



Course Title: Proper Nail Care

Course Hours: 8 CE

Course Cost \$15.00



Five Star Continuing Edu.

P.O Box 359, Morrisville North Carolina 27560 Phone: (877) 277-8453

Email: contact@fivestarcontinuingedu.com

Website: www.fivestarcontinuingedu.com

Welcome Beauty Professional:

Thank you for your interest in our 8-hour online CE course. Five Star Continuing Edu. has been dedicated to providing the highest standard of on-site cosmetology education. Many beauty professionals have received their beauty license renewal licenses through this Continuing Education academy. We have been offering on-site continuing education classes since 2009. With today's busy schedules, taking an online course in the comfort of your own home is an appealing option for many beauty professionals. Like all of our course offerings, this course meets the NC Board of Cosmetology requirements for continuing education license renewal.

To take this course:

1. Go to Our Course and choose your state and course.
2. Pay \$15.00 course fee.
3. Simply read each of the sections, and fill out the course evaluation
4. You will receive your Certificate of Completion via Email.

You may take this course if you have a Manicurist or Cosmetologist license.

Thank you for your interest in Five Star Continuing Edu. Course. My hope is you find this a convenient, cost effective alternative to on-site continuing education.

Please contact us if you have any questions.

Regards,

Leshawn Brown

Leshawn Brown

Director of Continuing Education

TABLE OF CONTENTS

SECTION 1	
Infection Control.....	3
SECTION 2	
Manicuring.....	8
SECTION 3	
Pedicuring.....	20
COURSE EVALUATION.....	27

SECTION 1

INFECTION CONTROL

(2 credit hours)

General

Infection control is an important aspect of any salon. Regardless of the services offered by the salon, clients expect a salon to be clean and follow the regulations set by state and federal agencies.

Regulation

The cosmetology industry is regulated by state and federal agencies. These agencies set guidelines for safety in the workplace for employees and their clients. They also regulate licensing, enforcement and conduct when working in the salon.

Federal Agencies regulating the salon industry include The Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA). OSHA was created to protect employees in the workplace. Due to the potentially toxic nature of many of the products used in salons, OSHA sets standards related to the handling, mixing, storing and disposing of such products. The EPA licenses the two types of disinfectants used in salons, hospital and tuberculocidal. According to federal law, all disinfectants used in salons must be used according to packaging and EPA guidelines.

State Agencies provide protection to consumers. State boards of cosmetology, licensing agencies and health departments are just a few of the regulatory agencies dedicated to protecting consumers by ensuring salons follow specified procedures. These agencies are empowered to issue penalties against salon owners and operators through fines, probation and suspension of licenses. It is vital that all cosmetologists and salon owners understand and follow the laws and rules in their state at all times.

Laws are set by the government and allow regulatory agencies to make rules within the confines of the law. Rules determine how the law will be applied and establish conduct that can be updated. Agencies such as state boards of cosmetology and health departments

develop rules for salons to follow in accordance with the law.

All salons have a legal obligation to provide safe services and prevent consumers from harm by practicing safely. If a client is infected because a salon did not correctly perform a service, the cosmetologist performing the service and/or the salon owner may be found legally responsible for the client's injury, infection or resulting illness.

Bacteria

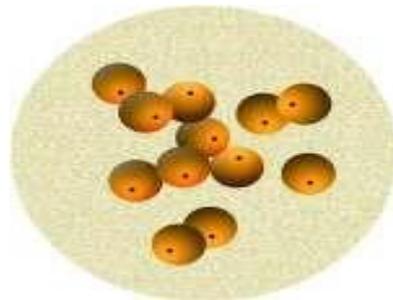
Bacteria are too tiny to see, and exist almost everywhere on the planet including the human body. They can be found on the skin, hair, under the nails and even on clothing.

Types of Bacteria These single-celled microorganisms can be classified into two distinct categories, nonpathogenic and pathogenic.

Nonpathogenic bacteria are useful bacteria. In humans, nonpathogenic bacteria serve a variety of functions including metabolizing food, protecting against infection, and stimulating immune response.

Pathogenic or disease-causing bacteria can cause infection when they invade the human body. They enter the body through open wounds in the skin, and via the eyes, nose, mouth or ears, and begin to multiply quickly.

Infection is impossible without the presence of pathogenic bacteria. One of the most common types of bacteria are Cocci.



Cocci

Staphylococci cause skin problems like abscesses and boils. **Streptococci** can cause infections such as strep throat and **Diplococci** can cause disease like pneumonia. **Bacilli**

cause serious diseases such as tetanus, typhoid fever and tuberculosis. Spirilla can cause diseases like syphilis and Lyme disease. Cocci do not move but are transmitted through the air in dust or on surfaces where they settle. Bacilli and spirilla have self-movement and are generally mobile in liquid. Bacteria can be active or inactive. When active, they grow and reproduce. They multiply best in warm, dark, damp or dirty places. Under favorable conditions, bacteria grow quickly and thrive. If conditions are not favorable, they either die or become inactive.

Bacterial Infections

Infection occurs when body tissues are invaded by pathogenic bacteria. Staphylococci are the most common human bacteria and are most commonly spread through skin-to-skin contact. They can also be picked up on surfaces such as doorknobs, sinks or countertops. Shaking hands and using unclean implements are common ways bacteria might spread in a salon.

Bacterial infections can be local or general and can be treated with antibiotics.

Local infection is confined to a small area, such as an infected wound. Signs of infection include redness, swelling and lesions containing pus.

General infection is carried to all parts of the body through the bloodstream. Blood poisoning is an example of a general infection.

When a disease spreads from person to person, it is considered contagious. Without safe procedures, harmful bacteria can be transferred to clients and salon practitioners. Coughing, sneezing, unclean hands, common drinking cups, infected towels and unclean implements can all spread disease.

Viruses

Viruses are capable of invading plants, animals and even bacteria. When a virus invades the human body, it survives by attaching itself to healthy cells where it can multiply. Viruses are the cause of many diseases including measles, chicken pox,

smallpox, the common cold, hepatitis and HIV. Viruses cannot be treated with antibiotics.

Some viruses can be prevented through the use of vaccinations.

Hepatitis

Hepatitis types A, B and C are bloodborne viruses that should be of concern to the cosmetologist. Hepatitis causes inflammation of the liver and is present in blood and body fluids. Unlike HIV, the Hepatitis virus can live for long periods of time on hard surfaces. Care must be taken to disinfect all surfaces properly to protect against the Hepatitis virus. Hepatitis B is the most difficult to kill on surfaces, so check the label of disinfectants being used to be sure that the product is effective against it. Vaccines are available for Hepatitis, and should be considered by anyone working with the public.

HIV/AIDS

HIV (Human Immunodeficiency Virus) is the virus that causes AIDS (Acquired Immune Deficiency Syndrome). HIV is spread through blood and body fluids, such as semen and vaginal secretions. Transmission of HIV occurs most often by the sharing of needles by IV drug users. Another way the disease is spread is through unprotected sexual contact or accidents with needles by health care workers. The virus is less likely to be transmitted via contact with cuts or sores. It is not transmitted through casual contact such as hugging, kissing or sharing food. There are no documented cases of the virus being spread by hair, skin or nail salon services.

Proper sanitation and disinfection procedures can prevent the spread of viruses and bacteria.

Bloodborne Pathogens

Any bacteria or virus that is carried through the body via the bloodstream or bodily fluids is called a bloodborne pathogen. Any implement that cuts a client with a bloodborne virus such as hepatitis is contaminated. Transmission of that disease to another client is likely unless the implement is properly cleaned and disinfected. Transmission is possible any time the skin is broken. Salon

procedures such as shaving, clipping, waxing, tweezing and facial treatments are services in which a client is at risk of skin puncturing or cutting.

Pathogens enter the body through broken skin, the mouth, nose, ears, eyes and unprotected sex. The body protects itself from infections through healthy skin, body secretions, white blood cells and antitoxins.

Parasites

A parasite cannot live without a host, and must draw nourishment from another living organism to survive. Parasites can be plants or animals. Fungi are plant-based parasites that produce contagious diseases such as ringworm and nail fungus. Animal parasites include lice and scabies. Clients with parasites should be referred to a physician for treatment, and any contaminated implements that have come in contact with such clients should be cleaned and disinfected for 10 minutes with an EPA registered disinfectant or bleach solution.



Nail Fungus

Immunity

People in good health have strong immune systems. Immunity is the ability of the body to destroy bacteria that have entered the body, and to withstand infection. Acquired immunity is the immunity the body develops after it overcomes disease or is inoculated. Flu vaccinations are common inoculations.

Prevention

There are three steps to decontamination: sanitation, disinfection and sterilization. Hospitals and medical facilities must practice all three steps. Salons must only concern themselves with sanitation and disinfection.

Sanitation is the removal of all visible dirt and debris. In other words, sanitation is cleaning. A surface must be properly cleaned before it is properly disinfected. Cleaned or sanitized surfaces may still harbor pathogens but have a decreased chance of spreading infection. To sanitize, salons may scrub with a brush, use an ultrasonic unit or solvent.

Disinfection kills most bacteria, fungi and viruses on non-living surfaces such as shears, nippers and other salon equipment.

Disinfectants are not for use on human skin and should never be used as hand cleaners. In fact, disinfectants should be used with caution and clearly state on the label that use should not involve skin contact.

Sterilization is used in hospitals and eliminates the presence of all microbial life. It is necessary only in surgical procedures.

Disinfectants must be used properly and according to the manufacturer's instructions. If the label does not have the word "concentrate" on it the product is already mixed and must be used as is. All EPA disinfectants require 10minute contact on pre-cleaned, hard surfaces.

Implements must be cleaned thoroughly prior to immersing in disinfectants. Once cleaned, they must be completely immersed in solution for the time specified on the label. Any use other than that listed on the label is a violation of Federal law.

Types of Disinfectants

Quats Quaternary ammonium compounds safe and useful disinfectants. Typically, quat solutions disinfect implements within 10 minutes. Certain tools, particularly fine steel, may be damaged if left too long in a quat solution.

Phenols Phenolic disinfectants, or phenols, are powerful tuberculocidal disinfectants. Extra caution should be exercised when using phenolics as they can be harmful to the environment, damage skin or eyes and can damage rubber and plastic instruments.

Alcohol Ethyl and isopropyl alcohol of 70 percent strength are safe to disinfect salon tools, particularly those that are porous.

Bleach can be effective to disinfect items in the salon and should be mixed with a ratio of 1 cup bleach to 1 gallon of water. Bleach can be corrosive to metals and plastics. Bleach has been used in salons long before the EPA existed so it is not required to have an EPA registration number.

In the past, a solution of formalin (formaldehyde in water) was a recommended disinfectant. Formaldehyde has been associated with irritation to the skin, eyes, nose, throat and lungs, and is a suspected cancer-causing agent. As such, formalin is no longer considered safe for salon use. Glutaraldehyde is another chemical that is not safe for salon use.

Any time disinfectants are used, caution must be exercised: they can cause skin and eye damage. Gloves and safety goggles should be used when mixing or using disinfectants. When mixing, disinfectants should be added to water, water should never be poured onto a disinfectant. Containers should be marked and directions followed when using disinfectants. Solutions should be changed daily and containers should be covered but not airtight.

DISINFECT OR DISPOSE?

Items that can be disinfected include nonporous equipment such as shears, combs and pushers. Some porous items such as towels and some buffers and nail files can be disinfected and reused. Items easily damaged by disinfecting or containing residue such as orangewood sticks or pumice stones cannot be disinfected and must be thrown away.

Disinfecting tools such as combs, brushes, tweezers and nail clippers must start with cleaning. Remove all visible debris with warm, soapy water, rinse thoroughly and pat dry with clean towel. Then, completely immerse implements in disinfecting solution for 10 minutes or per the manufacturer's instructions. Finally, remove tools with gloves

or implements, rinse and let dry. Tools can be stored in clean container but not airtight.



Immerse Implements in Disinfecting Solution

Towels and linens must be laundered properly before use on a client. Soiled linens should be stored separately in marked containers.

Work surfaces, doorknobs and chairs should be cleaned regularly to ensure a safe, healthy salon.

Client packs can be saved but must be cleaned and disinfected before storing in loosely closed containers or bags. State rules require all tools and equipment be cleaned and disinfected even if used for the same client over and over again. If a client should bring their own tools to the salon, they must be cleaned and disinfected at the salon prior to use.

Foot spas and pedicure equipment must be cleaned and disinfected after each use, and logged accordingly. Water must be drained, all visible debris removed, walls and basin cleaned thoroughly, and finally, disinfected for 10 minutes. At the end of each day the unit screen should be cleaned and the basin flushed and drained before disinfecting. Finally the unit must be allowed to dry completely overnight. Chelating surfactant soaps are important to use for pedicure spas in order to remove residue from salts, scrubs and masques.

Any disposable supplies such as orangewood sticks, disposable files or cotton must be thrown away after a single use. If contaminated with blood, these products must

be double-bagged, marked with a biohazard sticker and disposed of according to OSHA standards.

Hand washing should be practiced by both cosmetologists and their clients. Proper hand washing procedures require that the hands are lathered and scrubbed for at least 20 seconds. Both sides of hands should be washed including any exposed areas of arms. A nail brush should be used to scrub the underside of nails where bacteria can hide. Hands should be

washed prior to each service. Hand sanitizers can be used if soap and water are not available but should not replace soap and water.



Proper Hand Washing Procedure

UNIVERSAL PRECAUTIONS

Universal Precautions are a set of guidelines published by OSHA that require employers and employees to assume that all human blood and body fluids are infectious for bloodborne pathogens. Clients who carry viruses such as HIV or Hepatitis may not show any symptoms, so it is vital that precautions must be made every time blood exposure is possible. These precautions include hand washing, wearing gloves, and the proper handling and disposal of sharp instruments.

If an accident happens and a client is cut during a salon service, this is called an exposure incident. When an exposure incident occurs, the following must happen:

1. Stop the service
2. Wear gloves to protect against contact with blood.
3. Clean the injured area with antiseptic.
4. Bandage the cut with an adhesive bandage.
5. Clean workstation as necessary.
6. Discard any contaminated disposable objects by double-bagging and labeling bag for contaminated waste.
7. Properly clean and disinfect all tools and implements before removing gloves.
8. Never touch an open sore or wound.
9. Remove gloves and wash hands with soap and water before returning to the service.

SECTION 2

MANICURING

(3 credit hours)

Nail Technology Supplies The standard manicure table and adjustable lamp are critical to the professional manicurist. Both the manicurist and the client should also be provided with ergonomic chairs that can be easily cleaned and sanitized. Client chairs should be adjustable for the height of the client so that they can rest their hands comfortably on the table.

A fingerbowl is designed for soaking the client's fingers in warm, soapy water and can be made of metal, glass or plastic.

Disinfection containers are covered containers designed for holding liquid disinfectant solutions and implements. Many containers have a lift tray that allows the manicurist to lift out the implements without using tongs. The tray should be large enough to completely immerse the implements in the liquid solution. Never touch disinfectant with bare hands. Always use tongs.

Arm cushions or folded towels should be provided for the client's comfort and convenience. Eight-inch by twelve-inch cushions are sold specifically for manicuring and should be recovered with a clean towel for each client. Folded, clean towels can also be used for the comfort of the client.

Wipe containers hold clean cotton wipes or cotton balls for polish removal.

The supply tray holds all polishes, removers and creams that a manicurist should have on hand during the manicure. The display should be neat and professional.

Ultraviolet or electric nail polish dryers are a nice touch for the client who is waiting for polish to dry. These items are designed to dry the nails more quickly than air-drying.

Implements include any tools used to perform the manicure service. Some are disposable while others need to be cleaned and disinfected between each client.

Wooden pushers are disposable implements that help remove cuticle tissue from the nail plate and can aid in cleaning off excess polish, or in cleaning under the free edge of the nail. The pusher should be held as a pencil and can be wrapped in cotton to apply cosmetics or to clean off stray polish.



Wooden

Pusher Metal pushers have two ends and are used to push back the eponychium or gently scrape cuticle tissue from the nail plate. The spoon end can be used to loosen or push back the eponychium. Metal pushers can be filed smooth if they become rough. Any metal pusher must be sanitized and disinfected before use on a client.

Abrasive nail files and buffers come in a variety of types, sizes and grits. Nail files have grits ranging from 180 to 240 per centimeter. Low grit numbers have larger abrasive particles on the board and coarser grains. They should never be used on the surface of natural nails. Medium-grit abrasives are between 180-240 grit, and are used to smooth and refine surfaces. Fine grit boards are typically over 240 and are designed for buffing and polishing. Some boards can be sanitized and disinfected, while others are disposable. Many cannot be sanitized without being damaged. It is also never a good idea to store abrasives in sealed containers or plastic bags which can promote bacterial growth. All boards must be either disposed of or cleaned and disinfected before reuse on another client. Buffers are not approved in all states.

Nippers are sharp implements used to trim small tags of dead skin around the nail. Nippers should never be used to cut or tear any living tissue. They can be used multiple times, but must be cleaned and disinfected between clients. To use, they must be held in the palm of the hand. With thumb on one handle and three fingers on the other, they

can be guided with the blades facing the eponychium.

Tweezers must also be cleaned and disinfected between clients and are used for removing debris from the nail plate or extracting implements from the disinfecting solution.

A nail brush is designed to clean fingernails with warm, soapy water and must be sanitized and disinfected between clients. Clients can use the nail brushes to scrub their hands and nails with warm, soapy water. It is recommended that the salon have a container of clean brushes near the sink. Used brushes can be kept in a disinfectant container in the bathroom after clients scrub their nails. All brushes can be cleaned and disinfected at the end of the day.



Fingerbowl with Nail Brush

Chamois buffers add shine to nails and can be used to smooth out ridges on nails. Some states do not allow the use of buffers.

Three-way buffers can shine natural and artificial nails. These buffers do not require the use of buffing powders.

Nail clippers are used to trim nails and must be sanitized and disinfected prior to each use. Nail clippers save filing time if nails are long and need to be trimmed short.

Sanitation & Disinfection Process Manicurists should have several sets of tools and implements so that one is always cleaned and ready for the client. It takes up to 20 minutes to properly clean

and sanitize an implement, and clients should not be left waiting. The process:

1. Wash the implement with warm, soapy water and rinse well. All visible debris should be scrubbed off and soap and debris rinsed clear with warm, running water.
2. Fully immerse the tool or implement in disinfection container filled with solution approved by state board regulations and according to manufacturer's directions. Never touch disinfecting solution with bare hands. Use tongs or gloves. Disposable tools should never be cleaned and disinfected, but disposed of properly after a single use.
3. If required by the manufacturer's directions, rinse the implement with water and air dry on a clean towel.
4. Store all disinfected tools in a clean container. Tools and implements should never be stored in a sealed container or plastic bags. Implements can be wrapped in clean towels that are taped to prevent dust and debris from contaminating them.

Disposable Materials The following materials are disposable and must be replaced for each client or laundered appropriately.

Towels are used by a manicurist to cover the armrest cushion before a manicure and for drying the client's hands after soaking. Towels are also used to wipe up spills. Towels do not need to be disinfected, but should be properly laundered. Paper towels are disposable and single use only.

Brushes and applicators that come in contact with client nails or skin should be disposed of after each client unless they can be sanitized and disinfected. Brushes used in nail polish, alcohol, gels, bleaches, and other chemicals do not need to be disinfected because they are self-disinfecting. An exception to this is nail oil which can harbor bacterial.

Cotton balls, pads or pledgets are typically used to remove nail polish and must be disposed of after use.

Plastic or metal spatulas must be used to remove nail cosmetics from containers. Fingers should never be used to remove creams or lotions from containers. Some plastic spatulas are disposable and meant for single use while metal spatulas can be cleaned and disinfected between uses. Spatulas should never be used for multiple cosmetics as they can cross contaminate and spread infection.

A trash container with self-closing lid must be located next to the workstation. It is the best way to prevent the fumes and vapors from overpowering the salon.

Professional Nail Cosmetic Products Nail cosmetics are personal preferences and should be researched prior to purchasing. Products containing fragrance should be carefully considered as many clients have allergies or sensitive skin.

Soap is mixed with warm water and used for manicure soaking or used to wash the hands of clients and manicurists. Liquid soaps are preferred for their ease of use and are considered more sanitary than bar soaps.

Polish removers contain solvents to safely remove and dissolve nail polish. Products that are non-acetone contain ethyl acetate or methyl ethyl ketone. Acetone polish works quicker than other types of removers but is not recommended for polish removal on nail enhancements or wraps.

Nail creams and oils help soften dry skin around the nail plate and are effective on brittle or dry nails. Oils penetrate the nail plate and absorb into surrounding skin while creams seal the surface and hold in the moisture. They may be recommended by a manicurist as an at-home treatment between manicures.

Cuticle removers dissolve dead tissue from the nail plate and can be an effective treatment for skin dryness, splitting and hangnails. These products contain 2- to 5-percent sodium or potassium hydroxide plus moisturizing ingredients to counteract the drying effects of the remover. They should be used carefully and contact with healthy live skin avoided.

Nail bleach removes stains and discolorations on the surface of the nail and under the free edge of the nail plate. They can be harsh on surrounding skin so care should be taken and manufacturer's instructions followed.

Pumice powder is used with a chamois buffer to polish the nail surface. Some states do not allow the use of buffers, so regulations should be checked before use.

Colored polishes, enamel, lacquer or varnish are all coatings for the nail. Polish refers to any colored film applied to the nail plate for color or visual effects. Drying time for polish depends upon the environment, temperature and thickness of application. Nail polish caps should be kept tightly sealed to avoid hardening in the container.

Base coat polish is a clear layer applied on the natural nail. It protects the nail from discoloration from colored polish and helps the polish adhere to the nail.

Nail hardeners are used to improve the surface hardness of the nail and prevent splitting and peeling. Protein hardeners combine protein with polish and form a clear, hard coating on the nail but do not absorb into the nail plate. Reinforcing-fiber hardeners contain fibers and protect the nail without absorbing into the nail plate. Formaldehyde hardeners contain the chemical formaldehyde and are useful for thin, weak nails. They should not be used on nails that are hard or rigid, as they could cause splitting. These hardeners are effective, but should only be used until the nail hardens. They can be irritating to the skin. Dimethyl urea hardeners have similar results to formaldehyde hardeners but are not as harsh on the skin and will not over-harden nails.

Top coat polish is applied over colored polish to add shine and prevent chipping.

Nail polish dryers are typically applied with a dropper or spray application and help speed the drying process of polish.

Hand creams & lotions soften and smooth the hands, and help the skin retain moisture. They can be used with warming mitts or paraffin dips to speed penetration into the skin.

Nail conditioners help clients with brittle nails and moisturize the surrounding skin. Clients may be recommended to use nail conditioners for home use.

Basic Table Set-Up

Basic table set-up should start with a clean, disinfected table draped with a fresh, clean towel for each client. Table pads should be covered with fresh towels for each client. The disinfectant container should be filled with fresh disinfectant daily or whenever it becomes cloudy with debris. All products should be placed on the side of the table within easy reach. The fingerbowl should be placed in the center of the table toward the client. The drawer should house clean items such as nail buffers, cotton balls and other supplies. Nail polish should be displayed so clients can see them and choose their color.

Procedure for Table Set-up

1. Manicure table should be cleaned with an appropriate disinfectant cleaner.
2. The arm cushion should be wrapped with a clean towel and placed in the center of the table facing the client.
3. The disinfectant container should be filled with clean disinfectant solution at least 20 minutes prior to the first appointment. It must be used as directed by the manufacturer and should be changed whenever it becomes cloudy or contaminated with debris. Clients who see cloudy or contaminated liquid at the table are likely to have a negative view of the manicurist. All multi-use implements should be placed into the container once they are washed and sanitized. It should be conveniently placed next to the manicurist's dominant hand.

4. All professional products should be placed behind the disinfection container so they are easily located.
5. All abrasives and files should be placed at hand for easy access.
6. The fingerbowl and brush should be in the middle of the table facing the client. It should stay in place throughout the manicure.
7. If a trash can with self-closing lid is not available, a plastic bag should be clipped or taped to the table. It should be disposed of between clients and replaced with a fresh bag.
8. All polishes should be handy on the side of the table that is the manicurist's dominant hand.
9. The drawer should be well-stocked with cotton, abrasives, and other supplies. The drawer should be organized, clean and never used to store dirty or contaminated supplies or implements.

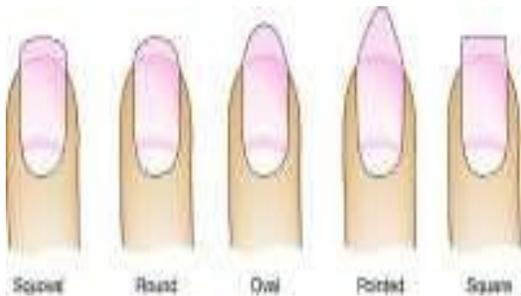


Basic Table Set-up

Nail Shapes

Prior to the start of the manicure procedure, the client consult should include a selection of nail shape and color by the client. The client's daily activities, hobbies and type of work should be discussed and taken into consideration when choosing a nail shape. Other considerations should be the condition of the cuticle area, the shape of the hands and length of the fingers. There are five basic nail shapes that customers should consider with guidance by the manicurist.

1. Square nails are completely straight across, with no rounding. The length should be set based upon the consultation.
2. Squoval nails have a square-free edge that is rounded off and extends only slightly past the fingertip. It is a sturdy shape and ideal for clients who work with their hands, do keyboard typing or want a no-fuss nail.
3. Round is a natural shape that male clients often prefer. It is slightly tapered and extends just past the fingertip.
4. Oval nails are flattering for most women, and features rounded edges. The nail can extend longer past the fingertips if preferred by the client. Some professionals who have their hands on display may prefer longer nails in an oval shape.
5. Pointed nails are tapered and can give the flattering appearance of longer fingers. Due to the pointy shape, this style is weaker and can break easily.



Basic Nail Shapes

Basic Manicure

A manicure can be broken down into three parts: pre-service, service and post-service recommendations.

1. Pre-service must include all sanitation and disinfecting procedures prior to greeting the client. The client should be greeted and asked to remove any rings or bracelets. The client should then be asked to wash and dry hands using a liquid soap and clean towel or paper towels.
2. The consult form should have been filled out while the client was waiting and the manicurist can discuss the form

at this time. Nails and skin surrounding the nails should be observed at this time. Be sure that the nails and skin are healthy and that it is OK to proceed with the service. If the service cannot be performed, explain the reason to the client and suggest that he/she seek medical attention for the issue. Record all information on the client service form. Otherwise, continue with service.

3. During the manicure discuss any products being used and make suggestions for products that could benefit the client between visits.
4. Before polish application allow the client to replace jewelry, locate keys and outerwear and pay for the service. This reduces the chance of smudging the polish.
5. Post-service includes scheduling the next manicure appointment and advising the client about proper home maintenance of the manicure. Any product sales should be recommended and sold at this time. Finally, the work area should be cleaned and prepared for the next client and all implements should be cleaned and disinfected. Record any client product recommendations, observations and service information at this time.

Procedures for Bleeding During Manicure

If a client gets cut or scraped during a manicure it is important not to panic. Universal Precautions should be followed as established by OSHA. The procedure should proceed as follows:

1. Put on gloves, apologize to the client and proceed.
2. Apply pressure by having the client hold a clean piece of cotton to the cut or scrape until the bleeding stops. Clean with an antiseptic.
3. If the bleeding does not stop, have the client continue to hold the cotton to the wound or use a bandage to secure it for a few more minutes.
4. If appropriate, continue and complete the service, avoiding the area where the injury occurred.

5. Discard any blood-contaminated materials or files during the service. Blood-contaminated materials must be double-bagged. Follow all techniques on proper disposal required by state regulations.
6. Clean the table and clean and disinfect all implements. Follow all state and regulatory procedures in disinfecting any implements that have come into contact with blood or other body fluids.
7. Remove gloves and wash hands for at least 30 seconds using soap and warm water.

Sanitation Process Prior to a giving a manicure, all salon implements and tools must be sanitized and disinfected according to proper procedures listed above. The manicure should begin with a clean table draped with a clean towel. The proper table set-up should be evident with all materials stocked and ready within easy reach.

Pre-Service Sanitation Prior to service, the following process must be followed for all salon implements and multiuse tools.

1. Sanitize all implements by an initial rinsing with cool or warm running followed by washing with soap and warm water. Grooved items should be brushed and hinges opened.
2. Rinse implements in water making sure all soap is removed. Hot water can damage hands and does not rinse any more thoroughly. Dry all implements with clean or disposable towel. Implements are now sanitized and ready for disinfection.
3. Immerse clean implements into an EPA-registered disinfectant for the required time (usually ten minutes). If the implements are not perfectly clean, the disinfectant solution could be contaminated. If the solution is cloudy, the solution is contaminated and must be replaced. Never touch disinfectant with bare skin. Wear rubber gloves or use tongs.
4. Wash hands with liquid soap, rinse and dry with clean towel. Bar soap is not

recommended and can harbor bacteria in a soap dish.

5. Rinse and dry implements after removing from disinfectant solution with tongs.
6. Follow approved storage procedure for sanitized and disinfected implements. Regulations require keeping implements in unsealed containers or cabinet sanitizer until ready to use. Implements should not be stored in airtight containers. This environment could foster the growth of bacteria.
7. Sanitize table by wiping down with cleaning solution.
8. Disinfect surface using an EPA registered spray. Allow to set for 10 minutes and wipe dry, then spray again and air dry.
9. Prepare the client's cushion by wrapping in a clean towel.
10. Refill all disposable materials. Place fresh pusher stick, cotton balls and other disposable materials on the table. They will be discarded after a single use.
11. Use hand sanitizer within view of the client to gain their trust. Once the client has washed his/her hands, offer them the hand sanitizer to use as well. Remember to use lotion in between as hand sanitizers are drying. Clients must wash their hands before and after service and the manicurist must wash hands between each client.



Wash Implements with Warm Soapy Water to Sanitize

Performing a Basic Manicure

Once the client is comfortably settled, begin working with the hand that is not the client's

dominant hand. If the client is right-handed, begin with the left hand. For purposes of this explanation, assume the client is right-handed. Throughout the manicure it is important to discuss products and procedures, and suggest any maintenance products recommended for the client to use between salon visits. The manicure should proceed as follows:

1. Remove polish with a saturated cotton ball. Soak the cotton and hold on the nail for 10 seconds and stroke toward the free edge. Repeat as necessary. To remove polish from hard-to-reach areas and under nail tip, wrap wooden pusher with cotton and soak with polish until all polish is removed.
2. Shape the nails using an abrasive board in the shape the client has requested. Nails that are very long and need to be shortened can be cut with the clipper prior to filing. File the little finger first and proceed inward towards the thumb. File from right side to center and from left side to center. Never saw back and forth. Do not file into corners of nails to avoid the risk of ingrown nails. Do not use less than a medium-grit (180) file. Do not file nails that have been soaking in water as water will absorb into the nail and make it weaker.



Shape Nails with File

3. Soften the cuticles by soaking the nails on the right hand. File the nails on the left hand while the first hand is soaking. File and soak the dominant hand first.
4. Clean nails with a nail brush on the right hand that has been soaking, paying attention to the area under the nail tip. Using downward strokes,

brush the fingers with nail brush toward the free edge of nail.



Clean Nails with Nail Brush

5. Dry the hand with a fresh towel while gently pushing back the cuticles with the towel.
6. Apply cuticle remover to the left hand using a cotton-tipped wooden or metal pusher. Avoid getting the product on skin surrounding the cuticle. The cuticle remover will soften and dissolve the cuticle. Leave on for the recommended length of time from the manufacturer.
7. Loosen and remove the cuticle on the left hand using a wooden or metal pusher. Use a small circular movement to push and lift cuticle tissue off each nail. Place the right hand in the fingerbowl while work continues on the client's left hand.
8. Use nippers to clip away any small tags of dead skin or hangnails. Do not rip, tear or cut living skin.



Use Nippers to Clip Away Dead Skin

9. Clean under free edge of nail using cotton swab or cotton-covered wooden pusher. Clean gently and carefully to avoid breaking the seal under the free

- edge. Remove right hand from finger bowl. Hold left hand over fingerbowl and brush one last time to remove bits of debris and any traces of cuticle remover. Remnants of cuticle remover can cause dryness or irritation.
10. Repeat steps 5 through 9 on right hand.
 11. Bleach nails only if they are yellow or discolored. Apply bleaching agent to yellowed nail with cotton-tipped orangewood stick. Do not let bleach come in contact with surrounding skin. Repeat as needed if nails are extremely yellow. Nails that have yellow discoloration deep in the nail may never be completely cleared by bleaching.
 12. Buff the nails to smooth out any surface scratches and give a natural shine if buffers are state-approved.
 13. Apply nail oil to each nail with a dropper or cotton-tipped wooden pusher. Massage into nail plate with circular motion.
 14. Bevel nails on the underside of the free edge at a 45-degree angle to remove rough edges using a medium-grit board. Fine grit may also be used.
 15. Apply lotion and massage into hands and arms. This is the time to give the hand and arm massage.
 16. Remove oil and lotion from nail bed with polish remover or polish will not adhere. Use cotton saturated with polish remover or alcohol. Be sure to pay attention to the area under the free tip of nail. The cleaner the nail, the better the polish will adhere.
 17. Choose a color. The client may have a color in mind. If not, help her choose an appropriate color for her skin tone or suggest a seasonally appropriate color. Darker shades are usually used during fall and winter months while lighter shades are preferred for spring and summer. Be sure to offer clients an updated, full array of color choices.
 18. Apply polish starting with a clear base coat followed by two coats of polish color. (If nail strengthener is required, apply this before the base coat.) Follow with one top coat. Never shake the nail polish bottle. To do so is to introduce air bubbles to the polish and can result

in an irregular finish. To mix, roll the bottle between the hands. Remove the brush from bottle and wipe excess on the edge of the bottle. A bead of polish should appear on the brush. There should be enough polish to coat the nail without having to re-dip the brush. Holding the brush at a 35-degree angle, place it 1/16-inch away from cuticle. Starting in the middle, brush toward the free edge of the nail. Using thin, even coats work best. Repeat until nail is covered. Heavy coats are not necessary, but practice covering the entire nail with each stroke. Thinner coats assure faster and more even drying, and give the appearance of smooth, even nails.

Post-Service Procedures

1. Schedule the next manicure appointment with the client and write down on a business card for the client's convenience.
2. Advise the client on proper maintenance procedures between appointments. Suggest they take care when opening doors, cans, jars, etc.
3. Promote any products that are recommended for home use and maintenance of their manicure.
4. Clean work area and dispose of all disposable materials.
5. Disinfect implements.
6. Record service information and note product recommendations on the client service form.

Types of Polish Application

Polish is the last step in a perfect manicure and the most visible portion of the manicure. There are a variety of polish applications.

Full coverage nails have the entire nail plate polished.

Free edge nails have the tip free of polish to prevent chipping.

Hairline tip leaves 1/16-inch free of polish to avoid chips.

Slimline or free walls makes a wide nail plate appear narrower by leaving 1/16-inch strip bare on either side of nail plate. Half-

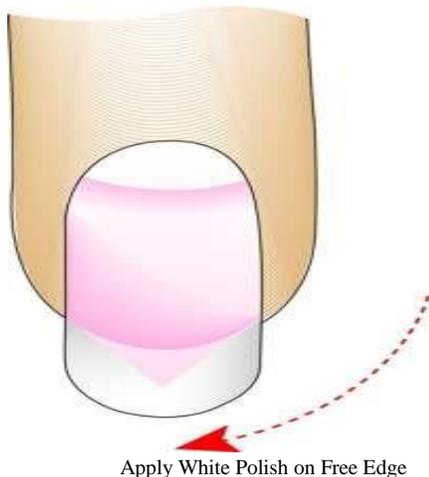
moon leaves the base of the nail unpolished.

French and American Manicures

French and American polish applications are popular because of their clean, natural appearance. They also provide a good base for service designs such as hand-painted art, airbrushing, and jewel and design applications. A French manicure is noted for a dramatic white free edge while an American manicure has a subtle white edge. To perform one of these applications, the basic manicure procedure still applies until the polish application portion.

French or American Manicure Procedures

1. Apply the base coat to the nail and under the free edge if desired. If the nail has ridges or pits, use a ridgefilling base coat to hide the imperfections.
2. Apply white polish to the free edge starting on one side of the nail. Sweep toward the center of the free edge on a diagonal line. Repeat on the other side of the nail forming a “v” shape. If the client prefers not to have the “v” visible, fill in with white polish to create an even line. White may also be applied under the free edge. Allow to dry.



3. Apply translucent polish from the base to the free edge. The color could be toned in natural, pink, or peach. Most clients prefer pink tones, but choose

according to client skin tone and spoken preference.

4. Apply top coat over entire nail and under free edge.

Conditioning Oil Manicure This manicure is recommended for clients who suffer from brittle nails or dry skin around the nail. Clients who bite their nails or are hard on their hands will benefit from a warm oil treatment. It can improve the hand and nail plate condition and leave the skin soft.

Procedure for Conditioning Oil Manicure

1. Perform all pre-service set-up and sanitation procedures.
2. Begin the manicure by working with the hand that is not the favored hand.
3. Remove all old polish.
4. Shape nails using file on the hand that is not the favored hand.
5. Apply oil. Using an eyedropper or cotton swap, apply conditioning nail oil and massage into nail plate and surrounding skin. Suggest that the client use the oil daily to improve the condition of their nails and skin, and preserve the manicure.
6. Apply hand lotion and spread with hands onto client's hand, arm and elbows.
7. Proceed with hand and arm massage.
8. Remove cuticle tissue from nail plate using wooden or metal pusher covered with cotton to push back the cuticle.
9. Remove dead skin with nipper. Be careful to avoid live tissue or an infection could result. Let the client rest the hand on a clean towel.
10. Repeat steps 7 through 9 on the other hand.
11. Remove excess lotion with a warm towel or have client wash hands.
12. Remove oil from nail plate using cotton soaked in alcohol or polish remover. It is important to remove all oil from the nail plate or polish may not adhere well to nail.
13. Apply polish.
14. Complete post-service procedures and suggest and take-home products.

Add-On Service

If the client needs deeper conditioning, an additional service can be added on to the above procedure. Saturate a cotton ball with conditioning oil and press against the nail plate. Wrap each finger with cotton and a small piece of foil to seal just below the first finger joint. The foil is wrapped to secure the cotton against the nail plate and warms the oil using the body's heat. Warm oil penetrates more quickly.



Deep Nail Conditioning Treatment

Manicures for Men

The procedure for men is executed in the same manner as for women. However, instead of colored polish, a clear polish or buffed nails to add shine will suffice. Men typically prefer a rounded nail shape and may require more time and care for cuticle work.

Once the nails are cleaned and shaped and the cuticles treated, apply hand lotion and massage into hands and lower arms. It is suggested that a spicy- or citrus-scented lotion oriented to men is used over a flowery smell. If the man requests polish, clean the nail of any lotion with cotton soaked in alcohol or polish remover and apply a base coat and clear satin top coat. Any salon wanted to attract men and women to their services should advertise in a variety of venues such as health clubs and businesses. Neutral décor and men's magazines will make both sexes feel comfortable in the salon. Encourage female clients to bring their husbands in for services or sell gift certificates to encourage new client visits.

Paraffin Wax Treatment

Paraffin is a petroleum wax product that seals and holds in moisture. Special units are designed to melt the wax into liquid form and keep it at 125 – 130° F. Paraffin wax should never be heated in anything other than proper equipment.

The treatment is typically given prior to a manicure.

Paraffin Wax Treatment Procedure

1. Perform pre-service sanitation and table set-up.
2. Make sure the client's hands are free from open wounds or skin disorders.
3. Apply moisturizing lotion or oil to the client's clean, washed hands.
4. Test the temperature of the wax.
5. Position the hand for dipping. Palm should be flat with wrist slightly bent and fingers apart.
6. Help the client dip one hand into wax for 3 seconds. Let wax dry and repeat up three to five times.
7. Wrap hands in plastic wrap or gloves and insert into warming mitt.
8. Repeat on other hand.
9. Allow paraffin to penetrate 5 to 10 minutes.
10. With plastic still on client's hands, peel off wax from wrist to fingertips in a massaging motion.
11. Dispose of used paraffin properly. Never reuse paraffin.
12. Begin the manicure.

Hand and Arm Massage

Hand and arm massage can be offered with any manicure and should be included in all spa manicures. Most clients look forward to the massage portion of the manicure and appreciate the soothing and relaxing effects. During the massage, use smooth fluid motions and always stay in contact with the client's skin. The massage portion of the manicure is performed after the basic manicure procedures but before the polish application. Carefully cleanse the nail plate of oil or lotion prior to polish application to ensure that the polish adheres properly to the nail. Polish remover and alcohol are options to remove oil and lotion effectively from the nail. Hand and arm massage is not a requirement for a basic manicure, but incorporating into a manicure is an advantage to the salon and appreciated by the client. Most clients benefit from massage and appreciate the attention by the manicurist. Do not provide massage if the client has high blood pressure or a heart condition. Vigorous massage can also be painful if your client has arthritis or any joint injuries. These conditions can be noted during the client consult.

Hand Massage Procedure

Prior to the massage apply hand lotion to hands and arms.

1. Place the client's elbow on a cushion or folded towel and brace the client's arm with one hand. With other hand hold the client's wrist and bend back and forth slowly 5 to 10 times until the client has relaxed.
2. Bring the client's arm down and brace the arm with left hand. Using the right hand start with the client's little finger and hold at the base of the nail. Gently rotate the finger to form a circle three to five times. Repeat with each finger moving towards the thumb.
3. Effleurage is a light stroking that relaxes and soothes. Place the client's elbow on cushion. Using the thumbs, rotate on the palm in an outward, circular direction.
4. Hold the client's hand palm down using both hands. Use the thumbs to make a circular movement on the back of the clients hand in outward circular motions towards the wrist. Repeat 3 to 5 times and the last time gently wring the wrist by twisting in opposite directions. The friction and deep rubbing action is stimulating to the client.
5. Rotate down the back of the client's thumb and little finger using the thumbs and squeeze gently on the tip of the fingers. Repeat down the ring and index finger. End with the middle finger squeezing at the tip.



Relaxer Movement

Arm Massage Procedure

1. Apply lotion or cream to the client's arm and work in. Work from the wrist to the elbow and repeat from elbow to wrist, squeezing off at the fingertips as in the hand massage.
2. Effleurage on arms. Place the client's arm on the table and brace with hands. Hold client's hand palm up with fingers under the arm. Massage in upward circular motions with thumbs, working towards the elbow. When the elbow is reached, slide hands down to client's arm and rotate back to the elbow 3 to 5 times. Turn the arm over and repeat on the top of the arm.
3. Wringing/friction movement involves deep rubbing to the muscles. Bend the client's elbow with the back of hand facing up and place hands around the arm with fingers facing same direction at arm. Gently twist and wring the arm up and down 3 to 5 times in the same motion as wringing out a washcloth.
4. Kneading or petrissage increases the blood flow. Thumbs should be placed on top of client's arm so they are horizontal. Moving in opposite directions, work from wrist to elbows with a squeezing, kneading movement. Move up and back down to the wrist 3 to 5 times.
5. Rotate the elbow by bracing the client's arm with left hand and apply lotion to the elbow. Cup the elbow with right hand and rotate over the elbow 3 to 5 times. To finish, move left arm to top of client's forearm and slide both hands from elbow to fingertips in a rope-climbing motion 3 to 5 times.

paraffin dips, aromatherapy, hand and arm massage and moist towel applications.



Effleurage on Arms

Spa Manicure

Spa manicures involve both skin and nail care and are an advanced area of knowledge. Professionals can find this area to be lucrative for the salon and beneficial to clients. A spa manicure should include a relaxing massage and some form of exfoliation to enhance penetration of spa-based products. They often are labeled with names that incorporate the use of specific products. Spa manicures may include

SECTION 3

PEDICURING

(3 credit hours)

A pedicure includes trimming, shaping and polishing toenails, exfoliating skin and massaging the foot. Pedicures are a basic part of foot care and hygiene and are a standard service performed by cosmetologists. Anyone who spends a lot of time on their feet can benefit from a pedicure. Pedicure services can range from nail trimming to a full pedicure service. Monthly pedicures are important to ensure healthy feet and improve appearance and basic foot comfort. Clients who understand these benefits, and have experienced a pedicure are sure to appreciate the comfort, relaxation and value of the experience and return for more appointments.

Pedicure Supplies

In addition to the standard manicure supplies, pedicure tools and supplies are necessary for the complete pedicure.

Pedicure Supplies

1. Toe separators are foam rubber or cotton and are used to keep toes apart while polishing the nails.
2. Liquid soap contains a mild detergent for cleansing the feet.
3. Foot lotion, oil or cream condition and moisturize the feet and are necessary in performing a foot massage.
4. Pedicure slippers are disposable paper or foam slippers for clients who have not worn open-toed shoes to the appointment.

Pedicure Supplies



Pedicure Implements High-quality implements last many years and make the job easy for the pedicurist. Improper implements can cause injury and compromise the safety of the client.

1. Toenail clippers are designed for toenails and have curved or straight jaws. Those that have a fine point are preferred.
2. Curettes are small implements that allow for removal of debris from the nail folds and cuticle area. Doubleended curettes are recommended. Some have a small hole which allows for easy cleaning. Those with sharp edges can injure clients, so only those with dull edges are recommended.



Curettes

3. Nail rasps are metal files designed to file in a single direction. The surface is 1/8-inch wide and 3/4-inch in length. It is used to smooth the edges of the nail plate along the nail groove and should be placed in the groove against the free edge of the nail plate. It is useful in assuring no rough edges occur along the nail margin and generally used on the great toenail. The nail rasp is also helpful in the prevention of ingrown toenails.
4. Abrasive nail files can be used to file the free edge of nails and thin them if necessary. For some toenails, coarse-grit abrasives are needed, but medium-grit is usually sufficient.
5. Foot files or paddles are larger than those for fingernails and designed to smooth foot calluses and dry skin. They come in a variety of grits and shapes. Foot files must be cleaned and disinfected properly between clients or disposed of after a single use if they are labeled as disposable by the manufacturer.
6. Nippers are used to remove dead tags of skin and must be used with caution. Live skin and tissue must never be cut with a nipper. Avoid using nippers on clients with diabetes or psoriasis.



Nippers Pedicure Equipment

High quality equipment is typically cost effective as it helps promote good service and is easy to use. Pedicurists using uncomfortable equipment may be prone to back, neck, arm or shoulder injuries.

1. Pedicure Carts help the keep supplies organized. They may have shelves and drawers and come in a variety of designs and sizes.
2. Water baths are transportable devices and must be manually filled and emptied after each client use. Portable units should be used with a comfortable chair or lounge. The pedicurists chair should also be adjustable and comfortable to prevent back strain and injury. Some units have a built-in removable foot bath and can be easier for the cosmetologist to perform the pedicure. Some portable basins also offer whirlpool action to add massage benefits and relaxation to the experience. A throne unit is fully plumbed and is not portable. They are attached to hot and cold water and a drain for filling/cleaning purposes.



Portable Water Bath

Performing Pedicures Like manicures and other procedures, pedicures involve the pre-service, pedicure procedure and post-service.

Pedicure Pre-Service

1. Complete the pre-service sanitation as listed in the manicure section.
2. Station set-up should include a comfortable pedicure stool/chair, client's chair and footrest for the client.
3. Arrange towels on floor in front of client's chair to place feet during pedicure and another towel on the footrest.
4. Set up standard manicure table with the addition of toe separators, abrasive foot file or paddle, toenail clippers, liquid soap, foot lotion, oil or cream, a rapid nail dryer and pedicure slippers.
5. Fill basin with warm water and liquid soap.
6. Greet client with smile.
7. Complete client consultation and decide whether it is safe and appropriate to perform the pedicure on the client. Question on client on conditions such as diabetes or psoriasis that would warrant extra precautions. Signs of infection or inflammation would signal that the client should be referred to a physician. The service should not be performed if those signs are present.

Basic Pedicure Service Pedicures should be performed efficiently, but a client should never be made to feel rushed. A firm but gentle touch is important when handling feet as many people are sensitive and ticklish. The foot should be grasped firmly between thumb and fingers in the mid-tarsal area.



Applying Pressure to the X Spot Calms Clients

Pedicure Procedure

1. Client should be requested to remove shoes and socks and roll up pant legs.
2. Soak the feet in soapy foot bath for five minutes.



Soak the Feet in Foot Bath

3. Dry feet thoroughly making sure to dry between the toes.
4. Remove existing polish working from little toe towards the big toe. Work on left foot then right foot.
5. Clip nails so they are even with the end of the toe. Do not clip nails too short. Start with the left foot and then the right.
6. File nails starting with the left foot. File straight across founding slightly at the corners. Smooth rough edges with finer file. Repeat on right foot.
7. Use foot file on ball and heel of left foot to smooth dry skin and calluses. Removing too much of a callus can lead to blisters.



Use Foot File to Smooth Calluses

8. Place left foot in foot bath.
9. Repeat steps 7 and 8 on right foot.
10. Brush nails on left foot while still in the foot bath. Remove foot and dry thoroughly.
11. Apply cuticle remover with pusher or eye dropper.
12. Gently remove cuticle tissue using a wooden or metal pusher. Extra caution should be used on clients with diabetes or psoriasis. Do not break the seal created between the nail plate and eponychium which can cause infection. Use a nipper with extreme caution to remove any dead skin tags, but do not cut, rip or tear living skin.
13. Brush toenails after client has dipped foot in footbath to remove any debris. Dry the foot thoroughly and place on towel.
14. Apply lotion, cream or oil for skin conditioning and massage purposes. Use a firm touch.
15. Massage foot.
16. Repeat steps 10 to 15 on right foot.
17. Remove all lotion or oil from toenails with cotton soaked in polish remover.
18. Insert toe separators and apply polish. Base coat should be applied first followed by two coats of color and a top coat. Spray with polish dryer to prevent smudging. Place feet on towel to dry.



Finished Pedicure

Post-Pedicure Service

1. Schedule another appointment for client.
2. Advise client on proper foot care and maintenance in between pedicure appointments.
3. Recommend any products that should be used to maintain the pedicure until the next appointment. Lotions, top coats, softeners or soothing gels are all appropriate recommendations.
4. Clean and disinfect pedicure basin once pedicure is complete.
5. Clean table and clean and disinfect all tools and implements. This process can take up to 20 minutes.

Disinfecting Foot Spas

After Each Client

1. Drain and remove all water and debris from foot spa.
2. Clean surfaces and walls of foot spa with soap or detergent and rinse.
3. Disinfect with agency-approved disinfectant according to manufacturer's directions.

At The End of the Work Day

1. Remove and clean screen of all debris.
2. Wash screen with soap or detergent and rinse well. Immerse in disinfectant according to manufacturer's instructions.
3. Flush system with a low-suds soap and warm water for 10 minutes.
Rinse, drain and air-dry.

Bi-Weekly Procedure

1. Follow daily procedure and fill spa with bleach solution. Fill with water and 4 teaspoons of bleach.
2. Circulate solution through the spa system for 10 minutes.
3. Soak in solution overnight.
4. Drain and flush system.

Foot Massage

The benefits of massage include the relaxation of muscles, improved circulation and relaxation to the client. Massage can be relaxing and therapeutic.

Foot Massage Techniques

Relaxer movements should begin by resting the client's foot on the footrest. Grasp the leg above the ankle with left hand, bracing the client's leg and foot. Using the right hand, hold the left foot beneath the toes and rotate in a circular motion.

Effleurage on top of foot begins by placing both thumbs in top of foot at the instep. Move thumbs in opposite directions using circular movements down the center of foot. Continue to the toes. Keep one hand in contact with foot or leg and slide one hand at a time to the instep and rotate back down to the toes. Repeat 3 to 5 times.



Effleurage on Top of Foot

Effleurage on heel uses the same thumb movement in previous technique. Start at the base of the toes and move from the ball of the foot to the heel, rotating thumbs in opposite directions. Slip hands back to the top of foot and repeat 3 to 5 times.

Effleurage on toes starts with the little toe using thumb on top and index finger on bottom of foot. Hold each toe and rotate with thumb. Work towards the end of toes.

Joint movement for toes starts with little toe and moves toward big toe. Make a figure eight with each toe and repeat 3 to 5 times.

Thumb compression or friction movement uses a fist and firm pressure. Move the fist up the heel toward the ball of foot with fist working from left side of foot and back down right side toward the heel. Be gentle around any nodules or bumps which may be tender.

Metatarsal scissors is a kneading massage movement. Place fingers on top of foot along the metatarsal bones with thumb underneath the foot. Knead up and down along each bone and apply pressure by raising thumb and lower fingers. This promotes flexibility and stimulates circulation. Repeat 3 to 5 times.

Fist twist compression creates friction with a deep rubbing movement. With left hand on top of foot, make a fist with right hand. Left hand will apply pressure while the right hand twists around the bottom of foot. Repeat 3 to 5 times.



Fist Twist Compression

Effleurage on instep can be accomplished by placing fingers at the ball of the foot. Move fingers in circular motion in opposite directions. Massage to the end of each toe giving a gentle squeeze at the tip.

Percussion movements also known as tapotement uses the fingers to lightly tap over the foot at the end of the massage.

Products Beyond the Basic Pedicure

Foot soaks are the first step in the pedicure process and set the stage for the client's pedicure experience. A foot soak is used in the pedicure bath to soften, clean and deodorize the feet. It does not have to be labeled as antibacterial to be an effective skin cleanser. High quality ingredients such as sea salts have properties thought highly beneficial to the skin. Other ingredients may offer aromatherapy benefits to add to the spa experience for the client. Beware of false or inflated claims on these products and never use disinfectants in a foot bath.

Abrasive scrubs smooth calluses and remove rough, flaky skin. These exfoliating agents can leave feet feeling smooth and soft, but excess use can damage a client's skin. Scrubs may contain sea sand, pumice, plastic beads or ground apricot kernels. It is recommended that the cosmetologist use gloves during application of these products to avoid damage to the hands.

Massage preparations include oils, creams and lotions that moisturize and invigorate the skin. They add moisture and allow the cosmetologist to give a more effective massage. Some oils can be customized by the cosmetologist, but should be created in small quantities to avoid contamination.

Cuticle removers soften cuticles around the nail plate and are highly corrosive. They should not be left on the nail plate for longer than the manufacturer's recommended time period. Improper use can damage surrounding skin or result in dryness or splits.

Other products include callus softeners which are applied to calluses and allowed to soak in to soften and remove hard tissue. Masques are also designed to soften and smooth skin and are appreciated by clients. It is important to follow manufacturer's instructions when using these products.

Paraffin baths can stimulate circulation, reduce inflammation and speed the penetration of lotions or oils. Although a relaxing addition to a pedicure, paraffin baths should never be used on clients with poor foot circulation, or diabetic-related problems.

Full-Service Pedicure

The full-service pedicure, sometimes referred to as a "spa" pedicure includes a variety of extras that salons can add to a basic pedicure. Pedicure systems or product lines from a variety of manufacturers allow the cosmetologist to customize the pedicure to client's needs. The application of specific specialty products or brands of exfoliating scrubs and lotions can be an appealing option for clients wanting more than the basics. Treatments such as skin masques or hot paraffin wax applications may also be part of the full-service pedicure.

Course Evaluation:

Please Complete and Return to contact@fivestarcontinuingedu.com

Your opinion counts! Take a moment and give us some valuable feedback to keep our standards high.

Course Name: Proper Nail Care

I would rate this course	1	2	3	4	5
The course was easy to read	1	2	3	4	5
The content was helpful to my career	1	2	3	4	5
The test information was informative	1	2	3	4	5
I would take another on line course	Yes	No			
I would recommend this course to a co-worker	Yes	No			

Comments _____

5. Excellent 4. Good 3. Average 2. Below Average 1. Poor

Course Name: Proper Nail Care

Course Number: Eight (8)