



# **Esthetician – Skin Care Technician Candidate Information Package**

**2024**

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**All current public health orders at time of examination must be followed.**

# GENERAL INFORMATION

- There is both a written and a practical component to the Interprovincial Journeyperson Examination.
- Both the written and the practical examination may be video recorded.
- 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.
- Examination assessors are vetted by the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) to ensure expertise in the trade. This expertise is applied in assessing the competencies required for each examination section. A predetermined score sheet has been developed by the Esthetician Curriculum and Examination Development Board (CEDB) to maintain consistent marking practices.
- Verbal or physical abuse by candidates towards any person at the examination facility will not be tolerated. Instances of abuse will result in the immediate termination of the candidate's examination attempt at the expense of the candidate.
- Absolutely no cell phones, communication devices or imaging devices of any sort are allowed in the examination facility. You will be required to leave immediately if any of these items are found in your possession.

Please note that examinations and study information change frequently. The most recent information, such as the Esthetician – Skin Care Technician Saskatchewan Occupational Standard (SOS), is available on our web site at [www.saskapprenticeship.ca](http://www.saskapprenticeship.ca).

# SANTITATION, DISINFECTION AND STERILIZATION (SDS) 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 endangering clients or themselves. The Apprenticeship Services Consultant (ASC) (the Saskatchewan Apprenticeship and Trade Certification Commission representative) supervising the examination will notify the candidate.

Unsafe work practices can be organized into four categories:

Unsafe Work Practices	
<b>Contraindications</b>	<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>
<b>Potential Injury</b>	<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>
<b>Injury</b>	<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>
<b>SDS</b>	<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.

# 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, Esthetician/Hairstylist student or any industry affiliated person as a model.

**All models must have polish-free toenails, sufficient callus, and no makeup.**

*It is advisable to bring a model on whom all competencies can be performed.* For example, a model may have their toenails clipped short and filed. Clipping and filing toenails is a competency, and because it cannot be performed, the candidate would receive a mark of zero (0) for the pedicure 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.

Candidates and models **must complete** a *Model Release Form* and *Client Consultation Form* **prior** to the practical examination and give them to the ASC upon 8 a.m. arrival at the practical examination.

See **Appendix A** for the *Model Release Form*.

See **Appendix C** for the *Client Consultation Form*.

**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 do I need to bring?

- A **completed** *Model Release Form*. Please submit the completed form to the ASC **prior** to the examination.
- A **completed** *Makeup Planning Sheet* for the makeup service (See Appendix B). Please submit the completed sheet to the ASC **prior** to the examination.
- A **completed** *Client Consultation Card* that pertains to the services being performed (See Appendix C). Please submit the completed card to the ASC **prior** to the examination.
- Only professional grade equipment and supplies are permitted.
- **\*Please note:** 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 Skin Care 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.
- Bring a supply of sharps (if they will be used) in a sealable plastic container.
- All necessary tools such as overhead light, linens, equipment, and supplies (including extension cord).
- Only one piece of heating equipment is needed. A crock pot or towel caddy is recommended.

## What is provided?

- Bare manicure tables, pedicure chairs or facial beds as per availability.

## Requirements:

- 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.
- Use of a wax roller or steamer is not permitted.
- Products used during the practical **must** be in original containers (products in refilled containers will not be allowed for use).
- If open-shelf life for a product is displayed, the date that the product was opened **must** be noted on product packaging.

## Requirements *Continued*:

- Products are required to be **within their expiration date** (products which are expired will not be allowed for use).
  - If your product is found to be expired:
    - Replace the product immediately, or
    - Continue without the product and accept the marks deducted. (A score of 0 (zero) will be awarded in every task the expired product is used.)
- All products used **must** be a professional grade (i.e., purchased from a beauty wholesaler).
- All products required to complete the practical examination must be supplied by the examinee, there is **no borrowing or lending** out of supplies at the examination.
- Once you are assigned a workspace for the day, set up your station.
- Always consult the ASC prior to leaving the building.
- Results from this practical exam will be posted to MyATC within **four** weeks. Please do not call as SATCC staff will not release personal information over the phone.

## Please note:

- Markers and ASC's have the authority to stop the practical examination to prevent injury to the models.
- Candidates are required to clean up throughout the examination and within the time limits.
- Markers will assess the sanitizing, disinfecting, and sterilizing of tools and equipment one candidate at a time.

# IMPORTANT REMINDER

**A completed *Client Consultation Card* must be completed with the model prior to the practical examination and given to the ASC upon 8 a.m. arrival at the practical examination (See Appendix C).**

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

# BEFORE THE EXAMINATION

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

The following paperwork must be completed by the candidate and model **before** check-in:

- Model Release Form
- Makeup Planning Sheet
- Client Consultation Card

It is recommended for candidates to:

- 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 a wheeled trolley or suitcase to carry supplies.

# DURING THE EXAMINATION

## What am I expected to do?

- **Bring a 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 **six (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.
- Although it is possible for some competencies to be completed in any order, **please complete the competencies in the order provided** to promote marking consistency and ease time restraints. **Section 5 Makeup is an exception**, since the products used may determine the order in which competencies are completed.



# CANDIDATE'S PRE-ASSESSMENT CHECKLIST

<b>Pre-Exam</b>	<b>Draping</b> <i>Completed before time commences.</i>
<ul style="list-style-type: none"><li><input type="checkbox"/> Is the client consultation sufficient? (Includes general questions such as health questions, specific skin conditions, and area to record treatment history.)</li><li><input type="checkbox"/> Is all the required jewelry removed from the client?</li><li><input type="checkbox"/> Is all the required jewelry removed from the Esthetician? (Gloves are acceptable.)</li><li><input type="checkbox"/> Is the client covered/draped for privacy and comfort?</li></ul> <p><b>Note:</b> <i>Markers may interact with the client.</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Has hair been protected by a towel or hair band?</li></ul> <p><b>Call markers.</b></p>	

## Section 1:

## Facial

The time frame to complete this task is  
**60 minutes**

- 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 there is no blemish present.*

- 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?

**Checklist continued on next page →**

- 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.)*

**Section 2:**

**Lash Tint**

*The time frame to complete this task is  
45 minutes*

- 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?
- 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.)

### Section 3:

## Waxing

The time frame to complete this task is  
**45 minutes**

### Underarms

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

### Eyebrows

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

**Note:** Multiple strips are required.

*Checklist continued on next page →*

- Is the wax applied evenly with the wooden spatula at a 45° angle?
- Is the Esthetician avoiding double dipping?
- Is the wax applied to prevent skin removal?
  
- Is the wax strip (soft wax) rubbed enough to remove the majority of the wax? (or) Is hard wax removed in a timely manner?
- Is the skin held taut at the first point of removal?
- Is the wax removed in a swift fluid motion?
- Is the wax removed parallel to the skin?
- Is the wax residue removed from the client's skin?
- Are stray hairs tweezed as required?
- Does the face map/plan coordinate with the finished product? (i.e. *Are the eyebrows symmetrical?*)

**Call Markers.**

## Lunch Break

## Section 4:

# Pedicure

The time frame to complete this task is  
**90 minutes**

**Note:** Perform pedicure services on both feet simultaneously.

- 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.)

*Checklist continued on next page →*

- 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.**

- 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.*)

## Section 5:

## Makeup

The time frame to complete this task is  
**45 minutes**

**Note:** Markers must already have your face/map plan.

*Order of competencies may vary and are 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.*)



**Section 6:**

**Professional Attention to Duties**

*Marked throughout the examination.*

- 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?
- Are the right tools used for the right job, and with the correct technique?
- Were hands washed/sanitized between services?
- 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?**
- 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

**Q: Is the *Candidate's Pre-Assessment Checklist* important?**

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

**Q: Who are my judges?**

A: 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 SATCC staff.

**Q: What if I have questions?**

A: 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, 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)

**Q: Can I ask questions during the practical examination?**

A: Yes, questions may be asked during the practical examination.

- The markers and/or ASC may share the answer with the entire group;
- They may refer you to the *Candidate Information Package*; or
- They will not answer questions relating to 'testable' material.

**Q: Do I really have to do a practical?**

A: Yes. For a Saskatchewan Journeyperson Certification to be awarded, a practical examination must be completed.

**Q: What type of foot bath/tub is acceptable?**

A: Due to disinfection guidelines, only metal, glass or disposable liner refills are acceptable. Electric foot baths or plastic bowls are not permitted.

**Q: Which files are considered single-use or disinfectable between clients?**

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

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

A: There is no provision for extra models. There are no exceptions.

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

A: 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.

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

A: We understand that some competencies can be completed in any order. However, due to marking consistency and time constraints, please attempt to complete competencies in the order provided (i.e. *Section 5 Makeup*).

**Q: May I use an electric file?**

A: Yes, you may use a professional electric nail file *only*.

- **No** electric foot files to be used during the pedicure; and
- **No** rotary sanding tools.

**Q: What if I don't finish a section?**

A: Any *section* that is unfinished is assigned a mark of zero (0).

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

A: Not necessarily. Each section of the exam is marked independently and then totalled out of 100%.

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

A: Drinks are allowed, but food is not (*exceptions may apply*). Please speak to the ASC before the exam.

**Q: With whom will the markers speak before and during the examination?**

A: 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 ASC during the examination.
- The markers will confer with each other during the examination when necessary.

***If you have any other questions or comments, please contact your local Saskatchewan Apprenticeship Office.***

# Appendix A: MODEL RELEASE FORM

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

## Model:

I,  print name of  print address 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,  name of esthetician has already consulted with me.

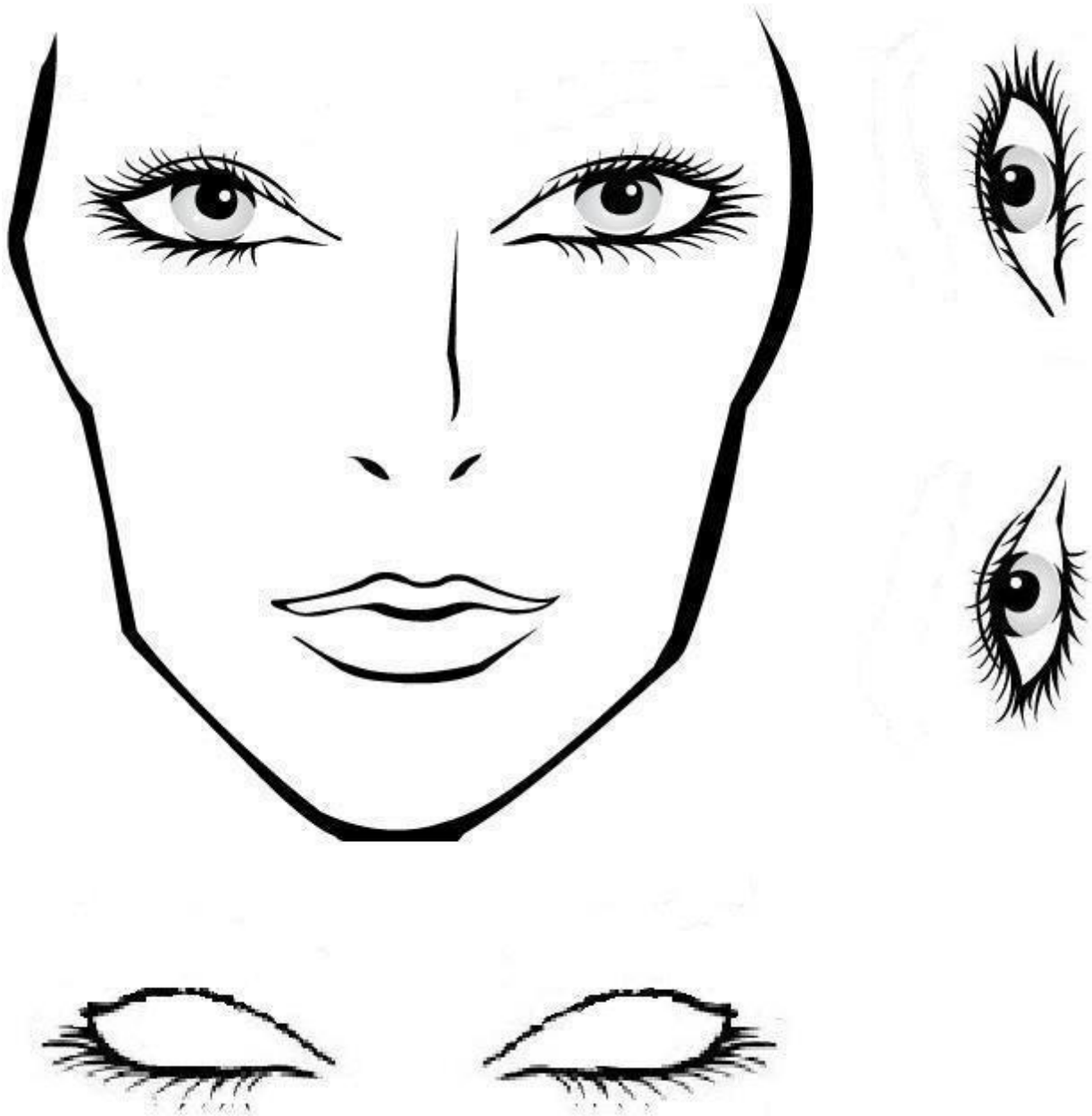
The Saskatchewan Apprenticeship and Trade Certification Commission and its examiners are **not** responsible for the results of the services that I receive as a model.

Date of examination:  print date      Signature:  signature

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

## Appendix B: MAKEUP PLANNING SHEET

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



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

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

# Appendix C: CLIENT CONSULTATION CARD

Candidates may use this template or complete their own consultation card with the required information.

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Client Information	
Client Name:	Client Phone:
Client Address:	
Client Email:	
Allergies: <input type="checkbox"/> Fruits <input type="checkbox"/> Nuts <input type="checkbox"/> Plants <input type="checkbox"/> Seaweed/Shellfish <input type="checkbox"/> Mineral Oil <input type="checkbox"/> Medications <input type="checkbox"/> Coconut Oil <input type="checkbox"/> Esthetics Chemicals <input type="checkbox"/> Other ( <i>list below</i> ):	
Medications and current skin products:	
Services Provided Today: <input type="checkbox"/> Facial <input type="checkbox"/> Lash Tint <input type="checkbox"/> Waxing <input type="checkbox"/> Pedicure <input type="checkbox"/> Makeup	
Contraindications that may prevent or alter a service:	
Note: See information regarding <i>Models</i> .	
Medical conditions that may prevent or alter a service:	
Note: See information regarding <i>Models</i> .	
Relevant Health History:	
Recent Treatment History:	
At least three previous services, or write "No previous history."	

Type of wax for underarms:
Type of wax for eyebrows:
Pedicure Massage Movements to be Performed: <input type="checkbox"/> Effleurage <input type="checkbox"/> Joint Movement <input type="checkbox"/> Friction <input type="checkbox"/> Kneading <input type="checkbox"/> Percussion.
Alterations to a standard massage and reasons why: Length of massage:
Length of Foot Soak:
All SDS chemicals with DIN's:

Emergency Contact Information	
Name:	Phone:

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