication
A-4.02.03	adjust services to accommodate clients with various health conditions such as pregnancy, allergies, heart condition and cancer

A-4.03 Educates clients

Key Competencies

Performance Criteria

A-4.03.01	review home care procedures and products with client
A-4.03.02	explain benefits of other services as appropriate
A-4.03.03	explain contraindications and possible side effects to clients
A-4.03.04	Refer clients to physicians and specialists as required

A-4.04 Refers clients with contraindications to physicians and/or specialists

Key Competencies

Performance Criteria

A-4.04.01	review home care procedures and products with client
A-4.04.02	identify post-service care such as the avoidance of sun exposure and chlorine
A-4.04.03	explain benefits of other services as appropriate
A-4.04.04	explain contraindications and possible side effects to clients
A-4.04.05	explain client referral system such as, to physicians and specialists

MAJOR WORK ACTIVITY B

Performs salon operations

Trends

Computers and software for the nail technician trade are now used for research, scheduling, recordkeeping, and bookkeeping. The documentation of clients' records is important in cases of liability.

Task B-5 Completes client consultation card

Range of Variables

Interpersonal skills, privacy legislation, filing and computer systems.

B-5.01 Obtains personal and medical information

Key Competencies

Performance Criteria

B-5.01.01	record information
B-5.01.02	identify allergic reactions and treatment of contraindications
B-5.01.03	identify specific medical conditions for clients
B-5.01.04	follow Freedom of Information and Protection of Privacy legislation
B-5.01.05	record data on record cards and forms and/or uses a computer data file

B-5.02 Records treatments

Key Competencies

Performance Criteria

B-5.02.01	record services provided and results of treatments to clients
B-5.02.02	record results of treatment analysis
B-5.02.03	complete a client's record card and obtain signature

B-5.03 Maintains an organized filing system**Key Competencies****Performance Criteria**

B-5.03.01	identify filing systems and techniques
B-5.03.02	utilize systems for file keeping
B-5.03.03	review and updates files
B-5.03.04	file routinely and systematically

B-5.04 Practices ethical behaviour**Key Competencies****Performance Criteria**

B-5.04.01	describe business ethics
B-5.04.02	demonstrate professional ethics
B-5.04.03	maintain client confidentiality

Task B-6 Performs front desk responsibilities

Range of Variables

Basic principles of math, communications, cost , available information, methods of payment, point-of-sale equipment, pricing equipment, product order procedures, reflective listening.

B-6.01 Performs communication duties**Key Competencies****Performance Criteria**

B-6.01.01	answer communication in a professional manner
B-6.01.02	determine nature of communication
B-6.01.03	respond to communicator's requests
B-6.01.04	relay messages
B-6.01.05	follow-up communications
B-6.01.06	close communication in a professional manner

B-6.02 Schedules appointments**Key Competencies****Performance Criteria**

B-6.02.01	collect information on services requested
B-6.02.02	determine time required for appointment
B-6.02.03	provide information to client
B-6.02.04	record client's information in appointment booking system
B-6.02.05	confirm appointment

B-6.03 Interacts with clients**Key Competencies****Performance Criteria**

B-6.03.01	greet client
B-6.03.02	demonstrate effective interpersonal and communication skills
B-6.03.03	perform reflective listening
B-6.03.04	address client concerns

B-6.04 Completes financial transactions**Key Competencies****Performance Criteria**

B-6.04.01	perform calculations for costs
B-6.04.02	determine method of payment
B-6.04.03	operate point-of-sale equipment
B-6.04.04	perform transactions

B-6.05 **Maintains Inventory****Key Competencies****Performance Criteria**

B-6.05.01	count inventory
B-6.05.02	maintain stock levels
B-6.05.03	create product order
B-6.05.04	check stock against invoice
B-6.05.05	manage retail sales

B-6.06 **Prices retail products****Key Competencies****Performance Criteria**

B-6.06.01	calculate markups and markdowns
B-6.06.02	operate pricing equipment

B-6.07 **Maintains retail displays****Key Competencies****Performance Criteria**

B-6.07.01	clean retail products and displays
B-6.07.02	display retail products

Task B-7 Establishes Business Fundamentals

Range of Variables

Business ownership, business identity and brand, floor plan, insurance needs, equipment, social platforms, workplace behaviours, educational events, add-on services.

B-7.01 Develops business plan

Key Competencies

Performance Criteria

B-7.01.01	research types of business ownership models
B-7.01.02	conduct market research
B-7.01.03	develop business identity and brand
B-7.01.04	determine jurisdictional regulations
B-7.01.05	conduct financial assessment
B-7.01.06	comply with government business regulations
B-7.01.07	design floor plan
B-7.01.08	determine insurance needs
B-7.01.09	determine staffing requirements
B-7.01.10	determine equipment and supplies needed
B-7.01.11	develop salon policies and procedures

B-7.02 Presents professionalism

Key Competencies

Performance Criteria

B-7.02.01	maintain professional image on social platforms related to industry
B-7.02.02	demonstrate professional workplace behaviours
B-7.02.03	stay current with new trends and techniques
B-7.02.04	attend trade shows and educational events
B-7.02.05	identify networking opportunities

B-7.03**Markets products and services****Key Competencies****Performance Criteria**

B-7.03.01	set retail and service sales goals
B-7.03.02	create visual focal point
B-7.03.03	explain features and benefits of professional products to clients
B-7.03.04	recommend and market products to clients for home use
B-7.03.05	market add-on services
B-7.03.06	evaluate personal service and retail sales
B-7.03.07	market and promote services and retail products
B-7.03.08	participate in events
B-7.03.09	pre-book services

MAJOR WORK ACTIVITY C

Performs nail care

Trends

Product technology has advanced, and more individualized items are available to clients. There is a demand by clients for product knowledge due to the wide range of products available for specific applications.

Task C-8 Assesses hand, foot and nail health

Range of Variables

Nail structure, nail growth patterns, nail diseases, disorders and conditions.

C-8.01 Identifies nail anatomy

Key Competencies

Performance Criteria

C-8.05.01	Identify the anatomy of the nail
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C-8.02 Analyzes nail growth Identifies nail anatomy

Key Competencies

Performance Criteria

C-8.01.01	assess length and uniformity of nails
C-8.01.02	observe abnormalities in nails

C-8.03 Determines nail condition

Key Competencies

Performance Criteria

C-8.02.01	identify diseases and disorders of the hands, feet, and nails
C-8.02.02	alert client to nail abnormalities and importance of seeking professional health care

C-8.04 Analyzes hand and foot condition**Key Competencies****Performance Criteria**

C-8.03.01	determine overall appearance and health of the hand or foot
C-8.03.02	Note nail and skin conditions

C-8.05 Identifies contraindications**Key Competencies****Performance Criteria**

C-8.04.01	determine if client's condition requires referral to health professional
C-8.04.02	determine necessary precautions for working with skin or nail condition
C-8.04.03	identify contraindications that restrict or prevent a manicure and/or pedicure

Task C-9 Performs manicure

Range of Variables

Nail shapes, infection control, basic procedures.

C-9.01 Perform nail shaping**Key Competencies****Performance Criteria**

C-9.01.01	shape nail's free edge
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C-9.02 Perform hand soak and condition nails and cuticles**Key Competencies****Performance Criteria**

C-9.02.01	Prepare hand soak
C-9.02.02	apply cuticle softener
C-9.02.03	soak client's hands
C-9.02.04	push back cuticle gently
C-9.02.05	trim non-living tissue when safe and necessary

C-9.02.06	buff natural nails smooth
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C-9.03 Performs cuticle care

Key Competencies

Performance Criteria

C-9.03.04	apply nail oil to moisturize the skin and nail
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C-9.04 Performs massage for manicure

Key Competencies

Performance Criteria

C-9.04.01	manipulate hands and arms to increase circulation and encourage relaxation
C-9.04.02	adjust pressure, repetitions, speed, and movements of massage according to service requirements

Task C-10 Performs pedicure

Range of Variables

Nail shapes, infection control, basic procedures.

C-10.01 Performs foot soak

Key Competencies

Performance Criteria

C-10.01.01	prepare soak/bath
C-10.01.02	ensure water temperature is appropriate for the client and the client's feet
C-10.01.03	soak client's feet
C-10.01.04	exfoliate client's feet as required

C-10.02 Performs toe cuticle care**Key Competencies****Performance Criteria**

C-10.02.01	push back cuticles
C-10.02.02	trim non-living tissue when safe and necessary

C-10.03 Performs toenail care**Key Competencies****Performance Criteria**

C-10.03.01	clean under free edge
C-10.03.02	trim free edge
C-10.03.03	file free edge, ensuring corners are smooth
C-10.03.04	buff entire nail
C-10.03.05	remove all debris from the sidewalls
C-10.03.06	identify possible ingrown toenails
C-10.03.07	identify when to defer treatment to a medical professional

C-10.04 Performs callous reduction**Key Competencies****Performance Criteria**

C-10.04.01	identify callus
C-10.04.02	use of chemical callus treatment
C-10.04.03	use rasp as required
C-10.04.04	file remaining callus smooth

C-10.05 Performs massage for pedicure

Key Competencies

Performance Criteria

C-10.05.01	manipulate feet and legs to increase circulation and encourage relaxation
C-10.05.02	adjust pressure, repetitions, speed, and movements of massage according to service requirements

Task C-11 Performs specialized services

Range of Variables

Various spa treatments, infection control.

C-11.01 Performs specialized manicure services

Key Competencies

Performance Criteria

C-11.01.01	soak client's nails in hot oil treatment according to manufacturer's specifications
C-11.01.02	apply paraffin according to manufacturer's specifications
C-11.01.03	exfoliation as recommended during the client consultation
C-11.01.04	apply mask according to manufacturer's specifications
C-11.01.05	use heated mittens according to manufacturer's specifications
C-11.01.06	identify specialized service according to the client consultation

C-11.02 Performs specialized pedicure services

Key Competencies

Performance Criteria

C-11.02.01	correct ingrown toenails within esthetician's guidelines and limits
C-11.02.02	reduce corns within the esthetician's guidelines and limits
C-11.02.03	reduce callus with crede within esthetician's guidelines and limits
C-11.02.04	apply mask according to manufacturer's specifications
C-11.02.05	use heated booties according to manufacturer's specifications
C-11.02.06	use paraffin according to manufacturer's specifications
C-11.02.07	identify specialized service according to the client consultation

Task C-12 Finishes nails

Range of Variables

Polish procedures, buffing procedures.

C-12.01 Prepares nails for polish

Key Competencies

Performance Criteria

C-12.01.01	prepare nail by removing excess oil from nail plate
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C-12.02 Applies polish

Key Competencies

Performance Criteria

C-12.02.01	apply base coat to nail
C-12.02.02	apply colour in two coats to ensure uniform coverage
C-12.02.03	apply topcoat to nails

MAJOR WORK ACTIVITY D

Performs nail enhancements

Task Descriptor

Product technology has advanced, and more individualized items are available to clients. There is a demand by clients for product knowledge due to the wide range of products available for specific applications. There is an ongoing increase in the kinds of products available and the technology associated with them.

Task D-13 Performs enhancement services

Range of Variables

Polish procedures, buffing procedures.

D-13.01 Prepares nails

Key Competencies

Performance Criteria

D-13.01.01	Push back eponychium
D-13.01.02	Trim non-living tissue when safe and necessary
D-13.01.03	Remove shine from natural nail plate

D-13.02 Uses nail tips

Key Competencies

Performance Criteria

D-13.02.01	select tip to customize client's nails
D-13.02.02	adhere tip to client's nail without air bubbles
D-13.02.03	trim/shape extension to desired shape/length

D-13.03 Uses nail forms

Key Competencies

Performance Criteria

D-13.03.01	customize nail form to fit smile lines, sidewalls, and arch to ensure well-shaped nails
D-13.03.02	shape nail free edge to fit form

D-13.04 Uses gel and/or powder/liquid (acrylic) products

Key Competencies

Performance Criteria

D-13.04.01	identify contraindications that restrict or prevent the application of gel and/or powder/liquid products
D-13.04.02	implement manufacturer's specifications for correct application
D-13.04.03	identify correct pre-bonding steps (i.e., primer, bonding agent as per the client consultation
D-13.04.04	apply product to enhance strength, C-curve and arch
D-13.04.05	file to ensure uniform shape and free edge
D-13.04.06	apply French or colour tip, with even and consistent smile lines throughout
D-13.04.07	apply finishing topcoat

D-13.05 Performs fills and maintenance

Key Competencies

Performance Criteria

D-13.05.01	file, reshape, shorten and/or remove all lifted product
D-13.05.02	assess nails for broken corners, or damaged sidewalls
D-13.05.03	repair any broken corners and sidewalls
D-13.05.04	apply product according to manufacturer's specifications

D-13.06 Performs nail enhancement removals

Key Competencies

Performance Criteria

D-13.06.01	shorten nails to the shortest length possible
D-13.06.02	remove bulk of product
D-13.06.03	apply polish to seal
D-13.06.04	instruct client regarding maintenance

D-13.07 Performs gel toe service

Key Competencies

Performance Criteria

D-13.07.01	identify contraindications that restrict or prevent the performing of gel toe service
D-13.07.02	assess overall health of nails
D-13.07.03	prepare toenails for product application
D-13.07.04	apply base of a non-porous product to prevent bacterial and fungal infections
D-13.07.05	Apply gel product/polish and top coat and seal
D-13.07.06	apply anti-fungal drops or spray where required to prevent bacterial and fungal infections
D-13.07.07	instruct client regarding fungal and bacterial prevention

D-13.08 Performs esthetic corrections of nails

Key Competencies

Performance Criteria

D-13.08.01	identify contraindications that restrict or prevent the esthetic corrections of nails
D-13.08.02	identify when to defer treatment to a medical professional
D-13.08.03	perform a correction on a damaged or broken nail.
D-13.08.04	build and shape misshapen nails without damaging the integrity of the natural nail

Task D-14 Performs decorative nail services (* *Not common core*)

Range of Variables

Decals, gems, airbrushing and paints.

D-14.01 Adds nail art

Key Competencies

Performance Criteria

D-14.01.01	draw lines, dots and figures freehand
D-14.01.02	apply nail stamping
D-14.01.03	apply full colour gel

D-14.02 Adds nail ornamentation

Key Competencies

Performance Criteria

C-14.02.01	apply paint, decals and gems
C-14.02.02	apply sealing layer

APPENDIX A

ACRONYMS

HLD	High level disinfectant
LED	Light-emitting diode
LLD	Low level disinfectant
MSDS	Material Safety Data Sheet
OH&S	Occupational Health and Safety
PPE	Personal protective equipment
SHA	Saskatchewan Health Authority
UV	Ultraviolet
WHMIS	Workplace Hazardous Materials Information System

APPENDIX B

TOOLS AND EQUIPMENT

Personal Protective Equipment (PPE) and Safety Equipment

autoclave	laundry basket
apron	mop
brass brush	recycling containers
broom	disposable gloves/finger cots
buckets	safety glasses
chemical sterilant/disinfectant	scrub brushes
disinfecting tray	sharps container
dustpan	surface disinfectant wipes
eyewash station	vacuum cleaner
fire extinguisher	waste can (covered)
first aid kit	

Client – Capes

draping cape	spa wrap
robe	towels
smocks	

Esthetician Single-Use Tools and Accessories

arbor bands	lancet
bed line paper	file
buffer	orange wood stick
cosmetic applicators	spatula
cotton	sponges
credo blade	thread
depilatory applicator	wax strips
emery board	toe separators
epilating tools	nail wipes
eye pad	eyebrow brush
foot file adhesive strips	wooden/plastic foot paddle

TOOLS AND EQUIPMENT Continued

Esthetician Tools

client smocks
cuticle nippers
eyebrow tweezers
facial water bowl
hair removal tools
makeup brushes
manicure bowl
manicure pillow
manicure scissors

manicure table and stool
nail brush
non-metallic bowl with liners
oil heater and paper cups
scissors
towels
ultraviolet/LED unit
washable hair bands

Major Equipment

clothes dryer
dust collector
electric files
esthetics bed
facial machines
manicure table/desk

overhead light
pedicure station
sink
steamer
trolley
washing machine

Office Equipment

appointment book
calculator
cash register
client record card
computer and software
credit/debit machine
display equipment
fax machine
pen/pencil
answering machine

policy manual
printer
reception chairs
reception desk
release forms
stapler
stationery
stereo system
telephone



APPENDIX C

GLOSSARY

abductor	a muscle that separates the fingers and toes
abrasives	a nail file or buffer
acetone	a colourless, inflammable liquid; miscible with water, alcohol, and ether; and having a sweetish odor or burning taste; used as a solvent
acrylics	the name for an entire family of chemicals used to make all types of nail enhancements and adhesives, including wraps, glues, UV gels, and liquid/powder systems
acid and acid free primers	the function of primer is to bond the acrylic to the nail plate much like the roots of a tree to the ground. Non-acid primers do have a slight corrosive property but are far less dangerous to the skin than acid based primers.
adverse skin reactions	an abnormal skin condition caused by a chemical or physical irritant or a corrosive or allergy-producing substance
adhesions	a chemical reaction resulting in two surfaces sticking together
allergic contact dermatitis	skin that becomes allergic to an ingredient in a product; often caused by prolonged or repeated contact
allergies	a damaging immune response by the body to a substance, especially a particular food, pollen, fur, or dust, to which it has become hypersensitive
anti-inflammatory agent	compounds that reduce the pain and swelling associated with inflammation
antibacterial agent	any of a large variety of chemical compounds and physical agents that are used to destroy microorganisms or to prevent their development
antiseptic	a chemical product used to prevent the growth of bacteria
antiseptic foot spray	a substance sprayed on the feet helping to stop the growth of microorganisms on the feet
apex	the top or highest part of something, especially one forming a point:
arthritis	a disease-causing painful inflammation and stiffness of the joints
autoclave	a device used for sterilization by steam under pressure
bacteria	a member of a large group of unicellular microorganisms which have cell walls but lack organelles and an organized nucleus, including some that can cause disease
bacterial infection	any illness or condition caused by bacterial growth or poisons (toxins)
basal cell melanoma	the most common and least severe type of skin cancer, often characterized by light or pearly nodules
basal layer	also known as the stratum germinativum, the bottom, live layer of the epidermis, where cells divide and begin the keratinization process
beau's lines	visible depressions running across the width of the natural nail plate
bruised nailbed	a condition in which a blood clot forms under the nail plate, forming a dark purplish spot; this is usually due to physical injury
building gels	a thick viscosity gel that allows the nail technician to build an arch or extension
C-curve	the natural curvature of the nail plate from one sidewall to the other. It gets its name from the shape it forms, resembling the letter "C." The C-curve is an essential aspect of nail aesthetics and health, as it contributes to the overall appearance and strength of the nails.

GLOSSARY Continued

callous softeners	a product designed to soften and smooth thickened tissue (callouses), especially on heels and over pressure points.
chemo sterilant	a chemical process to destroy all living organisms on an object
coarse grit abrasives	boards and buffers less than 180 grit that quickly reduce the thickness of any surface
coatings	products, including nail polish, top coats, artificial nail enhancements, and adhesives, which cover the nail plate with a hard film
contact dermatitis	an eruptive skin infection caused by touching certain substances to the skin; may be short or long term
contagious	spread from one person or organism to another, typically by direct contact:
contraindication	a condition or circumstance that suggests or indicates that a particular technique or drug should not be used in the case in question
corn	hardened layers of skin that develop from the skin's response to friction and pressure
corrosives	a substance capable of seriously damaging skin, eyes, or other soft tissues on contact. Some corrosives have delayed action (minutes); other affect the skin almost instantly
cross-contamination	the process by which bacteria or other microorganisms are unintentionally transferred from one substance or object to another, with harmful effect
coarse-grit abrasives	boards and buffers less than 180 grit that quickly reduce the thickness of any surface
critical illness insurance	critical illness insurance usually pays a one-time lump-sum payment if a person is diagnosed with a life-threatening illness. The lump-sum payment may cover expenses such as daycare or renovations to make the home more accessible.
cross-contamination	the process by which bacteria or other microorganisms are unintentionally transferred from one substance or object to another, with harmful effect
crust	dead cells that form over a wound or blemish while it is healing; an accumulation of sebum and pus, sometimes mixed with epidermal material
curettes	a small scoop-shaped implement used for more efficient removal of debris from the nail folds, eponychium, and hyponychium areas
curing lamp	a specialized electronic device that powers and controls bulbs to cure gel nail enhancements
cuticle	the dead, colourless tissue attached to the nail plate
cianoacrylates	a specialized acrylic monomer (non-cross linking) that has excellent adhesion to the natural nail plate and polymerizes in seconds; used to make wraps and nail adhesives
cyst	a closed, abnormally developed sac containing fluid, semifluid, or morbid matter above or below the skin
deep tissue massage	a massage technique that is mainly used to treat musculoskeletal issues, such as strains and sports injuries. It involves applying sustained pressure using slow, deep strokes to target the inner layers of the muscles and connective tissues
dermatitis	an abnormal inflammatory condition of the skin
diabetes	a disease in which the body's ability to produce or respond to the hormone insulin is impaired, resulting in abnormal metabolism of carbohydrates and elevated levels of glucose in the blood

GLOSSARY Continued

dimethyl urea hardeners	a hardener that adds cross-links to the natural nail plate; however, unlike hardeners containing formaldehyde, DMU does not cause adverse skin reactions
dip powder	a very fine polymer powder that is usually heavily pigmented with colour
dip systems	a resin and polymer-powder based system where the resin absorbs the powder to create a hard coating over the nail
discoloured nail	the nail turns a variety of colours, which can be surface staining, a disorder, or poor circulation
disinfect	to destroy or kill bacteria and a broad spectrum of viruses (but does not kill bacteria spores)
distal phalanx	it is also referred to as the terminal phalanx. Like the other long bones in the hands, each distal phalanx is separated into a head, body or shaft, and a base. As suggested by the name, these phalanges form the distal row of finger bones, with each phalanx located distally to the middle phalanx in each finger
deep tissue massage	a massage technique that is mainly used to treat musculoskeletal issues, such as strains and sports injuries. It involves applying sustained pressure using slow, deep strokes to target the inner layers of the muscles and connective tissues.
eczema	an inflammatory, painful itching disease of the skin, acute or chronic in nature, which presents many forms of dry or moist lesions
edema	a condition characterized by an excess of watery fluid collecting in the cavities or tissues of the body
effleurage	a succession of strokes performed by gliding the hands over an area of the body with varying degrees of pressure or contact
eggshell nail	a noticeably thin, white nail plate that is more flexible than normal
elastin	a protein like collagen that forms elastic tissue
emulsifying agent	a compound or substance that acts as a stabilizer for emulsions, preventing liquids that ordinarily do not mix from separating
epidermis	the outermost layer of the skin
epithelial tissue	a protective covering on body surfaces, such as the skin, mucous membranes, the tissue inside the mouth, the lining of the heart, digestive and respiratory organs and glands.
eponychium	living skin at the base of the nail plate and covering the matrix area
essential oils	a natural oil typically obtained by distillation and having the characteristic odour of the plant or other source from which it is extracted
ethyl methacrylate	a colorless moderately toxic liquid with an acrid odor
eumelanin	makes pigment in the skin brownish to blackish in colour
excessive cuticle	excessive cuticle growth beyond the proximal fold, covering some of the nail.
excoriation	a skin sore or abrasion produced by scratching or scraping
exfoliating scrubs	a water-based lotion that contains a mild, gritty-like abrasive and moisturizers to help remove dry, flaky skin and reduce callouses
exothermic reaction	a chemical reaction that releases heat
fill	also known as a backfill; when enhancement product is applied onto the new growth of nail
fine-grit abrasion	abrasive that is 240 grit and higher designed for buffing, polishing and removing very fine scratches
fissure	a crack in the skin that penetrates the dermis such as chapped hands.

GLOSSARY Continued

foot files	also known as a pedicure paddle; a large abrasive file used to smooth and reduce thicker areas of callous
foot soaks	a product containing gentle soaps and moisturizers that is used in a pedicure bath to cleanse and soften the skin
free edge	the part of the nail plate that extends over the tip of the finger or toe
free radical	highly reactive and unstable molecules that are made by the body naturally as a byproduct of normal metabolism. Free radicals can also be made by the body after exposure to toxins in the environment such as tobacco smoke and ultraviolet (UV) light
friction massage	deep rubbing movement requiring pressure on the skin with fingers or palm while moving them under an underlying structure
fungal infection	also known as mycosis, is a disease caused by fungi. Different types are traditionally divided according to the part of the body affected; superficial, subcutaneous, and systemic. Superficial fungal infections include common tinea of the skin, such as tinea of the body, groin, hands, feet and beard
grits	how many grains of sand are on the file per square inch
hangnail	a condition in which the eponychium or other living tissue surrounding the nail plate becomes split or torn
hard gels	referred to as traditional gel; is strong enough to use to build nail extensions
helix	are unique from traditional nails in the sense that they do not feature a smooth cylindrical-shaped shaft. Instead, they have a square-shaped shaft
hematoma	a solid swelling of clotted blood within the tissues
herpes simplex	a viral infection, caused by a group of herpes viruses, which may produce cold sores, genital inflammation or conjunctivitis
home Insurance	a form of property insurance that covers losses and damages to an individual's residence, along with furnishings and other assets in the home. Homeowners insurance also provides liability coverage against accidents in the home or on the property
hot oil manicure	consists of submerging the fingers and nails into a bowl of heated essential oils, with the exact blend of these oils tailored to the particular nail ailment
hydrogen peroxide	a colourless viscous unstable liquid with strong oxidizing properties, used in some disinfectants and bleaches
hydroxyethyl methacrylate	a colorless viscous liquid that readily polymerizes
hypertrophies of the skin	abnormal growth of the skin
hyperkeratosis	abnormal thickening of the outer layer of the skin
hyponychium	a slightly thickened layer of skin that lies between the fingertip and the free edge of the nail plate. It forms a protective barrier that prevents microorganisms from invading and infecting the nail bed
immunocompromised	having an impaired immune system
implements	tools used to perform nail services that are multiple use (reusable) or disposable
infected finger	visible redness, pain, swelling, broken skin, or pus.
ingrown nail	when one of the nails starts growing into the skin, symptoms are in stages

GLOSSARY Continued

inhibition layer	left over solvents and/or uncured gel that create a tacky surface left on the nail after the gel has cured
initiator	a substance that starts a chain reaction that leads to the creation of very long polymer chains
insurance	an arrangement by which a company or the state undertakes to provide a guarantee of compensation for specified loss, damage, illness, or death in return for payment of a specified premium
insurance, liability	a part of the general insurance system of risk financing to protect the purchaser from the risks of liabilities imposed by lawsuits
insurance, commercial liability	commercial general liability insurance covers injuries to a person or property damage that occurs on the premises of a business. This type of policy can also protect a business from claims of slander, libel, or advertising injury.
insurance, critical illness	is coverage that can help Canadians or those living in Canada pay the additional costs associated with life-altering illnesses like cancer, stroke, heart attack and dementia
insurance, general business	also called business liability insurance, this is a type of policy that provides broad coverage to companies
keloid	a thick scar resulting from excessive growth of fibrous tissue
keratoma	also known as a callous; an acquired, superficial, thickened patch of epidermis caused by pressure or friction on the hands and feet
koilonychia nails	refers to soft nails that have a spoon-shaped dent in them. Often these “spoon nails” form gradually
leukonychia	a medical term for white discoloration appearing on nails. The most common cause is injury to the base of the nail (the matrix) where the nail is formed
light emitting diode (LED) lamps	a type of ultraviolet-energy (UV) releasing lamp used to polymerize UV curable gel nail enhancements
lunula	the whitish half moon shape at the base of the nail plate
manufacturers specifications	any written vendor/manufacturer standards, specifications, documents, manuals, handbooks, and instructions for all or any portion of the Facility provided by applicable vendor/manufacturer
massage	the manipulation of the soft tissues of the body
massage, effleurage	a succession of strokes performed by gliding the hands over an area of the body with varying degrees of pressure or contact
massage, friction	a deep rubbing movement requiring pressure on the skin with the fingers or palm while moving them under an underlying structure
massage, petrissage	a kneading movement performed by lifting, squeezing, and pressing the tissue with light, firm pressure
massage, tapotement	rapid and repeated striking of the body as a technique in massage
massage, vibration	is a relatively new form of massage therapy using vibration that has been gaining popularity in recent years
matrix	an area where the nail plate cells are formed
malignant melanoma	the most serious form of skin cancer, often characterized by black or dark-brown patches on the skin that may appear uneven in texture, jagged or raised
medium grit abrasive	180-grit to 240-grit abrasives that are used to smooth and refine surfaces and shorten natural nails
melanoma	a tumor of melanin-forming cells, especially a malignant tumor associated with skin cancer

GLOSSARY Continued

melanonychia	refers to the Greek word “Melas” meaning black (or brown colour) and “Onyx” meaning nail. It is characterized by brown-black discoloration of the nail plate and the pigment referred to is conventionally melanin. It may involve single or multiple nails, both in finger and toenails
methyl methacrylate	a colorless liquid with a fruity odor often used in the production of acrylic plastics and resins
mix ratio	the amount of monomer liquid and polymer powder used to create a bead
monomers	molecules that can polymerize to form long polymer chains
monomer liquid	a molecule that can react together with other monomer molecules to form a larger polymer chain or three-dimensional network in a process called polymerization
multiuse implements	reusable items that can be cleaned, disinfected, and used on more than one person, even if the item is accidentally exposed to blood or body fluid
nail bed	the formative layer of cells underlying the fingernail or toenail
nail clippers	a reusable implement used to shorten the nail plate quickly and efficiently
nail folds	the folds of normal skin that surround the nail plate
nail fungus	also called onychomycosis, it refers to a common infection of the nail. It begins as a white or yellow-brown spot under the tip of the fingernail or toenail. As the fungal infection goes deeper, the nail may discolor, thicken and crumble at the edge. Nail fungus can affect several nails
nail groove	slit or furrow on the sides of the nail
nail melanoma	a type of skin cancer that can rarely develop beneath the surface of the nail
nail nipper	a stainless-steel implement used to carefully trim away dead skin around the nails
nail plate	the actual fingernail that is made of translucent keratin protein composed of amino acids. It is produced by a type of modified epidermis. It is also known as “Body of Nail” or “Corpus Unguis”
nail oils	oils designed to absorb into the nail plated to increase flexibility and into the surrounding skin to soften
nail plate	a hard keratin plate on top of and slowly sliding across the anil bed as it grows; the most visible and functional part of the nail unit
nail primer	a substance that improves adhesion; used on the natural nail prior to product application to assist in adhesion
nail psoriasis	a non-infectious condition that affects the surface of the nail plate, causing it to appear rough and pitted with reddish spots on the nail bed and onycholysis
nail pterygium	an abnormal condition that occurs when the skin is stretched by the nail plate; usually caused by serious injury or allergic reaction
nevus	a small or large malformation of the skin due to abnormal pigmentation or dilated capillaries; commonly known as a birthmark
nodule	often referred to as a tumor; but a nodule is a smaller bump caused by conditions such as scar tissue, fatty deposits, or infections
oligomer	short chain of monomers that is not long enough to be considered a polymer
onychia	inflammation of the matrix of the nail with shedding of the nail
onychocryptosis	ingrown nail; nail grows into the living tissue around the nail
onychophagy	bitten nails

GLOSSARY Continued

onycholysis	when the nail separates from its nail bed. It often appears after an injury to the nail, but it may have other causes, including fungi. Treatment may only involve cutting away the separated nail as it grows out, to take antifungal medications or stop using certain nail products
onychomycosis	a fungal infection of the nail plate
onychorrhexis	split or brittle nails that also have a series of lengthwise ridges that give a rough appearance to the surface of the nail plate
onyx	the technical term for the nail of the fingers or toes
osteoarthritis	a joint disease
over-filing	excessively roughing up the nail plate
oval nails	a conservative nail shape that is thought to be attractive on most women's hands. It is like a squoval nail with even more rounded corners
paraffin	a petroleum by-product that has excellent sealing properties (barrier qualities) to hold moisture in the skin
paronychia	a bacterial inflammation of the tissues surrounding the nail; pus, redness, and swelling are usually present
petrissage	a kneading movement performed by lifting, squeezing, and pressing the tissue with a light, firm pressure
phalanges bones	also known as digit; bone of the fingers or toes
pheomelanin	type of melanin that is red to yellow in colour
photoinitiator	a chemical that in combination with resins and the proper curing lamp causes UV gels to cure
pincer nails	increased crosswise curvature throughout the nail plate caused by an increased curvature of the matrix
plicated nail	also known as folded nail; a type of highly curved nail plate often caused by injury to the matrix, but that may be inherited
pointed nails	a tapered and longer-than-usual nail to emphasize and enhance the slender appearance of the hand. Pointed nails are usually worn as a style statement by fashion-conscious people who do not need the strongest, most durable nails
polymers	substance formed by combining many small molecules
polymer gels	sometimes referred to as polygel or acrygel, are created from a mixture of polymer powder and hard gels.
polymerization	also known as curing or hardening; a chemical reaction that creates polymers.
port wine stain	an abnormal brown or wine-coloured skin discoloration with a circular and irregular shape
proximal nail fold	surround and support the nail plate on all 3 sides. It is the junction of the skin and nail plate and may sometimes be slightly darker in color thereby forming a clearly demarcated margin from the surrounding skin. The proximal fold lies over the nail root and matrix.
psoriasis	a skin disease characterized by red patches covered with silver-white scales, usually found on the scalp, elbows, knees, chest, and lower back, and rarely on the face
pseudomonas	a bacterium which occurs in soil and detritus, including a number that are pathogens of plants or animals
psoriasis	a skin disease marked by red, itchy, scaly patches
pus	a thick yellowish or greenish opaque liquid produced in infected tissue, consisting of dead white blood cells and bacteria with tissue debris and serum

GLOSSARY Continued

relaxation massage	is a form of massage therapy that focuses on providing general relaxation, relieving muscle tension and improving blood circulation
ridged nail	vertical lines running the length of the natural nail plate, usually related to normal aging
round nails	a slightly tapered nail, usually extending just a bit past the fingertip
rubbing alcohol	denatured alcohol, typically perfumed, used as an antiseptic or in massage
salicylic acid	a bitter compound present in certain plants. It is used as a fungicide and in the manufacture of aspirin and dyestuffs
sanitize	to remove dirt to aid in preventing the growth of microbes; sanitizing does not kill germs or spores
scar	also known as a cicatrix; a light-coloured, slightly raised mark on the skin formed after an injury or lesion of the skin has healed
scope of practice	the list of services that a journey person Nail Technician is legally allowed to perform in Saskatchewan.
sebaceous gland	an oil gland of the skin connected to hair follicles. Sebum is the fatty or oil secretion of the sebaceous gland
shiner	a buffer (usually 400/1000/4000) used to create a high shine on a natural nail or enhancement
simple polymer chains	the result of a long chain of monomers that are attached from head to tail
splinter hemorrhage	tiny blood spots that appear underneath the nail
spore	a minute, typically one-celled, reproductive unit capable of giving rise to a new individual without sexual fusion, characteristic of lower plants, fungi, and protozoans
sulfur	the chemical element of atomic number 16, a yellow combustible nonmetal
sanitation	the promotion of hygiene and prevention of disease by maintenance of sanitary conditions
square nails	a nail completely straight across the free edge with no rounding at the outside edges
squoval nails	also known as soft square, a nail with a square free edge that is rounded off at the corner edges
sterilization	the process of making something free from bacteria or other living microorganisms; to kill or destroy all microbial life including spores
tapotement	a rapid tapping or striking motion of the hands against the skin
thermal initiators	ingredients that use heat as an energy source for starting chemical reactions, such as polymerizing monomers into polymer
tinea manus	a fungal infection of the hand. It is typically more aggressive than tinea pedis but similar in look. Itching, burning, cracking, and scaling are observable and may be transmitted sexually or otherwise, whether or not symptoms are present
tinea pedis	fungal infection found between the toes known as athletes' foot
toenail clipper	a metal device designed specifically for cutting the toenails; larger than a fingernail clipper with thicker blades
ultraviolet energy	energy that is invisible to the human eye; found in sunlight and used to polymerize UV-curing nail coatings
ultraviolet equipment	a cabinet used for storage of sanitized implements
urticaria	also known as hives; caused by an allergic reaction from the body's histamine production

GLOSSARY Continued

urea	a colourless crystalline compound which is the main nitrogenous breakdown product of protein metabolism in mammals and is excreted in urine
UV stabilizers	ingredients that control colour stability and prevent sunlight from causing fading or discolouration
verruca	the technical term for a wart; hypertrophy of the papillae and epidermis
vesicles	a small blister or sac containing clear fluid lying within or just beneath the epidermis
vitiligo	milky-white spots (leukoderma) of the skin. Vitiligo is hereditary and may be related to thyroid conditions
wheal	an itchy, swollen lesion that last only a few hours, caused by a blow, the bite of an insect, urticaria, or the sting of a nettle
wooden pusher	a wooden stick used to remove cuticle tissue from the anil plate (by gently pushing), to clean under the free edge of the nail, or to apply products