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ALL ABOUT THE TIPS AND TOES

TIPS AND TOES SECTION 1

THE NATURAL CARE OF THE TIPS AND TOES

A professional manicurist defines a manicure as a cosmetic beauty treatment for the fingernails, hands, toenails, and feet. A manicure treatment can be just for the hands and feet, or both. Common manicure services include the filing and shaping of the nails, and the application of polish. There are also specialized manicure services particularly for the hands and feet. Soaking the hands in a softening substance and the application of lotion are common specialties for the hands. Another common specialty is applying this similar treatment of lotion to the feet, called pedicure. The word "manicure" is derived from the Latin: Manus for "hand", and cura for "care".

Manicures often include the filing, polishing, and painting of the fingernails. A manicure may also include the application of artificial nail tips, acrylics, nail gels, or nail wraps. Some manicures include the painting of pictures and designs on the nails. Free-hand air brushing and the application of small imitation jewels are also common manicure services. Manicurists, while licensed in many areas, must follow regulation. Since skin is manipulated, and dead skin is nipped there is a certain risk of spreading infection when tools are used that are not properly cleansed and sanitized. This can cause disease to spread from one person to another, emphasizing the seriousness of sanitation.

Fingernails require 4 to 6 months for complete re-growth. Toenails require 12 to 18 months. Actual growth rate is dependent upon age, season, exercise level, and hereditary factors. Growth rates can show the history of recent health and physiological imbalances, and has been used as a diagnostic tool since ancient times. Major illnesses can cause deep horizontal grooves to form in the nails. The following nail deformities can indicate illnesses in other areas of the body:

- Discoloration
- Thickening
- Brittleness
- Splitting
- Grooves
- Mees' lines
- Small white spot
- Receded lunula
- Clubbing (convex)
- Flatness

Spooning (concave) Nutrient deficiencies, drug reactions, poisoning, or merely local injuries are contributing factors to the above deformities. Nails can also become thickened (onychogryphosis), loosened (onycholysis), infected with fungus (onychomycosis), and also become degenerative (onychodystrophy).

When you see the hands you will also see the nails. The fingernails should not look chewed or yellowed. Every nail care product on the market is meant to beautify and enhance the nails. However, good nail care health can be also be enhanced by a healthy diet. Here is a list of things that would prevent the nails from being healthy:

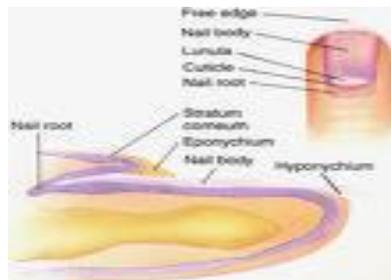
- A lack of Vitamin A and calcium will cause your nails to become dry and brittle.
- A lack of protein, Vitamin C and folic acid creates deficiencies that will cause hangnails.
- A white line across the nails could be an indication of protein deficiency.
- Red skin around the cuticles is a sign of poor metabolism of fatty foods.
- Cracked nails may indicate dehydration (person needs to drink more water).
- A lack of Vitamin B12 in its medicinal or food form can cause the nails to darken. This also contributes to dry and curved ends of the nails.
- A lack of zinc will cause white spots on the nails.

All of these conditions can be avoided by maintaining a balanced diet. The benefits of taking care of your nails are two-fold:

1. It will make your nails appear beautiful.

2. People will admire your beauty regiment.

Also, maintaining a healthy diet along with staying properly hydrated will mean benefits for your body as well!



A **nail** is a horny-like piece at the end of a human's or an animal's finger or toe.

- The **free edge** is the part of the nails that extends past the finger or toe beyond the nail plate. There are no nerve endings in the nails. This is the growing part of the nail still underneath the skin at the nail's proximal end.
- **Eponychium** or **cuticle** is the fold of skin at the proximal end of the nail. The eponychium attaches closely to the nail plate and moves with it as the nail plate grows. This extra growth of eponychium (cuticle) is generally freed and pushed back during a manicure. The eponychium's function is to act as a barrier seal to stop bacterial infections from getting to the matrix.

- **Paronychia** is the fold skin on the sides of the nail.

- **Hyponychium** is the attachment between the skin of the fingers or toes and the distal end of the nail.

- **Nail plate** is what we think of when we say nail, the hard and translucent portion, composed of keratin. The nail plate acts as a protective shield, shielding the delicate tissues of the underlying Nail Bed.

- **Nail bed** is the adherent connective tissue that underlies the nail.

- **Lunula** is the crescent shaped whitish area of the nail bed (when visible). The Lunula is often referred to as "moons". The lunula is the front end of the matrix. The whitish half-moons are keratin cells that have not yet been completely flattened and still have some of their content. The lunula regions are not always visible. The lunula is normally more prominent on the thumbs. The shape of the lunula determines the shape of the free edge/distal edge.

- **Nail fold** is a fold of hard skin overlapping the base and sides of a fingernail or toenail. As mentioned previously, the nail folds protect the matrix. The Proximal Nail Fold and the Lateral Nail Folds are part of our skin. The skin does not just end there; it folds at the edges and continues beneath soft tissue. This continuing skin acts as a protective barrier; it protects and seals the matrix against bacteria and dirt.

- The **matrix** is the ROOT of the nail. This area is not visible; it is hidden and protected by the Proximal Nail Fold. The matrix produces keratin cells that make up the nail plate. As more and more cells are produced the older ones are pushed outwards and flattened, all this pushing and flattening results in the cells losing their original white plumpish appearance. They eventually become a transparent part of the nail plate.

• Apart from producing the **keratin cells** that make up the nail plate, the matrix also determines the shape and thickness of the nails. The overall length of the matrix will determine the thickness of the nail; so the longer the matrix the thicker the nail. A short matrix produces fewer cells, as a result a thinner nail. Matrix shapes and sizes vary per person, a flat matrix will produce a flat nail and a curved matrix will of course produce curved nail.

Health and Care

Like skin, nails can dry out. They can also become infected. Toe infections can be caused or exacerbated by dirty socks, specific types of aggressive exercise, tight footwear, and walking unprotected (without footwear) in an unclean environment. Manicures and pedicures are health and cosmetic procedures used to groom, trim, paint the nails, and manage calluses of the hands and feet. They require various tools such as cuticle scissors, nail scissors, nail clippers, and nail files. Infections can also be caused by nail salon implements which are not properly sanitized. Regarding nail tools such as files, "if they're used to service different people, these tools may spread nail fungi, staph bacteria, or viruses". In fact, over 100 bacterial skin infections in 2000 were traced to footbaths in nail salons. To avoid this, it is good to clean and sanitize implements. (Using cuticle removers in gels and creams instead of cuticle scissors) will also help control bacteria.

Nail Biting



Nail biting often indicates internal tension, stress, boredom, hunger, or it may simply be a habit. Biting the nails can result in the transportation of germs that are buried under the surface of the nails into the mouth.

Nail biting has its origins in a nervous condition, a condition that was probably developed when growing up, but triggered later because of a certain event. Some doctors say that until you have dealt with that event you can't let go of the nail biting habit. Therefore, it is important to know the reason why people bite their nails in order to solve the issue.

Most nail biting cases start during childhood and become a habit, and a problem, into adulthood. After becoming uncontrollable, the need of getting rid of the habit arises. If the nail biting habit is based on a nervous condition, it is best to treat the condition instead of the nail biting habit first. In some cases, a psychologist may explore your past in an attempt to find the answers that contribute to this habit.

During this process, you may be surprised to find out things about yourself that you did not even consciously remember.

This treatment can take some time, but you can still take some action in order to avoid biting your nails. Let us look at a few ways:

- Try to keep your hands occupied.
- Hold an object that fits in your hand when you feel the urge to bite your nails. This will help you to avoid anxiety build up.
- If you are a woman you can use polish or nail paint.
- Another simple way is use a stretchy band around the wrist. This will help you as a reminder of your resolution to stop nail biting.
- You can try nail-biting products made to stop nail biting. These products are applied on the nail surface and leave a bad taste in your mouth.
- Stress plays an important part in the habit of nail biting, so you may be interested in finding ways to cope with stress. You may find it useful to set up a stress management plan.
- Final tip: Stay focused on the present. This practice will help you with any situation in life. As a result, you will notice when you start putting your fingers in your mouth and can avoid it if you do not have other tools at hand.

PROHIBITED PRACTICES: It is illegal according to the Law & North Carolina Cosmetic Arts examiners regulations for this product to be located anywhere in a salon

METHYL METHACRYLATE



Methyl Methacrylate - MMA for short. MMA has been prohibited for use in the nail industry since the late 70's. One of the most controversial topics in the professional beauty industry involves a monomer

liquid called MMA or methyl methacrylate. Unfortunately, there are many myths and misunderstandings surrounding the use of this ingredient. Most practitioners know they should not use products containing this ingredient, but they do not know why! Generally, when you ask someone why MMA should not be used, the immediate response is normally that MMA is toxic. Although it is true that you should not drink MMA liquid, the same holds true for salt water and rubbing alcohol. Then why should MMA not be used? There are four main reasons:

1. **MMA nail products do not adhere well to the nail plate.** To make these products adhere, nail technicians often shred up (etch) the surface of the nail. This thins the nail plate and makes it weaker.
2. **MMA creates the hardest and most rigid nail enhancements,** which makes them very difficult to break. When jammed or caught, the overly filed and thinned natural nail plate will often break before the MMA enhancement separates from the nail surface, leading to serious nail damage.
3. **MMA is extremely difficult to remove.** Since it will not dissolve in product removers, it is usually pried from the nail plate, creating still more damage.
4. **The FDA says do not use it!** This is clearly the most important reason. The FDA bases their prohibition on the large number of consumer complaints resulting from the use of MMA nail enhancements in the late 70's and they continue to maintain this position today.

For these reasons, the Nail Manufacturers Council and the American Beauty Association have also taken a stance against the use of MMA liquid monomer as an ingredient in artificial nail liquids. Not only is MMA toxic, it is also an unsuitable ingredient for proper nail care. MMA is a widely used monomer with a long history of safe use in medical and dental products. It is fine for making bulletproof windows and shatterproof eyeglasses. However, we believe that artificial nails should not only be beautiful, they should not damage the natural nail. They are enhancements, not replacements! We also believe it is the responsibility of all professional nail technicians to protect the health of their client's natural nails. A good rule of thumb is to start by using responsible formulated products, and learning safe, and proper techniques for enhancing the natural nails.

EMA or Ethyl Methacrylate. What is the difference? The following is an explanation of the differences between MMA liquid and EMA liquid form.

Chemically speaking, sometimes a very small difference in a molecule's structure can make a big difference in its effects. **Ethyl methacrylate (EMA)** has a slight, but significant, difference in molecular structure from MMA that makes EMA much safer to use. More specifically, EMA has a carbon atom and two extra hydrogen atoms compared to MMA. This may not seem like much, but the effects are large.

An analogy is the difference between Methanol (wood alcohol) and Ethanol (beverage alcohol). As with MMA versus EMA, the difference between the two is just one carbon and a couple of hydrogen atoms; yet one is a deadly poison and the other is safe if used moderately.

Research has shown that MMA is strongly sensitizing with a high potential to damage nails and surrounding tissue. Some people may use it and be OK, but that is just luck. Because many people were harmed by MMA, the FDA prohibited the material from nail use two decades ago.

EMA has a somewhat larger molecule, and is less able to penetrate body tissue. Many years of salon experience indicate that this material is safe for most people. Of course, just as with any food, drug or cosmetic, there are always going to be people who may have an allergic reaction to it. In addition, long-term overexposure to ANY acrylic - even odorless or gels - can cause sensitivity to gradually develop.



This is why EMA, and all acrylic or gel products, should only be applied by trained professionals who can minimize the skin exposure that a client experiences.

In the early 1970s, FDA received a number of complaints of personal injury associated with the use of fingernail extenders containing methyl methacrylate monomer. Among these injuries were reports of fingernail damage and deformity, as well as contact dermatitis. Based on its investigations of the injuries, and discussions with medical experts in the field of dermatology, FDA concluded that liquid methyl methacrylate was a poisonous and deleterious substance that should not be used in fingernail preparations. The agency chose to remove products containing 100 percent liquid methyl methacrylate monomer through court proceedings, which resulted in a preliminary injunction against one firm, as well as several seizure actions, and voluntary recalls.

Although there is no specific regulation prohibiting the use of liquid methyl methacrylate monomer in cosmetic products, FDA continues to believe that this substance, when used in cosmetic fingernail preparations, is a poisonous and deleterious substance.

How do you know the salon or technician is using MMA?

- MMA has an unusually strong or strange odor, which does not smell like other acrylic liquids. Odor is present during application and when filing cured product (for fill-ins or repairs).

- Enhancements that is extremely hard, and very difficult to file, even with coarse abrasives.
- Enhancements that will not soak off in solvents designed to remove acrylics.
- Cloudy or milky color when cured.
- Nail enhancement that do not lift in a two-week period.

Additional warning signs:

- Low price of fills and full sets (MMA cost 1/3 of EMA)
- Dust or ventilation masks used (many technicians use dust masks today who do not use MMA)
- Unlabeled containers - technician will not show or tell the client what brand of product is being used

IN PART THE USE OF MMA HAS BEEN PROHIBITED IN NORTH CAROLINA SALONS

SECTION 2. THE NATURAL CARE OF THE TIPS AND TOES

MANICURING

Professionally, it is imperative that you develop competence in working with the tools that are required for nail care. These tools can be grouped into four basic categories: equipment, Implements, nail cosmetics, and materials.

Implements and Equipment

Equipment consists of the permanent tools you will be using to perform nails services. They do not require replacement unless they are no longer in good condition.

A manicure table refers to a piece of furniture that is used for giving a manicure. A manicure table, just like any other kind of table, has a flat, horizontal surface that is supported by four legs. A manicure table, unlike other ordinary tables, is characterized by a lot of compartments and storage spaces. It is structured to make manicuring easier.



A good manicure table has an exhaust fan. This usually works best in nail and beauty salons, where the smell of chemicals inside the salon can irritate customers. An exhaust fan drives away unpleasant odors coming from the manicure procedure.

A manicuring table has many drawers in it. The cabinets are used as storage spaces for the manicure sets, and supplies. This is also a tool to organize the manicure implements. For example, the nail clippers, emery boards, and pushers should not be mixed with nail polish, and cuticle removers, as well as other liquid-based manicure supplies.

Some manicure tables have a nail tray on the surface to accommodate all the nails that are cut. Without this, a manicurist will have to look for the little pieces of cut nails scattered around. A nail tray is an easy way for salons to practice cleanliness and proper sanitation.

An electric dust extraction is also included in manicure tables of good quality. When giving a manicure, a lot of dust flies in the air. The dirt from the nails and the cuticles alone has to be eradicated. An electric dust extraction is a device that absorbs all of this for sanitation purposes.

Manicure table with adjustable lamp: Most standard tables include a drawer to store equipment and cosmetics. Some tables come with an attachment, adjustable lamp with a 40-watt bulb. The heat from a higher wattage bulb might interfere with the manicure, or other advanced nail procedures. A lower wattage will not be warm enough to warm a client nails if the room is cool.

- **Nail technical chair and client chair:** These should be selected for the value of ergonomics, comfort, and durability.



- **Supply Tray:** This tray is used for holding cosmetics such as polishes, polish removal, and creams. It should be durable, balanced, and easy to sanitize.

-**Finger-bowl:** This bowl is designed for fingernail care by soaking the client's finger in warm water with liquid soap added. It is also used to soften the cuticles in warm water. You can use a professional finger bowl that is contoured to your hand, or a normal glass bowl. It is generally made of plastic, china, or glass so that it can be easily sanitized.



-- **Containers:** These are used for holding clean absorbent cotton, or organic cotton. Organic cotton is cotton that has low impact on the environment.



-- **Electric Heater:** Used for heating oil when giving a hot oil manicure.



Disinfectant-container: This is an important piece of equipment. It must be large enough to hold a disinfectant solution in which all equipment requiring sanitation can be completely submerged.

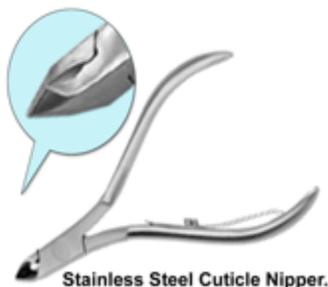


Implements

A manicure set refers to a collection of tools that are used to give a manicure. Using a good set of manicure tools makes a good manicure.

Implements are instruments or tools that should be disinfected, sanitized, or disposed of after use with each client. They are small enough to fit in the disinfectant container. The following is a list of tools you need for most services.

-Cuticle Nipper: Small cutting tool used to nip excess cuticle at the base of the nail.



Stainless Steel Cuticle Nipper.

-Cuticle Pusher: Implement used to loosen, and push back the cuticle around the fingernails, and toenails. It is shaped to conform to the shape of the nail.



-Emery Board: Disposable manicuring instruments with rough cutting ridges, used for shaping the nails with the coarse side, and for smoothing them with the finer side.



Emery boards are pieces of cardboard which have emery, or emery paper glued to them, making them both abrasive, and flexible, used for fingernail, and toenail care. They are used by manicurists to shape and smooth the nail during manicure, and pedicure sessions. Emery boards are inexpensive, and disposable, making them a sanitary alternative to metal nail files.

-Nail-Brush: Small brush used to clean under and around the nails, with the aid of warm water and soap, this implement is reusable.



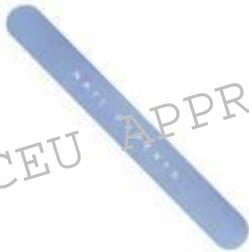
-Nail-Buffer: Instrument made of leather or chamois, used with polishing powder to polish the nails to a high luster.



- **Nail Clippers** - Implement used to shorten the nails. If your client's nails are very long, clipping will reduce the filing time.



-**Nail File:** An instrument with a specially prepared surface to file, and shape the nails.



Orangewood stick: Stick made from the wood of the orange tree, used to loosen the cuticle around the base of the nails, or clean under the free edge.



- **Tweezers:** Implement used to lift small bits of cuticle.



SANITATION FOR IMPLEMENTS



It is a good idea to have two complete sets of metal implements so you will always have a completely disinfected set ready for each client, with no waiting time between appointments. If you have only one set of Implements remember that it takes approximately 10 to 20 minutes to sanitize implements after each use.

Disinfectants are chemical agents used to destroy most bacteria. Viruses are also destroyed from implements and surfaces that are disinfected. Disinfectants are not for use on human skin hair, or nails. "Disinfectants should never be used as hand cleaners". Any substance powerful enough to quickly and efficiently destroy pathogens can also damage the skin.

Wash all implements thoroughly with a clean disposable towel. Metal implements should be completely immersed in a container filled with an approved disinfectant; all disinfectant must be approved by the Environmental Protection Agency of each individual state.

To meet salon requirements a disinfectant must have the correct effectiveness to be used against bacteria, fungi, and viruses. It must also be pseudomonacidal (effective against bacteria) in addition to being bactericidal, fungicidal, and virucidal. If a disinfectant has been tested for additional organisms such as HIV-1, it will be stated on the label. For blood born pathogens, OSHA issued a policy in 1997. This policy states that in order to comply with OSHA'S blood borne pathogens standard, the use of an EPA registered tuberculocidal disinfectant, or an EPA registered disinfectant labeled as effective against HIV, and HBV is required. For this reason, when salon implements accidentally come into contact with blood, or body fluids they should be cleaned. Implements must be completely immersed in an EPA- registered disinfectant that kills HIV-1 and, the Hepatitis B virus, or in a tuberculocidal disinfectant.

Follow manufacturers' instructions for the required disinfection time. Product labels should explain what the disinfectant test results are. To meet salon requirements, a disinfectant must have the correct effectiveness to be used against bacteria, fungi, and viruses. Dry the implements with a clean or disposable towel when you remove them from the disinfection container.

In addition, place the implements in a clean dry closed container for the next use.



Nail Cosmetics:

It is important for nail professionals to become knowledgeable of nail cosmetics, and what ingredients they contain. It is important that the practitioner know how to apply each cosmetic, and when to avoid using a product because of client sensitivities. Here are some of the most important nail cosmetics:

- **Antiseptic**-Used to prevent infection when there are major injuries to tissues surrounding the nails.
- **Base coat**- Colorless liquid applied to the natural nail before the application of colored polish. Allows the nail polish to adhere readily to the nail surface, forms a hard gloss, which prevent the colors in the nail polish from staining the nail plate.
- **Cuticle Cream**- Creams that usually have a base of lanolin, petroleum, and beeswax. This cream helps prevent or correct brittle nails, and dry cuticles. It is suitable for use on a daily basis.
- **Cuticle Oil**- This oil is used to soften, and lubricate the cuticle around the fingernails, and toenails.
- **Cuticle Remover**- This is used to soften, and remove dead cuticles from the nail.
- **Dry Nail Polish**- This is used to add shine to the nails.
- **Hand Lotion**-This is used for dry, chapped, or irritated skin. Hand lotions are made up of emollient, and humectants. These ingredients add the finishing touches to a manicure. Hand lotion can be used as oil in a hot oil manicure.

- **Liquid Nail Polish**-Thick liquid is used to color gloss the nail. It is a solution of nitrocellulose. This chemical is such a volatile solvent that it is mixed with a plasticizer, such as castor oil, to prevent too rapid drying. Resin and color are also present. In addition to the finished nails appearance, the purpose of the polish application is to rebuild layers allowing for adhesion, and staying power. Always keep the polish thin enough to flow freely. If the polish is thick, add a little polish solvent, and shake well.
- **Nail Bleach**-This product is used to remove stains and whiten the nails.
- **Nail Conditioner**-Products that contain moisturizing ingredients to combat dryness, and brittleness. It is used separately from a manicure, usually overnight, or on clean dry nails.
- **Nail Dryer**-This solution protects the nail polish against stickiness, and dulling. It can be used either as a spray, or brush on, and is applied over the top coat, or directly on the nail polish.

Nail Polish



Nail lacquer includes enamels and, topcoats together or separately. The base coat is used to improve bonding of enamel. A top coat improves the depth, and luster of the enamel. This helps to prevent chipping, and abrasion. Nail polish is made up of six groups of chemicals.

1. **Cellulose file formers**-(nitrocellulose) these add gloss to the nail.
2. **Resins**-Toluene sulphonamide formaldehyde resin improves gloss and adhesions to the nails.
3. **Plasticizer**-Dibutylphthalate gives flexibility and plasticizes the cellulose.
4. **Thixo tropic suspending agents-bentonite**. These keep pigments in suspension after shaking the polish.
5. **Solvents**-Butyl and dilnents (toluene) keeps nitrocellulose, resin and plasticizer in a liquid state and control the application and drying time.

6. **Color substances.** These could be inorganic or organic colors.

"Pearls" or "frosts" are due to bismuth oxychloride and titanium dioxide coated with mica and guanine.

Reaction due to nail polish

NAIL POLISH & ECZEMA

Eczema may appear on any part of the body that can be reached by nails. While skin around the nails may not be affected, the eyelids, face, neck and chest are among the first areas with noticeable eczema that may be associated with nail polish contact. Toluene, a colorless liquid aromatic hydrocarbon used in dyes and explosives, is the most common culprit. Sometimes nickel pellets are also used in nail polish. This chemical can cause an allergic reaction in people who are allergic to nickel. Nail plates can be stained due to use of nails polish. This starts near the cuticle (the base of the nail), and slowly moves forward.



Acetone is a solvent that is used for soaking, and removing acrylics. It can cause drying of the nail plates, and soreness of the nail folds. Use of this product can also cause thinning and splitting of the nail.

Nail "Hardness"

Nails can be hardened by substances including formaldehyde preparations. This chemical can contribute to bleaching under the nail, and bluish discoloration of the nails.

"Stick-on" nail polish a small colored synthetic film with adhesive is used, which sticks to the nails.

Adverse effects include flaking, roughness, broken nails, and disappearance of the cuticle.

Nail Wrapping



This is used if the free edge of the nails is repeatedly splintered. The free edge of the nails is cemented with cotton wool, paper, or plastic film. Afterward, the nails are fixed with nitro cellulose glues. The procedure needs to be repeated every two-weeks.

Cuticle Remover



Most of these products contain sodium potassium hydroxide, or quaternary ammonium urea. The manufacturers' instruction should be strictly followed otherwise irritation can occur. This product is used to loosen cuticle around the nail.

Nail Cream:



This is a water, and oil moisturizing cream with low water, and high lipid content. It can be used to prevent brittleness.

Nail Buffing:

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This is done to remove small particles of nail debris, and to increase the luster, and smoothness of the plate.

Nail Hardener or strengthener



This product is designed to prevent nails from splitting, or peeling. This product is applied before the base coat. The nails must be thoroughly clean, free from oil or cream, and dried. There are three types of hardeners: Proteins formaldehyde and Nylon Fiber from formaldehyde hardeners. The nylon fiber utilizes keratin fibers to strengthen the nail, and contain no more than 5 percent formaldehyde. A nylon fiber mixture of more than five percent could damage the nail. Nylon fiber is applied first vertically, then horizontally, on the nail plate.

Polisher remover



A solvent used to dissolve, and remove nail polish. To offset the drying action of the solvent, oil is normally an added ingredient in the nail polish remover. Use non-acetone polish remover for clients

who have artificial nails. Acetone can weaken or dissolve tips, warp glue, and sculpture the nail compound.

Polish Thinner



Products used to thin out nail polisher when it thickens; contains acetone, or some other solvent.

Used as a top coat-liquid, it is colorless nail enamel used to protect the polish, prevent chipping, and imparts a high gloss.

Materials

Materials are supplies used during a service. Some materials cannot be reused on a client and must be discarded after each use. Materials include the following:

- **Absorbent cotton, cotton balls, or cotton pledgets-** for application of cosmetics to the nails.



- **Approved solution for jar sanitizer-**This is where implements are kept during a manicure. (Should be changed daily)



- **Chamois-** For replacing solid chamois or buffer (if allowed in your state or province).



- **Cleanser for finger bath** (liquid or other form).

- **Cleansing Tissue-**For use whenever necessary.



- **Plastic Bag-** must be inside of a small close lid trash can and is used to discard items.

- **Plastic cup-** For use in oil manicure heater.



- **Plastic Spatula**- For removing cream from jars.



- **Powered Alum or alum solution**-Aluminum salt used as a styptic (agent used to stop bleeding).

- **Terry Cloth Towel**-Fresh for each client.



- **Trash Container**-Should have a lid that can be opened with a foot pedal. Should be lined and kept closed when not in use. (Should be Empty at the end of each day.)



SECTION 3- THE NATURAL CARE OF THE TIPS AND TOES



Before you get started with any manicuring procedure, you must first wash your hands.

Washing the Hands

Hand-washing is one of the most important actions that can be taken to prevent the transfer of microorganisms from one person to another. Hand washing removes microorganisms from the folds, and grooves of the skin by lifting, and rinsing them from the skin surface. In the salon hands should be thoroughly washed before, and after each service. After washing your hands in a public restroom, avoid touching items such as bar soap, towel dispensers, and doorknobs. Use a paper towel to turn the doorknob when leaving the restroom. This way you avoid contaminating your clean hands with any microorganisms. At the end of the day, wash your hands to prevent carrying microorganisms outside of the salon.

Soap and warm water are generally sufficient for hand-washing. On other occasions, some antibacterial soap can kill microorganisms in deeper layers of the skin than plain soaps, and detergents. When overused, however, the relatively harsh, drying action of antibacterial soaps may actually leave the skin vulnerable to skin problems such as eczema. Alcohol-based no-rinse products designed for use without water are also very drying to the skin.

The correct procedure for washing the hands consists of these steps:

1. Wet your hands with warm water.
2. Using liquid soap, scrub your hands together and work up a good lather for 15-20 seconds. Give particular attention to the areas between the fingers, the nails, both sides of the hands, and the exposed portions of the arms.
3. Rinse the hands well with warm water.
4. Dry your hands using a disposable paper towel or air blower.

Do not use cloth towels unless they are dispensed for individual use. Antiseptics can kill, retard, or prevent the growth of bacteria. However, they are not classified as disinfectants. Antiseptics such as three-percent solutions of hydrogen peroxide are weaker than disinfectants and are safe for application to the skin (usually used prior to a manicure, or pedicure). They are considered sanitizers, and are not adequate for use on instruments and surfaces.

Drainage for Implements



It is a good idea to have two complete sets of brass instruments completely disinfected, and ready for each customer. This routine will help to avoid down time between clients. If you have only one set of implements remember it takes approximately 10 to 20 minutes to clean them after each use.

The Manicuring Table

A messy manicuring table creates a bad impression. Seeing a neat table will help your client feel confident about your abilities. Everything: containers, bowls, instruments, and materials must be in perfect order. Everything you will need during a service should be at your fingertips. When giving a professional manicure, all the rules of sanitation and disinfection must be followed. Disinfect manicuring implements after each use. Do not ask the client to sit at the table with the remains of the previous manicure. Always clear the table immediately after the completion of one manicure so that it will be ready for the next client. This will make the manicure more pleasant for the client and will put her in a more receptive mood for your advice, and suggestions.



As a professional nail technician, you will follow a three-part procedure for all services you perform. This sequence includes a pre-service function, the actual procedure, and a post services function.

During the actual manicure procedure, discuss with your client the products you are using and suggest that those products be purchased in order to maintain the nails, and skin between appointments. Before applying polish, ask your client to replace jewelry, locate keys, pay for the service as well as any retail products, and put on any outer clothing such as sweaters or jackets. This decreases your client's chances of smudging the polish once the service has been completed.

Before you perform a service on a client, you should take some time to talk with the client. Complete a client health record, and a service and product record. During this consultation, you should discuss the

general health of your client's nails, and their lifestyle needs. If the client has a nail disorder that prevents you from performing a service, you should refer the client to a physician. Offer to perform a service as soon as the disorder has been treated.

A consultation has two parts:

1. The analysis:

During the analysis process, information is gathered by asking questions, looking closely at the client's skin and nails, and pointing out their texture and moisture content. Other factors involved, include coloration, and the client's health condition. Ask relevant questions concerning the client's lifestyle. Ask what goals the client has in mind for their nail service.

2. The recommendations during the analysis process:

The recommendation process is offered only after analysis has been completed. When you know the client's goals, you can then make recommendations for the appropriate service. Explain the benefits and results of the service, and recommend home-care products with instructions on how and when they are to be used.

The consultation is the first opportunity to portray yourself as a professional to your client. It should be performed in a straightforward and confident manner, you will need to:

- 1. Focus on the client.**
- 2. Look at the client directly while speaking in a tone that demonstrates integrity and confidence.**
- 3. Support your recommendations with facts and information.**
- 4. be friendly and helpful.**

A well-handled consultation will help establish you in the eyes of the client. It demonstrates the difference between being a professional and just performing a service.

Discussing the client's General Health



To safeguard your client, you should ask relevant questions concerning his/her general health. Always read the complete health record so that you will be alert to precautions you must take during services. For example, be particularly careful while filing the nails or pushing back the pterygium (forward of growth of cuticles) of a diabetic client, and never nip the cuticles. Diabetics heal slowly and easily get infections that do not heal quickly, and sometimes not at all. The damage can be deadly if the skin is cut or scraped.

Clients with arthritis should have their hands held gently during the service. Clients who have a

circulatory disease, such as varicose veins, should be manipulated very carefully. It is the responsibility of the technician to seek out information that will ensure the health of all clients.

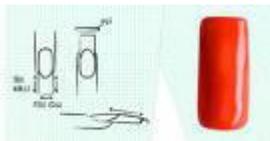
Choosing Nail Shape



Before you begin to work on a client's nails, both you and the client should agree on which nail shape is desired. Nails are usually classified into five general shapes: square, squoval (square with rounded edges), round, oval and pointed. Keep in mind the following considerations when deciding which shape to go with.

- The shape of the client's hands
- The length of the fingers
- The shape of the cuticles
- The type of work the client does

It is generally felt that the nails should be shaped to mirror the shape of the cuticles. Only an attractive hand can direct attention to itself by exaggerated shape and color. People who perform work with their hands usually require shorter nails in order to avoid nail breakage and injury.



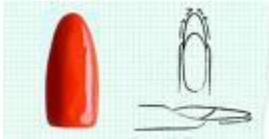
The square nail is completely straight across the free edge with no rounding at the edges. The length depends on the client's preference.

The Round Nail



The round nail should extend only slightly past the tip of the finger with the nail tip rounded off. The entire nail may be polished with a slight half-moon left at the base and a white margin left at the sides of the nail.

The Oval Nail



Is the ideal nail shape and can be styled by either covering the entire nail with polish, leaving the free edge white, or leaving the half-moon at the base of the nail white.

The Pointed



Nail is well suited for the thin, delicate hand. The nail should be tapered somewhat longer than usual to enhance the slender appearance of the hand. The nail can be completely polished, or a half moon can be left at the base.

The Squoval Nail



A square nail with the ends rounded or taken off. As the name suggests, the shape is a combination of square and oval.

Preparing the manicure table

- Sanitize the manicure table and drawer with an approved disinfectant.
- Place a clean towel over the client's cushion.

- Place a bowl of warm soapy water to the left of the client. When giving a hot oil manicure, replace the finger bowl and brush with an electric hot oil heater.
- Place disinfected metal implements, and a new orangewood stick on a clean or disposable towel.
- Arrange cream or lotion bottles, and nail polishes in the order that these will be used. Place them to the left of the manicurist.
- Place the disinfected abrasive and fresh emery boards to the right of the manicurist.
- Attach a small plastic bag to the table with adhesive tape, on either the right or left side, for waste materials.
- Prepare a fresh disinfectant solution for your implements on a daily basis.
- Keep the manicuring table drawer clean and neat.

Manicuring procedures

Before any manicuring procedure, please wash your hands with mild hand soap, rinse well, and dry them. Allow your client to wash their hands. This keeps down the spread of bacteria.

Before the manicure, arrange your files, implements, and tools on a table towel located on top of the work station, keeping everything within reach.



Note: Begin working with the hand that is not the client's favored hand. The favored hand will need to soak longer, because it is used more often. If the client is left-handed, begin with the right hand and if the client is right-handed begin with the left hand.



Remove all traces of old polish by moistening a cotton or gauze pad with a nail polish remover of your choice. Press the pad onto the nail plate, hold for a few seconds, then swipe toward the free edge. Change the pad often as the remover cannot perform well if it is saturated with old polish. Dark polishes are the hardest to remove. The old polish may get on your skin or underneath the free edge. If this happens, wrap a small piece of cotton on the end of an orangewood stick, saturate it with nail polish remover, and clean the polish from the cuticle line and under the free edge of the finger nail.



[CLICK HERE TO SEE TIPS FOR STAINED NAILS](#)

Use a grit file to remove the finger nail length by filing from the outside corner to the center of the nail plate. The shape of the nails shape should be decided during the client consultation. File the nails starting with the little finger and working toward the thumb. (Never saw back and forth across the free edge as it can disrupt the nail plate layers and lead to splitting and peeling).

- Hold the client's finger between the thumb and first two fingers of your left hand.
- Hold the file and emery board in your right hand and tilt it slightly so that filing is confined mainly to the underside of the free edge.
- File each nail from corner to center, going from right to left and then from left to right. Filing nails according to their growth pattern avoids splitting. If the nails need shortening, they can be cut with fingernail clippers also. This will save time during the filling process. Avoid filing deep into the corners of the nails. They will look longer and be stronger if permitted to grow out at the sides.



Once the finger nails have been filed and shaped, you can seal the free edge by using a 3-way buffer (black to refine, white to semi-shine, and gray to finish). This will seal the layers of the free edge to further prevent splitting or peeling.



After filing nails on the right hand, file two nails of the left hand. Then immerse the right hand into the finger bowl to soften the cuticle. Finish filing the nails of the left hand. Remove the right hand from the finger bowl. Clean the nails by brushing them with a sanitized brush. Use downward strokes starting at the first knuckle and brushing toward the free edge.

Remove the fingers from the soaking dish. Dry the fingertips, using both hands on the towel. Carefully dry the right hand, including the area between the fingers. While holding the orangewood stick or metal cuticle pusher as you would a pencil, proceed to gently loosen and push back the cuticle skin from the nail plate surface. Keep in mind that all you want to do is remove any cuticle skin from the nail plate;

you do not want to break the seal between the proximal nail fold and the nail plate. Perform this procedure on all five fingers, and then do the same on the other hand.



With a thin layer of cotton around the edge of a new orangewood stick, apply cuticle remover around the cuticle of the right hand.



Use the spoon end of the cuticle pusher to gently loosen the cuticle. Keep the cuticle moist while working. Use the cuticle pusher in a safe position, to remove dead cuticle adhering the nail without scratching the nail plate. Use a circular movement to help lift cuticles that cling to the nail plate. The cuticle remover will probably remove enough of the cuticle so that none will need clipping. Use light pressure to avoid damaging the root of the nail and the nail plate. Remember: NEVER CUT FLESH. Be careful to only trim the dead tissue. If no translucent tissue has been pushed from the nail plate, or if there are no dead skin, there is no need to trim anything.

- Use a cotton tipped orangewood stick, dipped in soapy water, to clean under the free edge, working from the center toward the side with gentle pressure. Once again, do not apply pressure when performing this procedure to prevent a tear or break from occurring in the nail plate seal. Any tear or break in the seal between the nail plate and the nail bed is the perfect entry for bacterial microorganisms that may cause an infection.
- An optional step is to bleach under the free edge. With a cotton tipped orangewood stick, apply hydrogen peroxide or other bleaching preparation under the free edge of the nail.
- After this procedure, you may wish to exfoliate the hands. This can be done by dispensing a small amount of sloughing lotion into the palm of one hand, and distributing the lotion evenly between the palms. Afterward, with gentle manipulation, apply the lotion to the client's hands and fingers. Also, manipulate the palm of the hand and the fingers, being very gentle with the back of the hands. Manipulate for just a few minutes, then rinse the lotion from the hand and fingers. Next, wipe and clean the hands with a wet terry cloth. Finally, dry them thoroughly.

The next process will involve the application of cuticle oil or cream around the side and base of the nail. Manipulation must be performed in a rotary movement.

Brush the nails over the finger bowl. Using a downward movement to clean the nails of both hands, dry the hands and nails thoroughly.

If the nail plate surface is ridged, corrugated, or looks uneven, you may wish to smooth the surface using a three-way buffer. The direction of the buffer must be in harmony with nail growth to prevent the disruption of nail plate layers. Gently file with the black side of the buffer, and then proceed to the white and gray sides in sequence. Buffing with all three sides to create a high gloss shine will help to seal the nail plate surface from staining, and dehydration.

You may want to perform a Paraffin treatment as an extra service. The client may have dry, calloused skin or just wishes to be pampered.

Note:

When dipped in melted paraffin wax the hands are softened and moisturized. Paraffin wax can be heated to temperatures of over 100 degrees Fahrenheit, without burning or injuring the hand. This intense heat allows for deeper absorption of emollients and essential oils. The wax is infused with various botanical ingredients such as Aloe Vera, chamomile, tea tree oil, and azulene. Fruit waxes such as peach, apple, and strawberry are often used in salons. Lotion is rubbed on the hand before submersion into the paraffin bath. The hand is dipped more than once to allow a thicker wax coat to form, making the coating stay warm for a longer period. This creates a bond that is less likely to break or tear prematurely. After both hands have been dipped in the wax, they are wrapped in either plastic or aluminum foil. In some cases a special type of plastic bag or glove is used. In addition, the wrap is covered with a towel or special mitten to retain warmth. Allow the hands to soak for five minutes or more in order for the paraffin to cool and dry.

Before you begin this procedure, apply an instant sanitizing agent to the clients hands, fingers, and wrist to be sure that all surface contaminants have been removed.



Dip each hand gently and slowly into the paraffin. Hold the hand in the solution for just an instant and then remove the hand.



Allow the wax to set, and then dip each hand again. Dip and remove each hand several times. Wrap each hand with a plastic liner, then cover them with terry cloth gloves. Using the plastic liner, remove the paraffin from the hands and fingers. Discard the waste after use.



SECTION 4- THE NATURAL CARE OF THE TIPS AND TOES

After completing all previous procedures, wash, rinse, and dry the hands and nails. Make sure that the surface of the hands and nails are completely free from oil, loose filings, etc. Keep in mind that nail polish will not adhere to an oily surface. You may wish to wipe the nail plate with a dampened pad to be sure all traces of these products have been removed.

Apply the base coat, beginning with the right hand. Use long strokes starting with the little finger and working toward the thumb.



Allow the base coat to dry until it is slick to a light touch. **TIP: If using a nail strengthener or hardener, apply it under the base coat.**

Choose the desired color of liquid polish and apply. After removing the brush from inside of the polish, there will be a bead of polish on the end of the brush. Wipe the excess polish from the brush, using the lip of the bottle. This will be enough to complete the polish application in three strokes without having to dip the brush back into the bottle.

Hold the brush at a 30-degree angle. Starting in the center of the nail, place the brush at 1/16 of an inch away from the cuticle. Brush toward the free edge. If you go back to dab at any spots you missed, the polish will not appear smooth on the nail. The more strokes you use, the more lines and lumps will appear on the polished nails. If you miss a small area on the nail, you can cover this area when you apply the second coat. Practice covering the entire nail each time, especially near the cuticle. This application will help to avoid creating a shadow of polish on the nails. Wait until the polish settles before continuing to avoid the formation of bubbles.



Remove excess polish. Dip a cotton tipped orangewood stick into nail polish remover. Apply it carefully around the cuticles and nail edges to remove excess polish.

Using long strokes, apply the top or seal coat first to the right hand, and then to the left hand. Brush around and under the tips of the nails for added support and protection. A UV top coat can be used instead of an air-dry top coat. Place both of the client's hands under a UV lamp dryer.

Instant nail dry is optional. Apply it to each nail to prevent smudging, dulling, and to decrease drying time.

The manicure is now completed.

FRENCH MANICURE

A French manicure includes the polishing of the free edge of the nail. The free edge is also polished, tipped, or sculpted in an opaque color. The nail plate is polished or left in a more translucent color. This is a very popular service in the salon. This technique creates nails that appear clean and natural. Also, it offers a good base for designs with flat nail art, airbrushing, rhinestones, pearls, and stripping tape. A French manicure usually uses a more dramatic white on the free edge of the nail. The American manicure calls for a more subtle white.

CLICK BELOW TO VIEW PROCEDURE FOR DOING A FRENCH MANICURE

<http://www.viddler.com/explore/CanadianGoddess/videos/2/> after you finish reviewing click the back button to return to the class

PEDICURING

The popularity of shoes that expose the heels and toes has created the demand for Pedicure services. During the winter months, people develop rough harsh heels and unattractive toenails. Foot care not only improves personal appearance, but also adds to the comfort of the feet.



Equipment, Implements, and materials used in a pedicure:

The equipment, implements and materials required for pedicure are similar to those used for manicuring:

- Clients chair with armrest



- Low stool for manicurist



- Ottoman on which to rest the client's foot



- Basin (large) or a spa pedicure chair large enough to hold warm, soapy water in which to soak client's feet.



- Prepare a **Waterproof apron**, or an **extra towel**, to place over the lap to protect the uniform. Use two towels for drying the client's feet.



- -Liquid soap



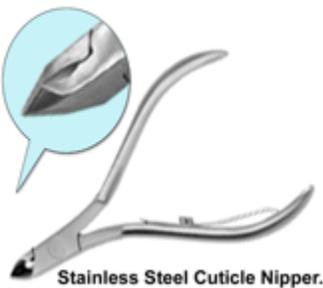
- Antiseptic foot spray contains an antifungal agent as well as a mild antiseptic.



- Disposable toe separators are used to keep the toes separate during a pedicure.



- Cuticle Nippers



- Toenail clippers. Two types of toenail clippers are available; both are acceptable for a professional pedicure.



- Cotton Pledgets



- Witch hazel or other astringent



- Foot lotion or Cream. Used during the foot massage.



- Foot Powder, Contains an antifungal agent for keeping feet dry after a pedicure.

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- **Pedicure Slippers, Disposable paper or foam slippers for clients who have not worn open-toed shoes.**



- **Toenail Nippers;** use only the professional nippers made specifically for cutting toenails. They come with either curved or straight jaws. They allow you to trim the corner of a toenail properly; trimming improperly can cause an ingrown toenail.



- **Curette:** This small spoon shaped implement, if carefully used, is the ideal tool for cleaning the debris from the nail margins. With most clients, you will only have to use it along the margins of the great toenails. Only occasionally is it necessary to clean along the lesser toenail margins. Most curette tools are quite sharp on their edges.



- **Nail Rasp**- (optional). This small spoon-shaped implement, if carefully used, is the ideal tool for cleaning the debris from the nail margins. With most clients, you will only have to use it along the margins of the great toenails. Only occasionally is it necessary to clean along the lesser toenail margins. Most curette is quite sharp on their edges.

- **Diamond Nail File:** This implement files and thins the free edge of the toenails. It is metal with diamond dust embedded in the metal; it comes in coarse medium and fine grits. The coarse grit is usually best for toenails. The file is thin, flexible, and can be used in the same manner as other nail files. A major advantage is that it is easily sanitized, and can be kept in a disinfectant solution. Therefore, it can be used safely on many different clients. This file is not easily worn out, making the initial expense extremely cost-effective. However, files that are not metal cannot be washed and disinfected. It must be discarded after each use.



Foot paddle, this implement is used to smooth calluses on the feet; it comes in many different sizes and shape.



REMEMBER CALLUS SHAVERS ARE PROHIBITED! A Callus is there for a reason; it protects the underlying skin from irritation. A callus should be softened and smoothed not removed.

When making a pedicure appointment, suggest that the client wear open-toed shoes or sandals so that the polish will not smear. Another alternative would be to offer pedicure thongs along with open toed socks to keep the feet warm in colder weather.



Not all clients will want or need a full pedicure service. Some only need a professional nail trimming. You can help your client decide what is most suitable.

To perform a pedicure you will need all of the same files, implements, and tools required to perform a manicure. You may want to replace the finger bowl with a footbath. If you are performing this procedure on yourself, place a large folded terry towel on the floor in front of you. This is where you will set the footbath, after filling it partway with water. Add a few drops of liquid soap or nail scrub, essential oils, or your favorite footbath/salts to the water and allow it to disperse.

Place all your implements, files, and supplies on a terry towel within easy reach. You will be following the same type of procedure as with a manicure. However, the files you use will be of a different grit. Toenails are generally thicker than the fingernails, and require a grit of about 180 to remove length. You will also need to use your toenail nippers. You may also wish to spray or wipe your feet with an antiseptic spray prior to starting your pedicure. Be sure to thoroughly wash your hands.

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(Complete the Reading Material first then click on the Take Test Now Button to start the test. Test is at the bottom of this page)

TEST QUESTIONS

1. Fingernails require 4 to 6 months for complete re-growth. _____
2. The free edge is the part of the nails that extends past the finger or toe beyond the nail plate. _____
3. Methyl Methacrylate, MMA for short, has been prohibited for use in the nail industry since the late 70's. _____
4. Hand washing removes microorganisms from the folds, and grooves of the skin by lifting, and rinsing them from the skin surface. _____
5. Nails are usually classified into five general shapes: square, squoval (square with rounded edges), round, oval and pointed. _____
6. A French manicure includes the polishing of the free edge of the nail. _____
7. To perform a pedicure you will need all of the same files, implements, and tools required to perform a manicure. _____
8. Infections can also be caused by nail salon implements which are not properly sanitized. _____
9. Infections can also be caused by nail salon implements which are not properly sanitized. _____
10. To perform a pedicure you will need all of the same files, implements, and tools required to perform a manicure. _____