NC Board of Cosmetic Art Examiners

Free Continuing Education Class for Natural Hair Care Specialists

April 2026

The Board has collected the following material for licensed cosmetologists to use as a free CE course. Reading this material and practicing the steps for safe services on a mannequin or model should take 8 hours and count for **8 hours of continuing education**. Only models within the licensee household should be used during the shelter-in-place order.

After completing this course sign and keep this page for a record of completion.

The material in this course includes:

- Board Regulations
  - Shop operations
  - Infection control standards
  - Prohibited practices
  - Penalties for rule violations
  - Inspection grading
- Handwashing procedure
- Blood exposure procedures
  - Self cut
  - Client
- Infection control procedures beginning and end of day
- Three strand overbraid and underbraid procedure with infection control

Licensee Signature _____

License Number _____

Date and Time of Course Completion _____

Address of Course Completion _____

nccosmo@nccosmeticarts.com

Section One – Shop, Infection Control, and Prohibited Practice Regulations

21 NCAC 14H .0201 APPLICATION FOR SHOP LICENSE

(a) Rules in this Subchapter apply to all cosmetic art shops making initial application to operate a cosmetic art shop after the effective date of these Rules.

(b) Shops licensed prior to March 1, 2012 may choose to comply with Rules .0202, .0203(c), .0204 and .0301 of this Subchapter.

(c) Shops licensed prior to March 1, 2012 must comply with Rules .0201, .0203(a)-(b), .0302-.0304 and Sections .0400 and .0500 of this Subchapter.

(d) Shops licensed prior to March 1, 2012 that make any structural changes must come into compliance with all rules in this Subchapter.

(e) Persons desiring to open a cosmetic art shop in the State of North Carolina shall make application to the North Carolina State Board of Cosmetic Art Examiner on the Board's application form. Persons desiring to change ownership of a cosmetic art shop, relocate or reopen a shop which has been closed more than 90 days shall make application to the North Carolina State Board of Cosmetic Art Examiner on the Board's application form.

21 NCAC 14H .0203 NEWLY ESTABLISHED SHOPS

(a) A cosmetic art shop shall be separate and apart from any building or room used for any other business or purpose, separated by a solid wall of at least seven feet in height and must have a separate outside entrance.

(b) A newly established cosmetic art shop, shall be separate and apart from any building or room used for living, dining or sleeping and shall be separate and apart from any other room used for any other purpose by a solid wall of ceiling height, making separate and apart rooms used for a cosmetic art shop. All entrances to the cosmetic art shop shall be through solid, full length doors installed in solid walls of ceiling height.

(c) A residential cosmetic art shop shall furnish bathroom facilities separate and apart from the residence.

(d) An entrance to a cosmetic art shop from a passageway, walkway or mall area used only for access to the shop, or to the shop and other businesses, may be open.

21 NCAC 14H .0204 DIMENSIONS WITHIN COSMETIC ART SHOPS

Within the clinic area each shop shall maintain no less than the following working distances:

(1) 48 inches of space from the center to the center of each styling chair, esthetics table or manicuring table;
(2) 24 inches from the center of the chair forward;
(3) 48 inches from the backrest behind the chair to any other styling chair, esthetics table or manicuring table; and
(4) at least 30 inches of space from the back of each styling chair, esthetics table or manicuring table to the wall of the shop.

21 NCAC 14H .0301 WATER

Cosmetic art shops shall have a sink with hot and cold running water in the shop, separate from restrooms.

21 NCAC 14H .0302 VENTILATION AND LIGHT

(a) Ventilation shall be provided at all times in the clinic areas when patrons are serviced in all cosmetic art shops and there must be a continuous exchange of air.

(b) Light shall be provided in the service area of a cosmetic art shop.

(c) All cosmetic art shops must adhere to any federal, State and local government regulation or ordinance regarding fire safety codes, plumbing and electrical work.

21 NCAC 14H .0303 BATHROOM FACILITIES

(a) Toilet and hand washing facilities consisting of at least one commode and one hand washing sink with running water, liquid soap and individual clean towels or hand air dryer shall be accessible to each cosmetic art shop.

(b) Shops with an initial licensure date on or after March 1, 2012 shall have toilet and hand washing facilities in the bathroom as required in Paragraph (a) of this Rule.

21 NCAC 14H .0304 EQUIPMENT

Cosmetic art shops shall maintain equipment and supplies to safely perform any cosmetic art service offered in the shop.

21 NCAC 14H .0401 LICENSEES AND STUDENTS

(a) For purposes of this Section, sanitation, as described in G.S. 88B, is defined as "infection control."

(b) Notwithstanding Rule .0201 in this Subchapter, this Rule applies to licensees and students in practice in cosmetic art schools and shops. Each licensee and student shall wash his or her hands with soap and water or use of a 70 percent or greater alcohol-based hand sanitizer immediately before and after serving each client.

(c) Each licensee and student shall wear clean garments and shoes while serving patrons.

(d) Licensees or students shall not use or possess in a cosmetic art school or shop any of the following:

- (1) Methyl Methacrylate Liquid Monomer, a.k.a. MMA;
- (2) razor-type callus shavers designed and intended to cut growths of skin including skin tags, corns, and calluses;
- (3) FDA rated Class III devices;
- (4) carbolic acid (phenol) over two percent strength;
- (5) animals including insects, fish, amphibians, reptiles, birds, or non-human mammals to perform any service; or
- (6) a variable speed electrical nail file unless it has been designed for use on a natural nail.

(e) A licensee or student shall not:

- (1) use any product, implement, or piece of equipment in any manner other than the product's, implement's, or equipment's intended use as described or detailed by the manufacturer;
- (2) treat any medical condition unless referred by a physician;
- (3) provide any service unless trained prior to performing the service;
- (4) perform services on a client if the licensee has reason to believe the client has any of the following:
  - (A) fungus, lice, or nits;

(B) an inflamed, infected, broken, raised, or swollen skin or nail tissue in the area to be worked on; or

(C) an open wound or sore in the area to be worked on;

(5) alter or duplicate a license issued by the Board;

(6) advertise or solicit clients in any form of communication in a manner that is false or misleading;

(7) use any FDA rated Class II device without the documented supervision of a licensed physician;

(8) use any product that will penetrate the dermis;

(9) make any statement to a member of the public, either verbally or in writing, stating or implying any action is required or forbidden by Board rules when such action is not required or forbidden by Board rules. A violation of this prohibition is considered practicing or attempting to practice by fraudulent misrepresentation is set forth in 21 NCAC 14P .0108;

(10) use or possess any product banned by the FDA. A list of banned products is available at www.fda.gov; or

(11) use or possess any machine for a cosmetic art service that is not classified by the FDA.

(f) In using a disinfectant, the user shall wear any personal protective equipment, such as gloves, recommended by the manufacturer in the Safety Data Sheet.

(g) Licensees may only perform services specifically designated within their licensure field as defined by G.S. 88B-2.

21 NCAC 14H .0402 COSMETIC ART SHOPS AND SCHOOLS

(a) Notwithstanding Rule .0201 in this Subchapter, this Rule applies to all cosmetic art schools and shops. A cosmetic art school or shop shall be kept clean.

(b) Waste material shall be kept in receptacles with a disposable liner. The area surrounding the waste receptacles shall be maintained in a sanitary manner.

(c) All doors and windows shall be kept clean.

(d) Furniture, equipment, floors, walls, ceilings and fixtures must be clean and in good repair.

(e) Animals or birds shall not be in a cosmetic art shop or school. Fish in an enclosure and animals trained for the purpose of accompanying disabled persons are exempt from the prohibition in this Paragraph.

(f) Cosmetic art shops and schools shall designate the entrance by a sign or lettering.

(g) The owner of a cosmetic art shop or school shall not post any sign that states or implies that some action is required or forbidden by Board rules when such action is not required or forbidden by Board rules. A violation of this prohibition is considered practicing or attempting to practice by fraudulent misrepresentation.

21 NCAC 14H .0403 DISINFECTION PROCEDURES

(a) Infection Control rules that apply to towels and cloths are as follows:

(1) Clean protective capes, drapes, linens, and towels shall be used for each patron;

(2) After a protective cape has been in contact with a patron's neck it shall be placed in a clean, closed container until laundered with soap and hot water and dried in a heated dryer. Capes that cannot be laundered and dried in a heater dryer may be disinfected with a disinfectant that is bactericidal, virucidal and fungicidal and approved by the EPA for use in beauty salons, or salon used in accordance with the manufacturer directions; and

(3) After a drape, linen, or towel has been in contact with a patron's skin it shall be placed in a clean, covered container until laundered with soap and hot water and dried in a heated dryer. A covered container may have an opening so soiled items may be dropped into the container.

(b) Any paper or nonwoven protective drape or covering shall be discarded after one use.

(c) There shall be a supply of clean protective drapes, linens and towels at all times. Wet towels used in services must be prepared fresh each day. Unused, prepared wet towels must be laundered daily.

(d) Clean drapes, capes, linens, towels and all other supplies shall be stored in a clean area.

(e) Bathroom facilities must be kept clean.

(f) All implements shall be cleaned and disinfected after each use in the following manner:

(1) They shall be washed with warm water and a cleaning solution and scrubbed to remove debris and dried.

(2) They shall be disinfected with either:

(A) disinfectant that is bactericidal, virucidal and fungicidal and approved by the EPA for use in beauty salons, or salon settings that is mixed and used according to the manufacturer's directions. They shall be rinsed with hot tap water and dried with a clean towel before their next use. They shall be stored in a clean, closed cabinet or container until they are needed; or

(B) by UV-C, ultraviolet germicidal irradiation used in accordance with the manufacturer's directions.

(3) If the implement is not immersible or is not disinfected by UV-C irradiation, it shall be cleaned by wiping it with a clean cloth moistened or sprayed with a disinfectant that is bactericidal, virucidal and fungicidal and approved by the EPA for use in beauty salons, or salon settings used in accordance with the manufacturer's directions.

(g) All disinfected non-electrical implements shall be stored in a clean, closed cabinet or clean, closed container.

(h) All disinfected electrical implements shall be stored in a clean area separate from other clean implements.

(i) Disposable and porous implements and supplies must be discarded after use or upon completion of the service.

(j) Product that comes into contact with the patron must be discarded upon completion of the service.

(k) Containers with open faces may be covered or closed with plastic wrapping. Disinfected implements must not be stored with any implement or item that has not been disinfected.

(l) Lancets, disposable razors, and other sharp objects shall be disposed in puncture-resistant containers.

(m) All creams, lotions, wax, cosmetics, and other products dispensed to come in contact with patron's skin must be kept in clean, closed containers, and must conform in all respects to the requirements of the Federal Food, Drug, and Cosmetic Act as set forth in PL 75-717.52 accessible at www.fda.gov. Any product apportioned for use and removed from original containers must be distributed in a sanitary manner that prevents contamination of product or container. Any product dispensed in portions into another container must be dispensed into a clean container and applied to patrons by means of a disinfected or disposable implement or other clean methods. Any product dispensed in portions not dispensed into another container must be used immediately and applied to patrons by means of a disinfected or disposable implement or other clean methods. No product dispensed in portions may be returned to the original container.

(n) As used in this Rule whirlpool or footspa means any basin using circulating water.

(o) After use by each patron each whirlpool or footspa must be cleaned and disinfected as follows:

(1) All water must be drained and all debris removed from the basin;

(2) The basin must be disinfected by filling the basin with water and circulating:

(A) Two tablespoons of automatic dishwashing powder and 1/4 cup of 5.25 percent household bleach to one gallon of water through the unit for 10 minutes; or

(B) Surfactant or enzymatic soap with an EPA registered disinfectant with bactericidal, fungicidal and virucidal activity used according to manufacturer's instructions through the unit for 10 minutes;

(3) The basin must be drained and rinsed with clean water; and

(4) The basin must be wiped dry with a clean towel.

(p) At the end of the day each whirlpool or footspa must be cleaned and disinfected as follows:

(1) The screen must be removed and all debris trapped behind the screen removed;

(2) The screen and the inlet must be washed with surfactant or enzymatic soap or detergent and rinsed with clean water;

(3) Before replacing the screen one of the following procedures must be performed:

(A) The screen must be totally immersed in a household bleach solution of 1/4 cup of 5.25 percent household bleach to one gallon of water for 10 minutes; or

(B) The screen must be totally immersed in an EPA registered disinfectant with bactericidal, fungicidal and virucidal activity in accordance to the manufacturer's instructions for 10 minutes;

(4) The inlet and area behind the screen must be cleaned with a brush and surfactant soap and water to remove all visible debris and residue; and

(5) The spa system must be flushed with low sudsing surfactant or enzymatic soap and warm water for at least 10 minutes and then rinsed and drained.

(q) A record must be made of the date and time of each cleaning and disinfecting as required by this Rule including the date, time, reason, and name of the staff member who performed the cleaning. This record must be made for each whirlpool or footspa and must be kept and made available for at least 90 days upon request by either a patron or inspector.

(r) The water in a vaporizer machine must be emptied daily and the unit disinfected daily after emptying.

(s) The area where services are performed that come in contact with the patron's skin including treatment chairs, treatment tables, and beds shall be disinfected between patrons.

(t) A manufacturers label for all disinfectant concentrate must be available at all times. If a concentrate bottle is emptied, it must remain available until a new bottle is available.

(u) When mixed disinfectant concentrate is placed in a secondary container such as a spray bottle, tub or jar, that container must be labeled to indicate what chemical is in the container. SDS sheets must be available for all disinfectants in use at all times.

(v) Disinfectants must be stored and disposed of in accordance with all local, State and federal requirements.

(w) The cabinet and supplies of a towel warmer machine must be emptied daily and the unit dried daily after emptying.

21 NCAC 14H .0404 FIRST AID

(a) Each cosmetic art shop and school shall have antiseptics, gloves or finger guards, sterile bandages, and other necessary supplies available to provide first aid.

(b) If the skin of the licensee or student is punctured, the licensee or student shall upon knowledge of the injury do the following in this order:

(1) Wash and dry the punctured area with soap and running water and a disposable towel;

(2) Apply protective gloves to remove materials from first aid kit;

(3) Cleanse injured area with antiseptic (e.g. alcohol, hand sanitizer);

(4) Apply a sterile bandage;

(5) Disinfect any implement or work area exposed to blood per Rule .0403 in this Section;
(6) Dispose of all contaminated supplies and gloves in a zip lock bag then place in the trash;
(7) Wash hands with soap and running water; and
(8) If the injured area is on the hands, fingers or thumb apply disposable, protective glove(s) or a finger guard.

(c) If the skin of the patron is punctured, the licensee or student shall upon knowledge of the injury do the following in this order:

(1) Apply protective gloves to remove materials from first aid kit;
(2) Make first aid supplies available to the patron or assist the patron with:
    (A) Cleansing injured area with antiseptic (e.g. alcohol, hand sanitizer)
    (B) Applying a sterile bandage;
(3) Disinfect any implement or work area exposed to blood per Rule .0403 in this Section;
(4) Dispose of all contaminated supplies and gloves in a zip lock bag then place in the trash;
(5) Wash hands with soap and running water; and
(6) Put on disposable, protective gloves.

21 NCAC 14H .0501 INSPECTION OF COSMETIC ART SHOPS

(a) A newly established cosmetic art shop, a shop which has been closed for more than 90 days, or a shop which has changed ownership must file an application for licensure with the Board prior to opening. A newly established cosmetic art shop, a shop which has been closed for more than 90 days, a shop which has changed ownership or a shop which has been operating without a license shall be inspected before a license will be issued.

(b) Each cosmetic art shop must pass inspection by an agent of the Board pursuant to this Subchapter. Inspections shall be conducted annually and may be conducted without notice.

21 NCAC 14H .0502 FAILURE TO PERMIT INSPECTION

If an inspector is twice unable to inspect a salon after making an appointment to inspect the salon the Board may initiate proceedings to revoke or suspend the salon license or may refuse to renew the shop license.

21 NCAC 14H .0503 SANITARY RATINGS AND POSTING OF RATINGS

(a) The sanitary rating of a beauty establishment shall be based on a system of grading outlined in this Subchapter. Based on the grading, all establishments shall be rated in the following manner:

(1) all establishments receiving a rating of at least 90 percent or more shall be awarded a grade A;
(2) all establishments receiving a rating of at least 80 percent, and less than 90 percent, shall be awarded grade B;
(3) all establishments receiving a rating of at least 70 percent or more, and less than 80 percent shall be awarded grade C;
(4) any cosmetic art shop or school with a sanitation grade of 70 percent or below shall be awarded a failed inspection notice.

(b) Every beauty establishment shall be given a sanitary rating. A cosmetic art school shall be graded no less than three times a year, and a cosmetic art shop shall be graded once a year.

(c) The sanitary rating or failed inspection notice given to a beauty establishment shall be posted in plain sight near the front entryway at all times.
(d) All new establishments must receive a rating of at least 90 percent before a license will be issued.
(e) The operation of a cosmetic art shop or school which fails to receive a sanitary rating of at least 70 percent (grade C) shall be sufficient cause for revoking or suspending the license.
(f) A re-inspection for the purpose of raising the sanitary rating of a beauty establishment shall not be given within 30 days of the last inspection unless the rating at the last inspection was less than 80 percent.
(g) A whirlpool and footspa sanitation record must be kept on each whirlpool and footspa for inspection on a form provided by the Board.
(h) All cosmetic art shops and schools with a failed inspection report shall be sufficient cause for the immediate suspension of licensure. All cosmetic art shops and schools with a failed inspection report must close until the sanitation conditions have improved to be awarded a passing grade.
(i) Mobile cosmetic art shops and schools are prohibited.
(j) A copy of the itemized and graded inspection report must be provided to the operator at the time of the inspection.

21 NCAC 14H .0504 SYSTEMS OF GRADING BEAUTY ESTABLISHMENTS

The system of grading the sanitary rating of cosmetic art schools and shops based on the rules set out in this subchapter shall be as follows, setting out areas to be inspected and considered, and the maximum points given for compliance:

Sanitation	Point Value
Each licensee and student shall wash his or her hands with soap and water or hand sanitizer with the active ingredient of 70 percent alcohol or higher before and after serving each client.	2
Each licensee and student shall wear clean garments and shoes while serving patrons.	2
The cosmetic art facility shall be kept clean.	3
Waste material shall be kept in receptacles with a disposable liner.	4
All doors and windows shall be kept clean.	2
Furniture, equipment, floors, walls, ceilings and fixtures shall be clean and in good repair.	3
Clean protective capes, drapes, linens, and towels shall be used for each patron.	3
After a cape, drape, linen, or towel has been in contact with a patron's skin, it shall be placed in a clean, closed container until laundered with soap and hot water and dried in a heated dryer.	5
Any paper or nonwoven protective drape or covering shall be discarded after one use.	2
There shall be a supply of clean protective drapes, linens and towels at all times.	2
Clean drapes, capes, linens, and towels shall be stored in a clean area.	5
Bathroom facilities shall be kept clean.	3

All implements shall be washed with warm water and a cleaning solution and scrubbed to remove debris and dried.	2
All implements shall be disinfected per Rule .0403 of this Subchapter.	10
All disinfected electrical implements shall be stored in a clean area.	2
Disposable and porous implements and supplies shall be discarded after use or upon completion of the service.	10
Any product that comes into contact with the patron shall be discarded upon completion of the service.	3
Disinfected implements shall be kept in a clean closed cabinet or clean closed container and shall not be stored with any implement or item that has not been disinfected.	10
Lancets, disposable razors, and other sharp objects shall be disposed in puncture-resistant containers.	1
The presence of animals or birds shall be prohibited as set forth in Rule .0402 of this Subchapter. Fish in an enclosure and animals trained for the purpose of accompanying disabled persons are exempt.	1
All creams, lotions, wax, cosmetics, and other products dispensed to come in contact with patron's skin shall be kept in clean, closed containers and dispensed with a clean implement. No product dispensed in portions shall be returned to the container.	10
After each patron's use each whirlpool or footspa shall be cleaned and disinfected.	10
The water in a vaporizer machine shall be emptied daily and the unit disinfected daily.	2
The area where services are performed that come in contact with the patron's skin including chairs, tables, and beds shall be disinfected between patrons.	3

21 NCAC 14H .0505 RULE COMPLIANCE AND ENFORCEMENT MEASURES

(a) The use of or possession of the following products or equipment in a school or shop shall result in civil penalty in the amount of three hundred dollars ($300.00) per container of product or piece of equipment:

(1) Methyl Methacrylate Liquid Monomer a.k.a. MMA; or

(2) razor-type callus shavers designed and intended to cut growths of skin including skin tags, corns, and calluses.

(b) The use of or possession of the following in a school or shop shall result in civil penalty in the amount of one hundred dollars ($100.00) per use or possession:

(1) animals including insects, fish, amphibians, reptiles, birds, or non-human mammals to perform any service; or

(2) variable speed electrical nail file unless it has been designed for use on the natural nail.

(c) The action of any student or licensee to violate the Board rules in the following manner shall result in civil penalty in the amount of one hundred dollars ($100.00) per instance of each action:

(1) use of any product, implement, or piece of equipment in any manner other than the product's, implement's, or equipment's intended use as described or detailed by the manufacturer;
(2) treatment of any medical condition unless referred by a physician;
(3) use of any product that will penetrate the dermis;
(4) provision of any service unless trained prior to performing the service;
(5) performance of services on a client if the licensee has reason to believe the client has any of the following:
    (A) fungus, lice, or nits;
    (B) inflamed infected, broken, raised, or swollen skin or nail tissue in the area to be worked on; or
    (C) an open wound or sore in the area to be worked on;
(6) alteration of or duplication of a license issued by the Board;
(7) advertisement or solicitation of clients in any form of communication in a manner that is false or misleading; or
(8) use of any FDA rated Class II device without the documented supervision of a licensed physician.

(d) The failure to record the date and time of each cleaning and disinfecting of a footspa in a cosmetic art school or shop as required by this Subchapter including the date, time, reason, and name of the staff member who performed the cleaning or the failure to keep or make such record available for at least 90 days upon request by either a patron or inspector shall result in civil penalty in the amount of twenty-five dollars ($25.00) per footspa.

(e) The failure to clean and disinfect a footspa in a cosmetic art shop or school as required by this Subchapter shall result in civil penalty in the amount of one hundred dollars ($100.00) per footspa.

(f) The failure to maintain in a cosmetic art shop and school antiseptics, gloves or finger guards, and sterile bandages available to provide first aid shall result in civil penalty in the amount of twenty-five dollars ($25.00) per item.

(g) The failure to maintain a sink with hot and cold running water in the clinic area, separate from restrooms, shall result in civil penalty in the amount of one hundred dollars ($100.00).

(h) The failure to provide ventilation at all times in the areas where patrons are serviced in cosmetic art shops shall result in civil penalty in the amount of twenty-five dollars ($25.00).

(i) The failure to maintain equipment and supplies necessary to perform any cosmetic art service offered in the shop shall result in civil penalty in the amount of one hundred dollars ($100.00).

(j) The failure to maintain a sanitation grade of 80 percent or higher shall result in a civil penalty in the amount of two hundred dollars ($200.00).

(k) Repeated violations of the rules in this Subchapter exceeding three written notifications of any one rule documented to any one individual, shop, or school shall result in a mandatory disciplinary hearing in accordance with 21 NCAC 14C.

Section Two - Handwashing Procedure

Total time required to wash hands properly: 20 to 30 seconds

- Wet your hands under running water
- Apply a coin size amount of liquid soap
- Rub your palms together
- Rub the back of each hand
- Rub both your hands while interlocking your fingers
- Rub the back of your fingers
- Rub the tips of your fingers
- Rub your thumbs and the ends of your wrist
- Rinse both hands thoroughly with water
- Dry with a clean towel or disposable towel.

Section Three - Blood Exposure Procedure (self-cut not for practice)

- Stop the service.
- Explain situation to client and excuse him- or herself.
- Proceed to the handwashing area equipped with first aid supplies.
- Wash your hands with soap and running water and dry with a disposable towel. (If punctured area is on the hand you would combine hand washing with washing the punctured area)
- Wash the punctured area with soap and running water and dry with a disposable towel.
- Place the disposable towel in the waste container.
- If cut is still bleeding apply pressure over the wound with a disposable towel. (Once removed must be immediately placed in the waste container)
- Remove adhesive bandage and antibiotic cream from first aid kit.
- Apply an adhesive bandage and/or antibiotic cream to the cut.
- Place all single-use items in waste container.
- Apply protective gloves
- Remove implements from work station, then properly clean and disinfect implements.
- Clean and disinfect station.
- Remove gloves from hands and dispose immediately in waste container.
- Wash hands with soap and running water, keeping the bandage dry.
- If the injured area is on the hands, fingers or thumb apply disposable, protective gloves or a finger guard ensuring the injured area is covered.
- Return to service.

Section Four - Blood Exposure – client (not for practice on a model)

- Stop the service.
- Explain situation to client.
- Proceed to the handwashing area equipped with first aid supplies.
- Licensee/student must wash your hands with soap and running water and dry with a disposable towel.
- Place the disposable towel in the waste container.
- Remove sterile adhesive bandage or antibiotic cream from first aid kit.
- If injury is on the hand, assist client to sink, have them wash the punctured area with soap and running water and dry with a disposable towel.
- Place the disposable towel in the waste container.
- Licensee/student must apply protective gloves
- If injury was not on the hand it must be cleansed with an antibiotic cream.
- Offer or assist
  - Cleanse injured are with antibiotic cream
  - Offer a sterile adhesive bandage.
- Place all single-use items in waste container.
- Remove implements from work station, then properly clean and disinfect implements.
- Clean and disinfect station.
- Remove gloves from hands and dispose immediately in waste container.
- Wash hands with soap and running water; and
- Put on disposable, protective gloves
- Return to service.

Section Five - Infection Control Procedures

Beginning of the day and End of the day

Prior to the first client of the Day:

Work area cleaned and disinfected.

- Identifies proper cleaning agent and reads manufacturer's directions.
- Follows manufacturer's directions for mixing/usage
- Wipe work station/area with cleaning solution, to remove debris.
- Identify disinfectant that is bactericidal, virucidal and fungicidal; EPA approved for use in salon setting.
- Reads manufacturer's directions for non-immersible implement or equipment disinfection.
- Follows manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.

Clean, closed container labeled "To Be Disinfected" is placed at the station for used Implements to be placed in.

Alcohol-based hand sanitizer at least 62 percent to 70 percent alcohol no greater.

End of the Day:

Immersible implements

- Implements that were placed in "To Be Disinfected" closed container is taken to the dispensary area
- Locates cleaning solution
- Reads cleaning solution manufacturer directions
- Follows manufacturer directions for cleaning solution usage
- Wash implement with warm water and a cleaning solution and scrubbed to remove debris;
- Rinse implement
- Dry implement
- Locates directions for mixing disinfectant
- Implement is completely immersed in disinfectant that is bactericidal, virucidal and fungicidal according to the manufacturer's directions.
- Remove implement from disinfectant using manufacturer's directions
- Rinse implement with hot tap water;
- Dry implement with a clean towel; and
- Placed in a clean, closed cabinet or container ensuring no other implement or item that has not been disinfected is within the container.
- disinfectant that is bactericidal, virucidal and fungicidal and registered by the EPA for use in beauty salons, or salon settings
- Reads disinfectant manufacturer directions for implement
- Follows manufacturer

Equipment and non-immersible implements are disinfected.

- Ensure electrical implements are not connected.
- Identifies proper cleaning agent and reads manufacturer's directions.
- Follows manufacturer's directions for mixing/usage
- Wipe with cleaning solution, to remove debris.
- Identify disinfectant that is bactericidal, virucidal and fungicidal; EPA approved for use in salon setting.
- Reads manufacturer's directions for non-immersible implement or equipment disinfection.
- Follows manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.
- Placed in a clean closed container, ensuring no contact with other items that have not been disinfected.
- Disinfected electrical equipment stored in clean area separate from other implements.

Work area cleaned and disinfected.

- Identifies proper cleaning agent and reads manufacturer's directions.
- Follows manufacturer's directions for mixing/usage
- Wipe work station/area with cleaning solution, to remove debris.

Remove gloves.
Wash hands.

Section Six – Three Strand Overbraid and Underbraid

Client Consultation:

- Greet client and escort to work area
- Assess the client's current style.
- Determine the client's preferences.
- Assess client's needs
- Assess client's scalp, hair, and/or skin to ensure that there is no inflamed, infected, broken, raised, or swollen skin in the area to be worked on; or an open wound or sore in the area to be worked on, infection, or infestation (i.e. lice) to prevent student from safely performing service
- Recommend treatment/service options
- Discuss maintenance that will be required
- Review consultation

Wash hands Procedure:

- Wet hands with running water.
- Apply liquid soap.
- Wash palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb.
- Wash both hands while interlocking fingers.
- Rinse thoroughly with running water.
- Dry with a clean towel or disposable towel.

Tool Setup Procedure:

- Ensure all tools are clean and disinfected and single- use (porous) items are new
- Ensure electrical instruments are clean, disinfected and in good working order

Tools/Implements/Products:

- Blow dryer with nozzle attachment, disinfected combs, rattail comb, Wide-tooth comb, clips, shampoo cape, towels, rubber bands,
- Leave-in conditioner, moisturizing cream, oil, finishing spray, and shine spray.

Client Preparation:

- Drape Client for shampoo/conditioner
- Turn collar inside, if necessary
- Place towel lengthwise across the shoulders, cross under the client's chin.
- Place cape over the towel and fasten securely.
- Drape does not touch the client's skin on the neck.

- Assess the client's scalp/hair by using a comb being careful not to scrape the client's scalp. Part the hair by opening the hair up in small subsections to ensure that there is no inflamed, infected, broken, raised, or swollen skin in the area to be worked on; or an open wound or sore in the area to be worked on, or infestation (i.e. lice) to prevent the student from safely performing the service.

Shampoo/Conditioner Application:

- Carefully position client's neck in shampoo bowl
- Hold the shampoo hose and turn water on
- Adjust volume/temperature of water
- Wet hair thoroughly
- Selects the appropriate shampoo for client's hair type and texture
- Dispense shampoo ensuring the tip of the nozzle does not come into contact with your hand.
- Apply shampoo. Begin at front hairline, using back and forth manipulations until entire head is shampooed.
- Rinse thoroughly.
- Dispense conditioner ensuring the tip of the nozzle does not come into contact with your hand.
- Apply conditioner evenly down the hair shaft to the ends without getting on scalp ensuring even distribution.
- Rinse thoroughly.
- Towel dry.
- Clean shampoo area and product dispensers.
- Return to work area.

Service Performance:

- If towel is wet change towel out from under the cape and replaces with a dry clean towel
- Remove tangles from hair using a wide tooth comb starting at the ends working up to the scalp
- Prepare hair by applying leave in conditioner using a spray. Hold the bottle 6-8 inches away from the hair. Shield the client's eyes. If using a cream leave in moisturizer, dispense product using a disinfected or single use spatula, place on the back of your hand, return lid to original product container, and applying to the hair with fingers from root to ends.
- Part hair into sections based on the thickness of the hair. Sections may range from 2-6 sections depending on the density of hair. Begin blow drying at the nape section of the head and work your way up to the crown of the head.
- Direct airflow away from scalp, using a back and forth motion

- Separate hair into multiple sections depending on the desired style. Multiple sections will be used to create multiple braids based on client consultation. The size of the parting will be determined by the size of the braid.
- With tail comb, part hair into 2 inch sections
- Remove oil, be sure the tip of the container does not meet your hands to avoid cross contamination, once oil is dispensed close lid on container
- Place the oil on your fingertip, and apply the oil using your fingertip on each parting to distribute the oil on the scalp, if applicable.
- With a tail comb, part the hair into a panel starting at the front hairline, middle of forehead area take two even partings ½ panel from front hairline to back nape area to form a neat row, use clips to keep the other hair pinned on both sides to maintain control
- Evenly divide the ½ inch section into three equal strands from at the beginning of the section, forehead.
- Make sure that strands are the same size. By visually checking before starting your braid. Place fingers close to the base.

OverBraid

- Cross the right strand over the center strand keep medium tension on the strand.
- Cross left strand over new center strand keeping medium tension on the strand.
- Pickup a new strand of equal size from the base of the panel and add it to the outer strand before crossing it over the center strand.
- Take the new right strand over the center strand.
- Continue adding to the outer strands and continue crossing them over the center strand making sure to keep all tension without stress on the scalp.

UnderBraid

- Cross the right strand under the center strand keep medium tension on the strand.
- Cross left strand under new center strand keeping medium tension on the strand.
- Pickup a new strand of equal size from the base of the panel and add it to the outer strand before crossing it under the center strand.
- Take the new right strand under the center strand.
- Continue adding to the outer strands and continue crossing them under the center strand making sure to keep all tension without stress on the scalp.

Applies to Both OverBraid and UnderBraid

- Maintain medium tension throughout the entire braid ensuring not to pull too tight due to client's comfort level and to prevent causing damage.
- Repeat the previous steps for each braid as listed above.
- Secure the braid by looping a rubber band at the end of the braid to secure, if necessary.

- Use a finishing spray after the style is complete ensuring to spray 6-8 inches from the client's hair shielding the client's face from mists that may fall.
- Add any additional finishing touches to make the style complete such as hair jewelry or rubber bands.

Post Service:

- Client follow up: Discuss maintenance and after care
- Single use items are discarded
- Implements are placed in a closed container labeled "To Be Disinfected"
- Place cape and used towels into closed container until laundered
- Remove hair from work area

Work area cleaned and disinfected:

- Identify proper cleaning agent and reads manufacturer's directions.
- Follow manufacturer's directions for mixing/usage
- Wipe workstation/area with cleaning solution, to remove debris.
- Identify disinfectant that is bactericidal, viricidal and fungicidal; EPA approved for use in salon setting.
- Follow manufacturer's directions for mixing and/or using appropriate aerosol disinfectant.
- Disinfect electrical equipment stored in clean area separate from other implements.

Wash hands