

# Candidate Study Guide for the Computer-Administered Nail Technician Examination

The following information is intended to help you prepare for the computer-administered Illinois Nail Technician Examination. Part I of this study guide contains general information about the profession and testing procedures. Part II provides a content outline, lists the competencies covered in the examination, and suggests reference materials that are commonly used in Illinois nail technician schools. Part III describes procedures on the day of the test. Part IV provides sample questions to help you prepare for this test.

## Part I General Information

### **PURPOSE OF THE EXAMINATION**

This examination is required for professional licensure by Illinois law to certify that each nail technician is familiar with practices, rules and regulations that will protect the health, safety and welfare of the public. Copies of the Act are available from the Illinois Department of Financial and Professional Regulation (IDFPR) on their website at [www.idfpr.com](http://www.idfpr.com).

### **TEST VALIDITY**

This examination has been developed in consultation with a committee of nail technician and cosmetology teachers. Test questions reflect standards and practices documented in a survey of licensed cosmetology teachers. Each question is supported by commonly used nail technician and cosmetology textbooks (see page 3).

### **APPLY ONLINE**

Complete the application online at [www.continentaltesting.net](http://www.continentaltesting.net) and submit all required transcripts and related documents. An application is not complete until it includes a valid email address and all fees have been paid. Credit card payment is available as part of the online application. Each approved candidate receives an email from ACT that provides instructions to schedule a testing appointment.

### **TIME LIMIT**

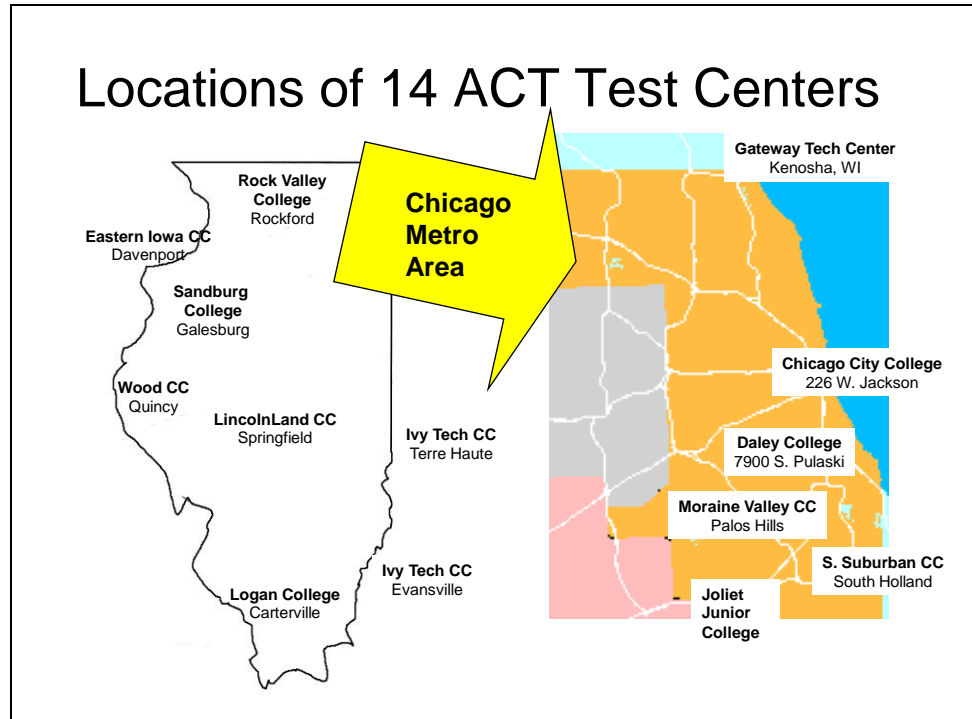
Each candidate schedules a 1.5 hour appointment to allow time to verify candidate IDs and complete other check-in procedures. The time limit for the computer-administered cosmetology examination is two hours.

### **SPECIAL ACCOMMODATION REQUESTS**

An application for special accommodations with appropriate documentation is required before any special arrangements can be completed. If approved, the candidate will receive an email from ACT with instructions to schedule a test date in a test center that has appropriate facilities. Candidates who are approved for special accommodations must schedule using the ACT Call Center. Testing appointments with special accommodations must be made at least two weeks prior to the desired test date.

## SCHEDULING

Most candidates can schedule their testing appointment at one of 14 ACT Test Centers using ACT's online system. ACT includes directions for online scheduling in an email informing them of the dates for which they have been approved to take the examination. Regular testing appointments must be scheduled at least two business days prior to the desired test date.



## ACT CONFIRMS BY EMAIL

ACT sends each candidate an email to confirm the date and time of his/her testing appointment; the email includes directions to the ACT Test Center.

## RESCHEDULING

A testing appointment may be rescheduled up to two business days before the scheduled test date.

## MISSING AN APPOINTMENT

Candidates who miss a testing appointment forfeit all fees and must reapply before they are eligible to schedule a new test date.

## TEST SCORES

*All candidates receive an official score report before they leave the ACT Test Center.* Candidates who pass also receive an application to apply for licensure. Candidates who fail receive a diagnostic report indicating content areas in which they need to improve their scores.

## SCHEDULING A NEW ATTEMPT

Candidates who fail this examination must reapply after complying with the requirements for retesting based on the number of their prior attempts. All candidates must wait a minimum of 30 days between attempts.

## Part II Test Content and Recommended Study Materials

This examination is based on recommendations from licensed cosmetology teachers throughout Illinois. Content areas on the test are outlined below.

### Nail Technician Content Areas (65 Questions)

- I. Health and Safety** **30-35% of Test**
  - A. Understanding sources of infection and disease
  - B. Handling and storing implements and materials
  - C. Responding to nail disease and irregularities
  - D. Following sanitation and safety procedures
  
- II. Nail Care** **15-20% of Test**
  - A. Understanding nail composition and structure
  - B. Analyzing and caring for nails
  
- III. Nail Technology Services** **(48-52% of Test)**
  - A. Preparing for manicures and pedicures
  - B. Using manicuring tools and products
  - C. Applying manicuring techniques
  - D. Repairing nails
  - E. Using artificial nails
  - F. Pedicuring
  - G. Using nail tips and decorations

### Recommended Study Materials

Test questions are based on information provided in the following reference materials.

*Milady's Standard Nail Technology*, (2007). Also supported by 2004 edition.  
Publisher: Milady Publishing Company Website: [www.milady.com](http://www.milady.com)

*Salon Fundamentals, Nails* (2007)  
Publisher: Pivot Point International, Inc Website: [www.pivot-point.com](http://www.pivot-point.com)

*Milady's Standard Cosmetology* (English or Spanish editions, 2004 or 2008)  
Publisher: Milady Publishing Company Website: [www.milady.com](http://www.milady.com)

*Salon Fundamentals*, or *Salon Fundamentals: Un recurso para tu carrera de cosmetología*,  
12<sup>th</sup> Printing or higher (2000, 2007)  
Publisher: Pivot Point International, Inc Website: [www.pivot-point.com](http://www.pivot-point.com)

## Part III Testing Procedures

All candidates must agree to abide by ACT Test Center Rules:

- Video and audio monitoring of each candidate occurs throughout the test.
- Video and audio tapes may be reviewed if suspicious behavior occurs during a test.
- Name and address on the candidate ID must match the CTS application and ACT candidate registration records.
- ***ALL NAME OR ADDRESS CHANGES MUST BE SUBMITTED TO CTS IN WRITING AT LEAST 10 DAYS BEFORE THE TESTING APPOINTMENT.***

No candidate may take this test if he/she:

- Does not present required photo ID when asked
- Refuses to sign the ACT Examinee Agreement
- Does not follow all ACT Test Center rules
- Tries to use prohibited items, including but not limited to books, notes, cell phones, cameras, pagers or other electronic devices during a test
- Gives or receives help during a test or test breaks
- Tries to record or copy any test questions
- Fails to follow ACT Test Center staff instructions
- Disrupts testing for other candidates

Test Center check-in procedures include:

- Cell phones, pagers or other electronic devices are ***NOT PERMITTED*** in the testing room.
- Personal items (purses, coats, etc.) **MUST** be secured outside the testing room.
- A digital photograph and a digital signature will be taken during check-in.
- Fingerprint screening will begin in the fall of 2006.
- Candidates must sign in and out of the test center for all personal breaks during testing.
- The test timer continues during any candidate's personal breaks.

Each candidate must agree to the CTS Confidentiality Statement and confirm his/her identity to start the test.

**CTS CONFIDENTIALITY STATEMENT**


I understand that the content of this examination is confidential. No part of the materials conveyed during this exam administration may be copied, downloaded, reproduced, stored, distributed, transferred, or used in any form by any means without the prior consent of CTS. Violators will be prosecuted to the fullest extent of the law. Final judicial decisions will be reported to all applicable administrative agencies.

**I certify that I have read and understand the terms written above and will neither give nor receive assistance of any nature.**

**AGREE** I have read the above statement and AGREE to the terms thereof.

**DISAGREE** I have read the above statement and DO NOT AGREE to the terms thereof.

Please use the mouse to click on the AGREE or DISAGREE button.

Click on the Next button or press <N> to continue. 


**Cosmetology Examination**

Examinee Name  
111223333

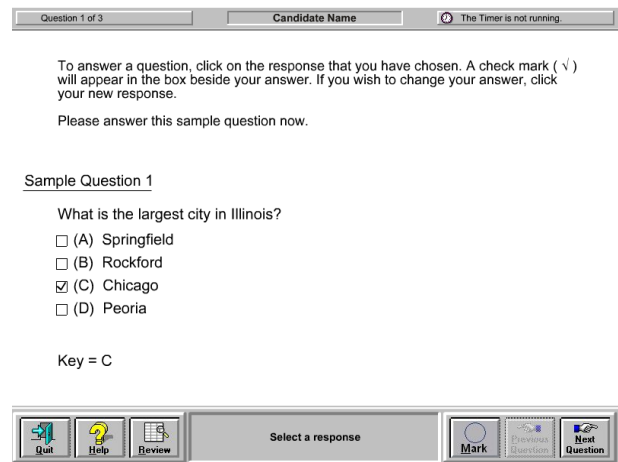
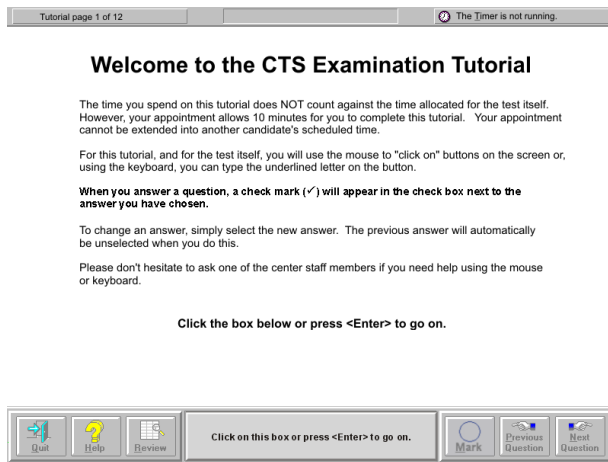
**I certify that I am the person named above and have been authorized by CTS to take the examination listed.**

**AGREE** I have read the above information and certify that the information is correct.

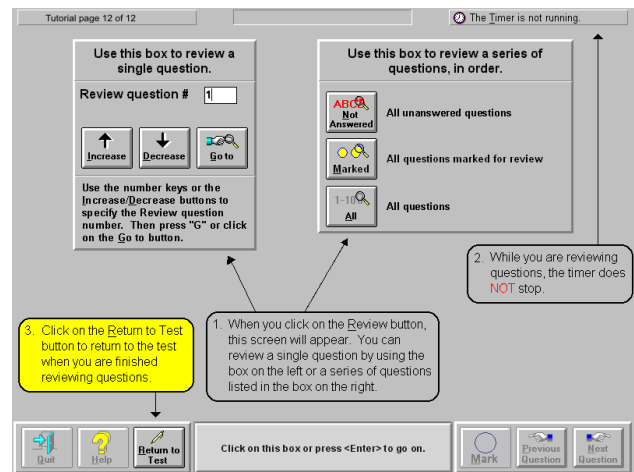
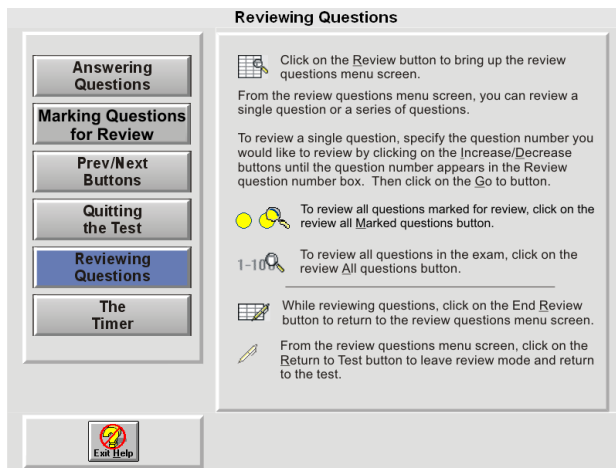
**DISAGREE** I have read the above information and **DO NOT** certify that the information is correct.

Click on the Next button or press <N> to continue. 

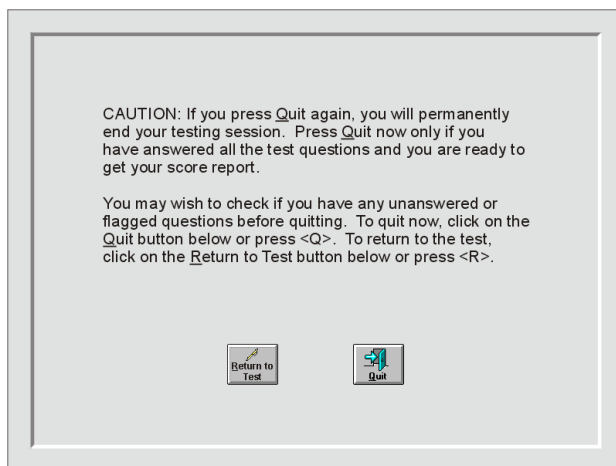
Each candidate begins with an Examination Tutorial to practice answering questions and review the computer testing process. The Tutorial and sample screens also are available at each school and online at [www.continentaltesting.net](http://www.continentaltesting.net) in the Computer Practice Test.



Each candidate can mark questions for review later and return to skipped or marked questions.



Each candidate is asked to confirm when he/she has finished unless time has expired.



## Part IV Sample Questions

All questions on the Illinois Nail Technician Examination are multiple-choice, with one correct answer. The answer key for this sample test appears after these questions. These are provided for information purposes only to illustrate the types of questions that will appear on each test. Similar sample questions appear in the Cosmetology Computer Practice Test.

1. What is the purpose of sanitizing or disinfecting implements and equipment in a salon?
  - A. To reduce the number of pathogens or microbes
  - B. To eliminate scratches and blemishes
  - C. To remove all offensive odors
  - D. To resist staining and fading
  
2. The purpose of sanitizing implements and equipment is to
  - A. resist staining and fading.
  - B. remove all offensive odors.
  - C. eliminate scratches and blemishes.
  - D. reduce the number of pathogens to safe levels.
  
3. A general infection
  - A. is found in most of the general population.
  - B. attacks both clients and staff at the same time.
  - C. spreads throughout the body in the bloodstream.
  - D. combines virus, bacteria and fungus germs at once.
  
4. Nails are most similar to the
  - A. teeth.
  - B. skin.
  - C. bones.
  - D. ligaments.
  
5. What is damaged when a client has a hangnail?
  - A. The root of the nail
  - B. The edge of the nail
  - C. The cuticle of the nail
  - D. The plate of the nail

6. The nail's free edge should be filed
- A. from the right or left sides to the center.
  - B. from the right side to the left corner.
  - C. from the left side to the right corner.
  - D. from the center into the right and left corners.
7. A sculptured nail is another name for
- A. a nail tip.
  - B. a nail wrap.
  - C. a light-cured gel.
  - D. an acrylic nail.
8. A nail tip
- A. should cover the entire natural nail plate.
  - B. should be cut straight across for greater strength.
  - C. is an artificial nail made of plastic, acetate or nylon.
  - D. is strong enough to be worn with no overlay.
9. Cleanup of the manicure table should be done
- A. once at midday and again at the end of the day.
  - B. after the completion of each client.
  - C. once at the end of each day.
  - D. as frequently as possible.
10. In a nail wrap, the wrapping material is applied with
- A. 70% alcohol.
  - B. warm soapy water.
  - C. a disinfectant.
  - D. a mending adhesive.

### ANSWERS TO SAMPLE QUESTIONS

Question	Answer	Question	Answer
1	A	6	A
2	D	7	D
3	C	8	C
4	B	9	B
5	C	10	D

