

# The Academy of Nail Design (TAOND)



## CERTIFIED MASTER NAIL PROFESSIONAL PROGRAM

# TAOND CMNP Course Outline

## TAOND CMNP Component 2

### *"Back to Basics"*

We hoped you enjoyed **Component 1 of your TAOND CMNP Program** and had some fun creating your first draft of your **Individualized I.B.** We hope that the process got your creative, career and business juices flowing!

Now that you're fully immersed in taking the first steps towards becoming a **Certified Master Nail Professional** and have gotten a preliminary outline of where you'd like your career to go, it's time to reflect and review some **Industry Basics** that are essential on your becoming the ultimate and consummate professional in every way.

The reason for taking you back and perfecting some of your basic knowledge and skills as a this part of your Component 2 is based on the fact that as educators we realize that every one of you may be coming from all different educational backgrounds.

Some of you may have a fabulously in-depth knowledge base and feel extremely comfortable. While others might feel that their basic educational training was somewhat lacking in some of the basics.

OR some of you may "know" that you should be adhering to these basics but may have forgotten them or aren't or don't know how to implement them into your current working situation.

Whichever of the above categories you fall into, we feel all of you will find value in taking some time to review and put into (or back into) practice these basics, especially looking at them from the new perspective that we are going to expose you to.

## So Let's Get Into It!

In this component we'll be discussing and dissecting:

- **Standards of Professional Ethics and Conduct**  
*Do you follow them? Are they important to you? They are important to your clients!*
- **Your Professional Appearance & Work Environment**  
*When is the last time you thought about how your appearance and environment may be affecting your career?*
- **Research Resources**  
*If you don't know, how do you find out?*
- **Using, Understanding and Conveying Proper Industry Terms and Vocabulary**  
*Do you think about the way you communicate with your clients and industry peers?*
- **Creating the Ultimate (and Understandable) Decontamination Protocols**  
*Have you created them and put them into practice? How do you inform your clients?*
- **Tips vs. Forms**  
*The Great Debate!*



## Standards of Professional Ethics and Conduct



Before we start discussing *your specific* Professional Look and Work Environment and how it may be affecting your Career Advancement, let's first examine the Basics of **Professional Ethics and Conduct**.

For our **TAOND Full Certificate Graduates** this is a repeat of our Module 1 information, but for those of you coming from an educational background outside of **TAOND** this information may be familiar to you or new, so to make sure going forward in our **CMNP** program that everyone is on the same page we've repeated this information here for those **CMNP** students joining us from other programs.

**Your goal as a CMNP is to have your standard of Professional Ethics and Conduct reach a new level!**

**What are Professional Ethics and Conduct?** They are simple laws, rules or guidelines that you must maintain throughout your career to meet or even exceed professional industry standards.

What does **CONDUCT** refer to?

Conduct refers to *“the manner in which you behave while working.”*

What are **PROFESSIONAL ETHICS**?

Professional Ethics refers to *“your sense of right and wrong when you interact with clients, your employer and co-workers.”*

The following are examples of the Salon Conduct and Professional Ethics that you as a **CMNP** should always strive to maintain.

**Let's discuss what each point means.**



## **THE CMNP DOs**

**Be prepared** – arrive at your workplace at least 15 minutes early so that you can be in uniform (if required) and on the floor prior to your shift beginning, have your work station cleaned and set up ready for each client, have all implements disinfected or sterilized as required, and ‘one-time use’ items well stocked at your workstation, call your clients to confirm their appointment times, keep all products and retail and inventory well stocked or have ‘special order’ sheets ready for those times when you need to order a specific item for a client.

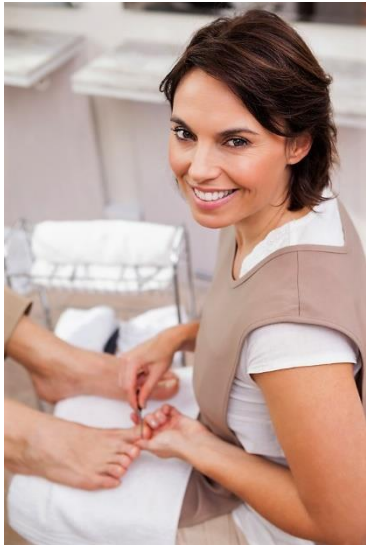


**Be on time** – recognize your skill set and ***book your services accordingly***. What do we mean by “**booking clients**”? Booking clients refers to making an appointment for a service for your client. To book properly means that you take down the client’s contact information including telephone number and best time to reach them to confirm their appointment or to call if you are running behind or have a cancellation and can fit them in earlier. Then book off your time on your schedule to accommodate the length of time it will take to complete a particular service, remember to add 15 minutes to accommodate for client delays, polish choosing, washroom visits and offering and preparing beverages etc.

Strive to decrease your service times, but not at the cost of your client’s time. Practice whenever possible to perfect your application and service time in your own time. Don’t keep your clients waiting or over book clients just to fill your schedule.

**Be polite and courteous** – Always acknowledge your clients when they arrive and leave. Make yourself available to answer their questions thoroughly. Always conduct yourself in a professional manner even when facing a challenging client or having to deal with a disruption. Clients may not always understand the science, or the time and skill that it takes to create incredible services, but they do always deserve the right to be heard.

**Communicate effectively** – develop an understanding of how to describe your service and skill sets so that your clients will be able to understand – not many of them have taken an advanced anatomy course so use common terms they will understand. Explain what you’re going to do before you do it, and then do it properly as you described.



**Use good judgment** – don’t try to push yourself or your clients into situations that make either of you uncomfortable. If your client has an issue that is best addressed by a medical professional, make sure to have referral cards available. If you are not fully comfortable completing a set of acrylics in an hour, **don’t agree to the service**. If you aren’t sure if the salon implements have been disinfected or sterilized – do it again to be sure.

**Treat all your clients fairly and equally** – be careful of ‘special discounting’. Your other clients will catch on.

**Follow all regulations for sanitation and safety. NOT SOMETIMES, BUT ALWAYS!**

**Always look professional** – are you dressing for success? If the salon you’re working requires a uniform make sure yours is in order before the beginning of each shift. If the salon doesn’t require a uniform, then ask the manager what the dress expectations are for employees and follow their directions. If you work by yourself set your own guidelines as to how you would like a professional who is providing your service to dress.

**Plan your day in advance** – review your appointments the day before and at the beginning of each day and check against inventory and your workstation set up to confirm you have everything you will need so that you won’t be running around trying to find product or supplies during a service appointment.

**Perform all tasks asked of you willingly and competently** – someone has to sweep the floor or do the laundry and it might as well be you. Even the smallest tasks need to be



completed in order for a salon to function properly; so do everything asked of you with a smile. Or even better, don't wait to be asked to take the initiative yourself.

**Give credit to others when earned** – if someone helps you out either by finishing your polishing or getting your client a beverage, then acknowledge their efforts especially in front of your clients. Return the favor when asked. This type of goodwill will go a long way next time you ask for assistance and clients will view the salon as having a healthy work atmosphere and thoroughly enjoy their experience.

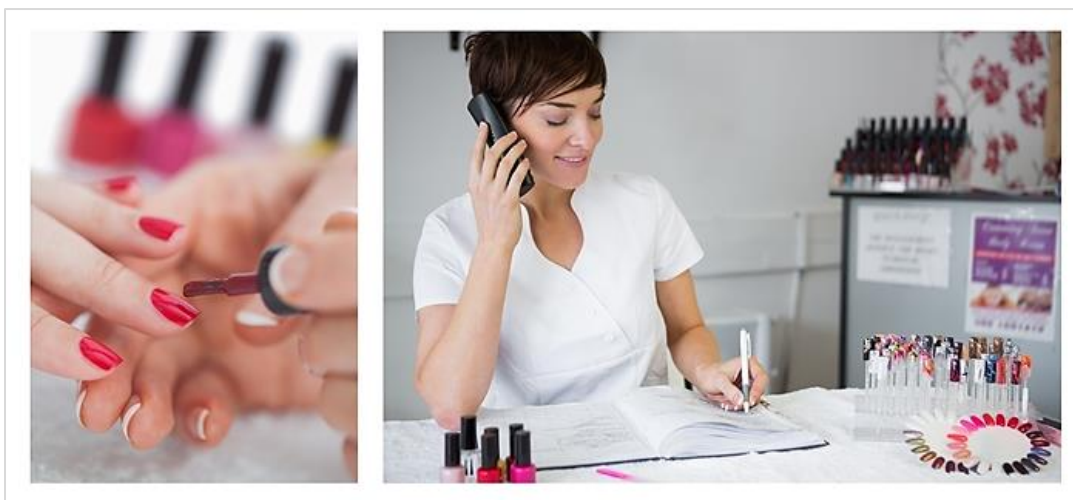
**Be willing to learn** – make it an annual goal to take a pre-set number of hours of continuing educational courses. Even if you feel like an expert, you'll always pick up an interesting tidbit of knowledge here and there and you can use it as an opportunity to network with other professionals in your field. Your clients deserve to have access to the most up to date information available.

**Respect co-workers** – you aren't required to like everyone you work with or spend quality time outside the workplace with everyone, but show those you work with a level of professionalism and respect that you would expect in return.

**Leave personal problems at home** – even if your clients use their appointment time to off load their personal issues on you, it is doubtful that they feel they should pay you to listen to your problems. Save it for your friends and family.

**Promote your salon and industry positively** – love what you do and talk about it in the same way you feel. Too many people feel their jobs or careers are tedious and it shows! If

you find yourself feeling that way or worse - bored, take a new class or course, read through some industry magazines, visit a neighboring salon – get back that feeling you once had that made you feel this was the chosen career for you. Watch your sales reflect your renewed attitude.



**Develop an ability to sell retail products** – many professionals complain that they don't want to feel pushy when it comes to selling retail. Bottom line is that your clients need retail home care items to maintain the health and integrity of their services. Often if you talk positively about the newest cuticle product or latest fashion polish it is enough to get them excited enough to purchase those items.

Remember, these products help to maintain their services and for this, clients will be grateful. Also, the best news is that your income will increase dramatically without requiring you to put in extra time at work. A simple bottle of cuticle oil retailing at \$12.00 sold to each client can add an additional \$7,000.00\* to your annual income. (\*Based on 5 clients per day 5 days a week for a full year)

## **THE CMNP DON'Ts**

Though the following examples may seem obvious to most of us some of us don't even realize our own behavior.

**Eat, drink, smoke or chew gum while performing services** – looks terrible and having food or beverages around your nail products can lead to an unhealthy work environment for you. Vapors and dust can land in your food and/or beverages which is, by the way, the #1 way nail professionals ingest industry chemicals.

**Criticize the work of others** – there is no point in putting down the work of others, this only serves to drag down the entire industry. Try focusing on the positive.

**Abandon your clients** – if you must change salons, towns or locations, go on maternity leave or address a personal issue and will be away from work let your clients know where you'll be going and when (if ever) you will return. If you have decided to change salons make sure to address what the current salon policy is for advising your clientele in order to avoid any legal issues.

**Lie or mislead clients or co-workers** – honesty is always the best policy. If you make a mistake be honest about it, apologize and move on. Everyone will appreciate it and it will save you many sleepless nights.



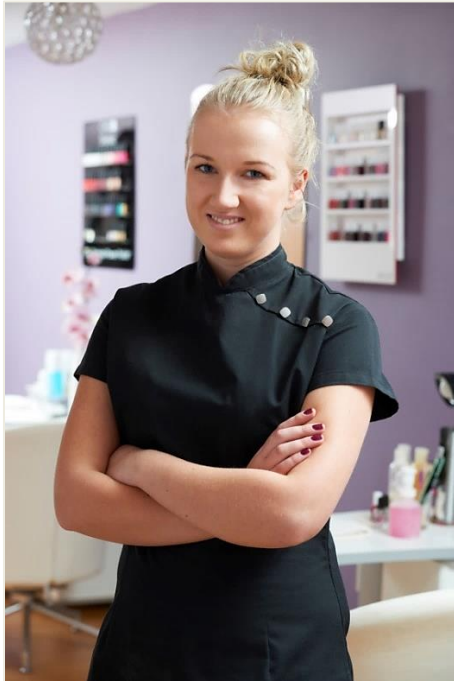
**Complain or argue with clients or co-workers** – while some believe the customer is always right, others have a hard time swallowing that pill. If an occasion or argument arises allow the other person to fully explain themselves, listen, and then explain your side. An agreement may never be reached, but both sides will at least feel as though they have been heard. Think long term customer service and how would it be best to reach that goal, and then act accordingly.

**Gossip** – others may but - **you may not!**



## **Your Professional Appearance & Work Environment**

*"Your first impression is always lasting."*



Now that we've discussed the **Basics of Professional Ethics and Conduct** let's get specific to you - which is what this program is all about!

You probably already know this, but there seems to be few beauty industry jobs where one's professional look can vary so widely as the nail industry.

Some of you may work in an environment where you are allowed to dictate your own professional look. For example, you might be an independent contractor, or own your own home salon. While others of you may work in a professional salon or spa environment where the look has been decided for you.

**Either way** - when is the last time you thought about what your "work look" says to your clients?

When you first started out in the nail industry you may have given quite a bit of thought to your professional look, some of you may have even decided which job to take based on the professional look of the salon or spa. But how much thought have you given it lately?

Do you put the same amount of thought into your look today as you did at the beginning of your career or do you just get up in the morning and not give it another thought during your work day at all?

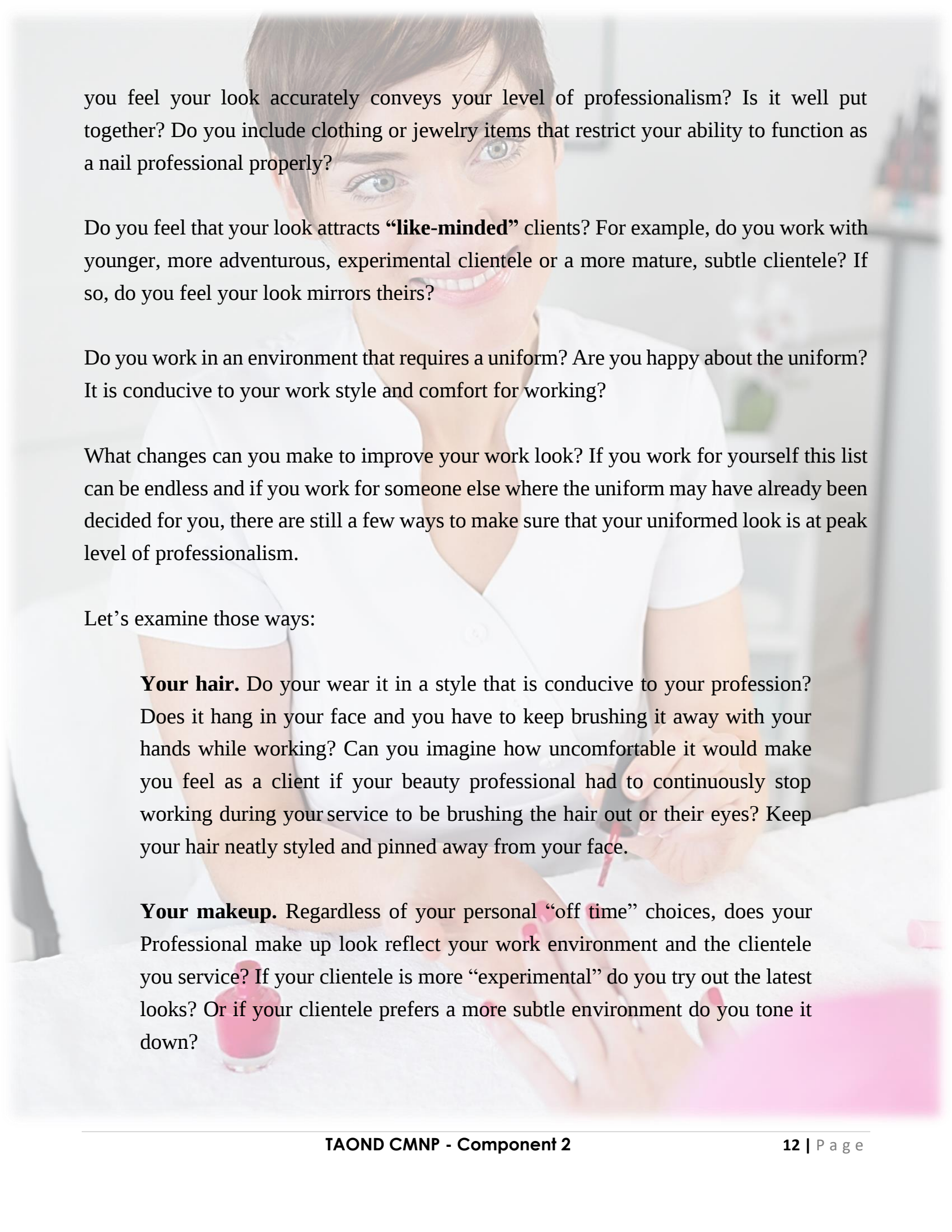
How important is how you look at work to you or to your clients?

Do you wear the same look every day - for example a uniform? Does your look represent a professional that you would feel comfortable placing your health and safety into?

**Well, let's think about it because it may be affecting your career advancement!**

First take a moment to describe out loud to yourself your "**Professional Look**".

What are you trying to convey with your current look? Relaxed, confident, welcoming? Do



you feel your look accurately conveys your level of professionalism? Is it well put together? Do you include clothing or jewelry items that restrict your ability to function as a nail professional properly?

Do you feel that your look attracts “**like-minded**” clients? For example, do you work with younger, more adventurous, experimental clientele or a more mature, subtle clientele? If so, do you feel your look mirrors theirs?

Do you work in an environment that requires a uniform? Are you happy about the uniform? It is conducive to your work style and comfort for working?

What changes can you make to improve your work look? If you work for yourself this list can be endless and if you work for someone else where the uniform may have already been decided for you, there are still a few ways to make sure that your uniformed look is at peak level of professionalism.

Let’s examine those ways:

**Your hair.** Do you wear it in a style that is conducive to your profession? Does it hang in your face and you have to keep brushing it away with your hands while working? Can you imagine how uncomfortable it would make you feel as a client if your beauty professional had to continuously stop working during your service to be brushing the hair out or their eyes? Keep your hair neatly styled and pinned away from your face.

**Your makeup.** Regardless of your personal “off time” choices, does your Professional make up look reflect your work environment and the clientele you service? If your clientele is more “experimental” do you try out the latest looks? Or if your clientele prefers a more subtle environment do you tone it down?

**Your jewelry.** Do you tend to put on “clunky” oversized pieces of jewelry with your work outfit that become an impediment to your performing your job properly?

**Your fragrance.** A lot of beauty professionals are unaware that the fragrance they have chosen may be affecting their clients, especially those with scent sensitivity. In fact, a lot of spas have a “no fragrance policy” for their visitors and staff.

We recommend that you also follow this rule, because no matter how subtle you think your fragrance may be, there will always be a client who feels it is far too strong and therefore interferes with their enjoyment of their service.

## **Your Work Environment**

**Now let's ask the same questions of your work environment.**



If you've designed your own professional space or are going to be - think about what environment, feel you are trying to convey. Is it relaxed, comfortable, shabby chic, formal, hip, cutting edge, modern, sleek? There is a salon or spa style out there for everyone.

Our recommendation is to design your space with you and your ideal clientele in mind (the perfect salon you would go to). This way you will find it much less taxing to create a stunning space by not forcing yourself into a look that doesn't suit your style.

What about your lighting choices? Even if you've chosen a subtle atmosphere with accent lighting, your work area, washroom and reception area should be well lit.

How is your ventilation? Is your work environment properly vented or do odors and vapors cling to the air? As you may or may not know it's lingering vapors, not odors, that are actually a health issue. However, your clients will be affected by lingering odors as well, so you must make sure you have your workspace outfitted with proper local exhaust system.

**Seating.** Both yours and your clients. You know how important it is for your work seating to be comfortable because you sit in it all day long, But have you tried out your client seating by sitting in it for 2 hours(the average nail service visit)? There have been many a professional who have spent a lot of money invested in client seating that "looks great" but is so uncomfortable that clients stop coming to them. So check it out before you invest.

**Your retail and reception area.** The area where you leave your client with their first and last impression. Is your retail display up-to-date, well-organized, and inviting? You'd be surprised how an eye-catching display can induce spending - just ask window dressers! So make an effort to change up your display on a monthly basis even if you don't have any new retail just changing the order of things or adding small display items can make it all look brand new to your client every time they have an appointment.

Regardless of your design choices, **your number one priority is that it is clean, organized, and inviting** to the clientele you've chosen to focus on.

**We're going to have you describing both your Professional Look and Work Environment in your CMNP Component 2 Assignments, so take the time now to formulate your thoughts.**



## CMNP Research Resources



When is the last time you needed an answer to some burning question? Whether your client asked you or you yourself experienced an application issue with the products you use and felt so alone.

*As a Nail Professional what resources and tools do you rely on to get the “right” information?*

*Is your first instinct to jump on social media and ask others?*

*Do you work in an environment with other seasoned nail professionals?*

*And if you do either of these things - do you trust the source or the information?*

Most of us can feel alone or frustrated when it comes to getting the right information.

And as a CMNP you're going to be holding yourself to an extremely high standard, therefore, you need to have the best resource toolbox available to you.

**We're here to help!** We've created a hierarchy of how to get answers for your industry questions.

- 1) Go to the science
- 2) Then your professionals – GP, Podiatrist, Allergist
- 3) Then the manufacturers
- 4) Then your mentors

**The reasons for the hierarchy that we've created is simple:**

Science is based on facts and you want to always make sure you're dealing with the facts. The laws of physics and anatomy don't change. So once you have and understand the facts then it makes it easier to relay the proper factual information to your professionals you lean on in proper and correct terms so that they can better understand your issue.

If the professionals are helpful but you still are experiencing issues, then it's time to take these information/science/facts to the manufacturers. Manufacturers have spent hundreds of thousands of dollars (if not millions) developing their professional nail products to react in very specific ways. They fully understand what chemical components are involved in the making of their products and therefore how each of their products should be used in order to achieve proper results.

Finally, don't be afraid to also rely on your industry mentor(s). He/she/they may have gone through the exact situation you are experiencing and have fabulous advice.

So, understand the science behind what you use and what you do, then rely on how these may affect your or your client's health by speaking with the professionals, then ask the manufactures and finally take it to your mentor(s).

## **Where do you find some reliable Industry Resources?**

We've compiled a "starter" list of some excellent Industry Resources for you below. But don't let this list be the end of your search.

Start a file as a part of your CMNP program materials and then add to it as many reliable Industry resources and links as you can, and then be sure to keep them up to date at least once a year.

You never know when a certain question or issue pops up and having a up to date list of resources will help you tremendously as a professional.

Here's our "STARTER" LIST for you:

### [Face 2 Face with Doug Schoon](#)

We feel so strongly about the benefits of Doug Schoon's knowledge as one of the world's leading R&D scientists in the nail industry, that not only have we included 2 of his nail professional resources, but we've made subscribing to his Face 2 Face YouTube Channel mandatory to our CMNP program.



In Doug's Face 2 Face Channel he speaks to you - the Nail Professional directly answering all of your burning questions from anatomy to busting those common industry myths! No question is too silly or taken lightly. It is a wonderful resource to maintain throughout your career.

### [Schoon Scientific](#)

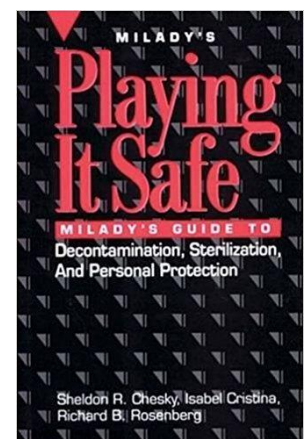
**SCHOON SCIENTIFIC**  
+ REGULATORY CONSULTING, LLC

Doug's second Resource link. Here you'll find dozens of amazing and helpful, professional articles on the nail industry.

### [Milady's "Playing It Safe"](#)

An amazing resource for answering all your **Personal Service Decontamination** and communicable disease transmission questions.

You can purchase this textbook on Amazon.



## **NAILS Encyclopedia**

Need a quick definition or an image example of a nail disease or disorder? An excellence reference guide is Nails Magazine Encyclopedia.



## **Your Local Medical Professionals**



- **A Local Podiatrist or Chiropodist** - For clients experiencing disorders of the feet and or may benefit from orthotic care.
- **A Local GP** - For clients who are experiencing a more general health issue or need to know if their medications will affect their nail services and if so how.

It is essential to understand that as a Nail Professional, even a Master Nail Professional, ***you are to NEVER Diagnose a client's medical or health issue***. And since you are not a medical professional, it is imperative that you have the ability to refer your clients to those that are.

Contact your local podiatrist and GP (family doctor) clinic if your client doesn't have one. Ask if you can have a moment of their time.

Then introduce yourself and let them know that occasionally you have a client that may experience a health issue not compatible with the services you provide and that as a "non-medical" professional you are not able to diagnosis a client's health so you would love to be able to set up a referral system with them.

Then make sure to ask if it is OK to grab some referral cards. They should be more than happy not only to answer your questions, but also for the referrals.

## **The Manufacturers of Your Products**

No one should know what is in or how best to use the products you have in your salon or spa than the manufacturers who actually created them.



Now that doesn't mean that you as a CMNP shouldn't be well-versed on all of the products you use as this can be vital to the health and safety of your clients.

You can do this by making sure you have the **MSDS (Material Safety Data Sheets)** on every single product in your salon or spa. We discuss in greater detail what MSDS are and why they are important further into this component.

Create your **MSDS (Material Safety Data Sheets)** binder and keep in handy to your work area. If you don't already have a MSDS binder, then make one right away!



## **Mentors**

We feel it is a great idea to have an industry mentor - someone with more experience than you have that you admire and that you feel comfortable chatting with. This does not mean calling or emailing them every five minutes to complain about your latest nightmare of a client or your personal life. No one has time for that.



This is a seasoned professional who has taken their career in a direction you admire (competing professionally, educating, getting into industry R&D etc.) and you would genuinely appreciate their sharing their thoughts and ideas and helpful advice with you.

And with social networking today it is now easier than ever to find the right mentor for yourself.

While Social media groups can be a great way of connecting with nail professionals around the world - be wary of the “group” opinion! Group opinions may drag you away from the greatest idea you ever had by instilling even a small tidbit of doubt. Or lead you to try out the craziest or dangerous service experiments. Remember if it sounds “not right” it probably isn’t!

**No matter what the source of the information you gather is - we can’t stress enough to caution you to always think critically about the information that you get.**

The most important factor with any information is - think critically about what you’re being told.

Some may have an agenda (even medical professionals) so think to yourself, “Given all that I’ve learned (especially the science/facts), does this makes sense to me?”

Does the answer to your question “make any sense”? So many of us just take information at face value, never questioning it until we may hear an opposite opinion or view contradicting information, and then we think to ourselves, “That’s not what I was taught or heard.”

It can be tricky, but the more informed, educated and competent you are, the easier it will become to decipher the *real* from the *not so real*.



## **Using and Understanding and Conveying Proper Industry Terms and Vocabulary**



Do you think about the way you communicate with your clients and industry peers?

Nothing can be more telling than a professional who uses industry terms and vocabulary incorrectly.

Does that describe you?

Do you know the difference between fumes and vapors? And more importantly which do we deal with in the nail industry?

What about what you say when your clients ask for “Solar nails” or are you saying it?

What is the difference between the hyponychium and the cuticle? What are the differences between UVA and LED lamps?

How about the different exhaust or ventilation systems?

How do you explain to a client how a nail grows and therefore why his/her consuming massive amounts of calcium aren’t going to change the growth of their nail plates?

Do you know where and the function of the nail matrix?

What is the difference between nails that are strong, or flexible and which is ideal?

These are just a few of the specific terms and vocabulary that are often misused or misunderstood in the nail industry that we’re going to ask you to properly define and then have you research your answer in your CMNP Component 2 assignments using the **Research Resources** we have provided you.



## **Creating The “Ultimate” CMNP Decontamination Protocols**



In order for you as a CMNP to create your “Ultimate” Decontamination Protocols you must first understand all the basics of Chemical and Salon Safety.

## Chemical and Salon Safety

Again we are going to repeat information from our **TAOND Full Certificate program** in order to make sure we're all on the same page, so for those of you that are **TAOND Grads** it will all seem familiar, but everyone could use a “**refresher**” from time to time!

In the nail industry, nail professionals are exposed to and work with a variety of different chemicals and should use basic safety guidelines in order to keep themselves and their clients safe.

Let's first discuss what are chemicals? Everything you come into contact with on a daily basis (even before you wake) are chemicals. All **matter** that is, except electricity and light.



That means every product you use in your daily life is comprised of chemicals.

The air we breathe, the water we drink, the food you eat, even our hair and skin are comprised of chemicals. So keep this in mind next time someone tries to sell you a “chemical free” product or food item – is this even possible?

Then why are people then more concerned about certain chemicals rather than all matter? Well certain chemicals have reputations for being dangerous. While this is true, keep in mind all chemicals can be harmful if misused.

All the chemicals used in performing nail services (adhesives, acrylic, UV gel, polish remover, acetone etc.) are of safe levels and are not harmful if used properly. **However**, misuse of any chemical can lead to harm. Nail product manufacturers have gone to great lengths to ensure that the chemicals that you are using on yourself and your clients are of safe levels, but these safety measures can be compromised several ways, one of the most important – ***over exposure***.

## ***Overexposure***

As we stated above everything we come into contact with, other than light and electricity is a chemical, and one of the most dangerous aspects to chemical contact is overexposure. What constitutes over exposure? Overexposure occurs when a person is exposed to a chemical substance repeatedly and for a prolonged period of time.

What is the common name for overexposure to water?

### **Some Signs of Chemical Overexposure:**

- Lightheadedness
- shortness of breath
- skin irritation
- runny nose
- sore throat
- fatigue
- irritability
- tingling in the extremities
- watery eyes

## ***Drowning.***

Symptoms of overexposure can be reversed once treated and the exposure to that specific chemical is removed.

Protecting yourself and your clients is one of the most important aspects of being a nail professional.

# The 3 Most Simple and Effective Ways of Protecting Yourself and Your Client

## 1) Gloves

Gloves are inexpensive and come in a variety of styles and materials. We recommend if you prefer using latex gloves that you also keep on hand a non-latex material glove as well because many people have latex intolerances and could have a reaction to a latex glove. Gloves provide a safety barrier between you and your client and you and the chemicals that you are handling.



## 2) Safety glasses

Protective eye wear is a must when handling chemicals and clipping nails or enhancements. It is advisable to have your client wear a pair also to protect them against flying debris.

## 3) Dust Masks

Often mistaken for masks to protect against the inhalation of chemical vapors keep in mind these inexpensive masks are designed only to reduce the amount of dust present in your breathing zone from entering your lungs.



## ***What is your breathing zone?***



Your breathing zone is the two-foot diameter space between you and your client. Picture a beach ball between you and your client. Everything that is in the air within this space you will be breathing in.

So use caution to keep your lids on your products and use appropriate filing grits in order to avoid inhaling vapors and excess dust.



To further protect yourself education is key. Learn everything you can about the chemicals you are handling in your services. How?

Through **MSDS (Material Safety Data Sheets)**. What are MSDS?

**MSDS** are required by the government for product manufacturers to provide for anyone using the manufacturer's products, and must contain the following information:

- 1) **Product Identification**
- 2) **Compositions and Ingredient Information**
- 3) **Hazard Identification**
- 4) **First Aid Measures**
- 5) **Firefighting measures**
- 6) **Accidental Release measures**
- 7) **Handling and storage**
- 8) **Exposure controls and Personal protection**
- 9) **Physical and Chemical properties**
- 10) **Stability and Reactivity**
- 11) **Toxicological Information**
- 12) **Ecological Information**
- 13) **Disposal Considerations**
- 14) **Transportation Information**
- 15) **Regulatory Information**



**MSDS** can and should be obtained on all products in the salon, directly from the manufacturer and should be easily accessible to all salon employees.

As a CMNP you need to understand what chemicals are and what chemicals you are using in your work area. Understand the basics of how to handle, store and use the chemicals you have in your work area, and also what to do in the case of an emergency by obtaining all the MSDS sheets for the products you use.

***Create Your MSDS binder.***

***Find an example of a MSDS of a product you use daily in your salon because we're going to ask you to upload it in your CMNP Component 2 Assignments.***

## Decontamination vs. Sanitization vs. Sterilization

*“Cleanliness is next to Godliness.”*

**A statement never rang more true than in the nail industry.**

Now that we’ve reviewed the Basics of Chemical and Salon Safety, let’s review the proper levels of Decontamination

Remember clean does not equal sanitized, disinfected, or sterilized.

All clients of a salon assume that the salon and all its equipment have been disinfected and are free of germs. As all nail professionals assume that all clients are free of any contagious infections. In both cases this may not be true. It is extremely important as a nail professional to closely follow industry standards and laws for the purposes of cleaning, disinfecting and/or sterilization of all surface areas and instruments.



**How do you know what the laws and guidelines are in your area?**

As a CMNP you must contact your local health and safety board and ask them for their guidelines for personal services if you haven’t already.

It is your responsibility to follow proper guidelines. If you don't, you run the risk of fines or being shut down – as well as cross-contaminating clients and equipment.

Very few people recognize the difference between **cleaning, sanitizing, disinfecting, and sterilizing**. And knowing these differences becomes extremely important when dealing with the public.

Let's discuss the difference between these levels of decontamination (better known as cleaning) procedures. But first we should take a quick look into exactly what you're guarding against.

**GERMS** are the common term used for “**pathogenic (capable of producing an infection) bacteria or other microorganisms**” (living organisms unseen by the naked eye). Germs are present in bodily secretions and are capable of spreading from an infected person to a healthy person. Please note that there are several books devoted to the study, and you should read at least one or two in order to further understand infectious diseases and how they are transmitted.

Bacteria and other microorganisms can be passed from client to client and from client to you. So, it is very important that the cycle is broken before healthy people (including yourself) are infected.

You may be unable to determine whether a person is carrying an infectious disease by simply looking at them. In fact, many infected people may not even know themselves that they are infected, so don't rely on outward appearance. Most diseases have incubation periods where an infected person may not show any signs or symptoms for days or months or even years. For example, the incubation period for HIV can be anywhere from 3-10 years.

The first step in keeping a salon healthy is to **CLEAN**. Cleaning would consist of sweeping

up debris off the floor and surfaces (manicure table tops etc.), taking out garbage, dusting etc. This is the just the first step and by no means the end for keeping a work area healthy.



If a work area is not free of clutter and debris, then it is definitely not free of what could be infectious bacteria. Never have open containers, chemical spills, food or drinks, garbage, or used towels lying around. That is a sure way to allow bacteria to multiply and spread. This is also the fastest way a client can tell this is not a healthy salon, and a sign to run, not walk out the door.

The next step in keeping a salon healthy is to **SANITIZE**. To sanitize means to reduce the number of pathogens (Bacteria, viruses, parasites, and fungi) on a surface. This can be done with most household cleaning products, detergents or by washing your hands. This is a very important but very low level of decontamination (cleaning).

The next level or step is to **DISINFECT**.

**Disinfecting** means “to kill specific microorganisms by physical or chemical means.”

There are different levels of disinfection, they are:

- 1) limited disinfection (very low level)
- 2) general disinfection (low level)
- 3) hospital-grade disinfection (plain)
- 4) hospital-grade **tuberculocidal** (**Tu-ber-cul-o-see-dhal**) disinfection (ideal)

Most household cleaners are of limited disinfection level, which means they are design to kill either **staphylococcus** (**Staff-low-koh-kus**) or **salmonella** bacteria, but not both. These types of cleaners are nowhere near the ideal when dealing with a salon.





General level disinfection cleaners will kill both *staphylococcus* and *salmonella* bacteria, but not **TB** organisms. This again makes these types of cleaners not the salon ideal.

The Tuberculosis (tu-ber-khul-o-sis) organism is one of the harder organisms on earth to kill, therefore making any disinfectant that can kill this organism ideal for a salon environment. If a disinfectant can kill the TB organism it can kill several other harmful bacteria and viruses.

So when you are choosing a disinfectant for your work environment make sure it is of **hospital-grade tuberculocidal (Tu-ber-cul-o-see-dhal) level**.

Once you have bought the highest hospital-grade TB disinfectant, read the directions on how to use the product carefully on the package and follow them precisely.

If there is any variance from the manufacturer's directions it may make the product ineffective, and you'll be wasting your time.

A lot of people (nail professionals and clients alike) believe a salon should be **sterilized**. After reading the following you'll understand why that would be impossible.

**Sterilization** means "to kill all forms of biologic life, including the bacterial spore."

Bacterial spores are the most resilient form of life on earth. A bacterial spore can be 10,000 times more resilient to disinfectants when it is in a growing active form.

Sterilization can kill bacterial spores where disinfectants can't. Sterilization is achieved by heating up a sealed chamber with temperatures and pressures so high that all life is destroyed (an autoclave).

Or by using the very dangerous ethylene oxide gas.

Or the latest in sterilization technology - **AHP (Accelerated Hydrogen Peroxide** – a chemical sterilant that requires total immersion).

So as you see it would be impossible to sterilize an entire salon without destroying everything in it.

If cost is an issue and you do not have the funds to purchase a high quality autoclave (Figure A), which is a fast, easy and effective means of providing sterilization for salon implements, sterilization for salon implements can also be done safely by immersing implements in a soaking tray (Figure B) containing a chemical sterilant for the prescribed length of time. Refer to your local beauty supply facility for names of manufacturers of high quality easy to use chemical sterilants.



*Figure A – autoclave*



*Figure B – sterilizing tray*

Understand what the different levels of decontamination are and make it your goal to create decontamination protocols for your work area and follow them each and every time you perform a service, as well as daily and weekly protocols.

A log must be created and maintained in the salon and signed off on by any employee performing the sanitation procedures.

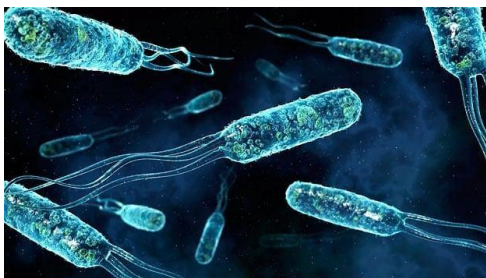
**Remember, it is your responsibility and pledge as a CMNP to keep yourself up to date on the latest legal and health guidelines, so if need be as a part of your continuing education, promise to yourself to take an annual or bi-annual course on sanitation. You and your clients will thank you**

## **Client Care Kits: A Good Idea or Bad Idea?**

When legislation around the world started implementing strict sanitation guidelines, a lot of salons started putting together Client Care kits to show their clients that they were taking these guidelines seriously. A Client Care Kit was a box or baggy with each individual client's name on it, that the nail professional placed the client's buffer, file, arbor band, orangewood stick and other various used items after their service to be kept in storage until such time that the client returned for their next service.

Hmmmm....sounds like a good idea doesn't it? This way there is no cross contamination between client's service items. Well, let's give this some thought. Here's an example of why this is faulty thinking on the part of the nail professional.

Let's say Jane has a scheduled manicure appointment at 2:00 in the afternoon. Right before she comes in for her appointment, she stops to grab a quick bite to eat at a local eatery.



Unbeknownst to Jane the sandwich she purchases and quickly consumes has been contaminated with Salmonella bacteria. Now Jane will learn about the Salmonella outbreak later that day when she's watching the news, but right now she feels fine.

She comes into the salon for her manicure appointment, as instructed by her nail professional, she does wash her hands – just not as well as she should. She then sits down to enjoy her weekly manicure treat.

After Jane's service, her nail professional places her used items into Jane's personalized Client Care Kit and stores it away for Jane's next visit. What's all over Jane's used items? Salmonella bacteria that will multiply and grow over the next week until Jane comes in again.

Jane goes home after her appointment, starts to not feel well and is sick. A week later after finally feeling better Jane comes into the salon for her weekly manicure treat where her nail professional pulls out the contaminated kit of her implements. Guess who gets sick again? Guess who else has now been exposed to the bacteria - YOU.



## **Giving Away Disposable Items**

This another misconception among most nail professionals. Isn't it nice when you go to your local salon for a nail service and at the end of the service the nail professional gives you your disposable file and buffer to take home with you to use? Again – NO!

***Did you know that in an ideal environment, a bacteria cell can divide approximately every 20 minutes???***

Here's a quick table to re-enforce this idea. Let's say Jane comes in at 2:00 P.M. for her appointment. After her appointment the nail professional gives her her **used nail file and buffer** which she sticks in her purse, then when she gets home she drops in a drawer. We're going to presume that there is only 1 bacteria cell on these items (highly unlikely that there is only 1, but for sake of the example we'll use that as a starting point.)

**Here's what happens:**

| <b>Time</b> | <b>Bacterial Count</b> |
|-------------|------------------------|
| 2:00 p.m.   | 1                      |
| 3:00 p.m.   | 8                      |
| 4:00 p.m.   | 64                     |
| 5:00 p.m.   | 512                    |
| 6:00 p.m.   | 4,000                  |
| 7:00 p.m.   | 32,000                 |
| 8:00 p.m.   | 262,000                |
| 9:00 p.m.   | 2,000,000              |
| 10:00 p.m.  | 16,000,000             |
| 11:00 p.m.  | 134,000,000            |

That's right! At the end of just 9 hours there are now 134,000,000 bacterial cells on that item. Can you imagine after 2 weeks when Jane finally decides to pull out and use the "lovely free gift" her nail professional gave to her? What if this was the day Jane ate at the eatery? Do you think at this point it matters to Jane that that was originally her bacteria? I doubt it!

Giving your clients a take home file or buffer sounds like a nice idea, but make it a new file or buffer and inform your client that they are one time use items and not to be stored and re-used over and over again.

**ALL “one-time use” items are to be DISPOSED OF**  
**ALL reusable items are to be HIGH-LEVEL DISINFECTED or**  
**STERILIZED EVERY TIME and ALWAYS!**

**DO NOT STORE or GIVE AWAY any used items!**



# Creating Salon Decontamination Protocols

Your salon or spa should keep cleaning logs that record when and at what level each piece of equipment, surfaces and implements have been cleaned. The employee who does the cleaning should initial beside it in the log to confirm that the process has been completed.

**Salon Cleaning Checklist**

**Personal hygiene**

Your hands come into contact with many items a day in a salon, as well as other people's hair and skin. This could pose a big risk to health if you don't regularly clean your hands and follow these personal hygiene tips.

**Daily cleaning should include:**

|                                                                                                                                                              | M                        | T                        | W                        | T                        | F                        | S                        | S                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Ensure <a href="#">hand</a> dispensers are installed and wash hands with warm water and soap regularly throughout the day and in between clients.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Make <a href="#">hand sanitizer</a> available for staff and clients as it provides further protection against cross infection.                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disposable <a href="#">gloves</a> should be worn when cutting, styling hair or dealing with clients.                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wear personal protective clothing – such as <a href="#">closed toe shoes</a> or <a href="#">socks</a> – when applicable and change these in between clients. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*For more information on personal hygiene, refer to our [Good Hygiene Advice](#)*

**Work surfaces**

You need to keep all work surfaces and trolleys clean to prevent infection. It will also make your salon look a lot better too.

**Daily cleaning should include:**

|                                                                                                                                                                                                                                                                  | M                        | T                        | W                        | T                        | F                        | S                        | S                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <a href="#">Disinfect</a> your surfaces and trolleys with wipes or <a href="#">disinfectant</a> . This removes bacteria and fine dust. When it comes to cleaning your trolleys, use <a href="#">disinfectant spray</a> which are designed for cleaning plastics. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Phones, flls and keyboards should also be wiped clean with disinfectant too.                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*If you have a large salon buy these products in bulk, saving you money in the long run.*

**Floors**

**Daily cleaning should include:**

|                                                                                                                                                      | M                        | T                        | W                        | T                        | F                        | S                        | S                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Floors should be swept between each client and mopped with a <a href="#">disinfectant</a> and <a href="#">floor cleaning</a> at the end of each day. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

***Different implements and equipment within the salon or spa require different levels of decontamination.***

When creating a decontamination protocol it is imperative to acknowledge what level of “clean” each item in your work area requires in order to follow (or exceed) industry standards.

***Implements*** (stainless steel cuticle pusher, cuticle nippers, glass or diamond files etc.) and ***electric file bits*** can be divided into two categories: **semi-critical** and **critical**.



***Semi critical*** items are implements and tools that are for use on the body, but do not pierce the skin or come into contact with blood or bodily fluids. This should really encompass all of tools used in professional nail services as nail professionals are not able to pierce skin or cut living tissue. However, accidents do happen and when a tool or implement does pierce the skin, it now becomes a critical item. Semi critical items require high-level Hospital-grade TB disinfection.

***Critical items*** are tools or implements that have pierced the skin or been exposed to blood or bodily fluids. Critical items require sterilization.

***Tabletops, surfaces and floors*** require high level disinfection. As well as all non-porous surfaces including whirlpool foot baths.

***Nail files and buffers, orangewood sticks, sanding bands for electric files.*** Any item that is one-time use such as nail buffers and files that cannot be properly disinfected or sterilized should be discarded after use on each client. **DO NOT** use a disposable file over and over again on several different clients. You are transposing bacteria and germs from client to client. These items are **one-time use only** and should be thrown away after being used. Many students and professionals are surprised to hear this and almost always exclaim that it is too expensive to be throwing away files when they think they can be safely used more than once. Buying your files and buffers in bulk greatly reduces the cost quite a bit. In fact, during a typical service you shouldn't be spending more than .50 cents per client, and when you weigh that small amount against a potential lawsuit it quickly makes sense. Also, the law requires it. If you feel that your service prices don't enable you to use disposable items, raise the price of your services. Your clients will understand the .50 cent raise in service price if you explain to them that you've implemented a decontamination protocol to ensure their safety.

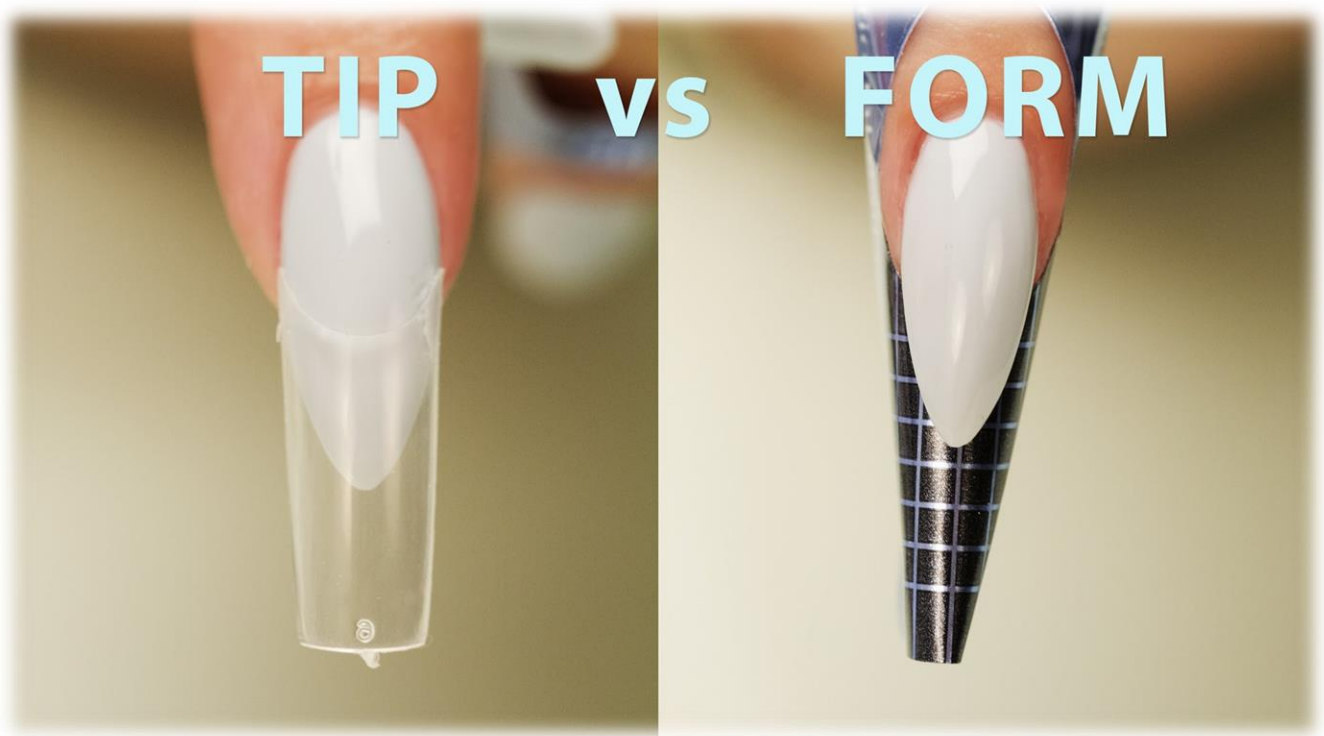
## ***Now It's Your Turn!***

As a part of your CMNP Component 2 Assignments, we're going to ask you to create both your in-salon/spa Decontamination Protocols as well as a Client Handout that details your Decontamination Protocols.

This **Client Handout** should be in a language and format that is easier to understand from a client's point of view and attractive enough to catch their eye.



## Tips vs. Forms: The Great Debate



It is solely based on preference or opinion?

The large majority of you probably started with tip applications in your Basic training and then moved on to sculpting when you felt comfortable doing so.

Or you may have never moved on...

Nail professionals from all over the world have participated in this debate about which is better for decades now and you for sure will certainly have formed your own opinion by this stage in your career.

The truth of the matter is that both application styles have pros and cons and the “best” choice should actually come down to your client.

The reason we bring up this debate and topic in our **CMNP Program Component 2 - BACK TO BASICS** is because not only should you know as a part of your basic training the when and why to using either of these application foundations, but also on which client and when.

These decisions become vital as we delve so much deeper into individualized client services in upcoming CMNP Program components.

Many of you have probably thought that you mastered both or at least one of either tip applications or sculpting with forms.

Still keeping in line with our thinking that reviewing the basics is always helpful, we’re going to walk you through with some information on both tips and forms that you may find helpful.

Then we’re going to ask you in one of your Comp 2 assignments to try out an experiment to see if you see a difference!

# TAOND CMNP: Advanced Tip Sizing and Fitting

Creating Nail Enhancements with nail tips is an integral part of a Nail Professional's service menu, and being able to size, apply and blend correctly is a skill in itself. So we're going to discuss as a part of your CMNP training some of the following issues associated with proper tip applications:



- **Various types of Tips**

As Nail Professionals it's important to understand what the nail tips are made of and the type of tips in the market, so you can choose the type of tip to use for the style of nail enhancement you will provide.

- **Correct Sizing and Fitting of Tip**

Mastering the proper technique for applying and removing nail tips will help your client keep her natural nail in the best possible health and condition.

- **Nail Tip Adhesives**

Nail professionals need to raise the bar in regard to how we correctly name our products, so we'll talk a little about nail adhesives.

## What are Tips Made from and How Are They Made?



Nail Tips are pre-molded nail shaped plastic, from a common thermoplastic polymer called **Acrylonitrile Butadiene Styrene** or ABS for short.

ABS is chosen for use in the nail industry as it works extremely well with adhesives, giving a very secure bond on the natural nail. Tips are often used in all professional enhancement services, liquid and powder, fiber or silk wraps or Hard Gel.

**ABS** is what's known as a **terpolymer**, meaning that it's a copolymer comprised of polymerizing 3 different monomers:

- **Acrylonitrile**
- **Styrene**
- **Butadiene**

This **terpolymer** combination gives a high impact resistance and toughness, making it perfect for extended wear as part of a nail enhancement system.

During the molding of nail tips by the manufacturer, different temperatures can change and affect the finish properties

- ❖ a high temperature can increase the gloss and heat resistance of the finished product
- ❖ low temperature will give you a high impact resistance and toughness

Good quality nail tips should be molded at a medium to a low temperature to give maximum toughness and wear.

Also, during the tips manufacturing, pigment can be added to change the color of the tips depending on the needs of the manufacturer.

## Injection Molding

Injection molding is the process used to manufacture nail tips. An injection molding machine consists of various parts with each part performing a specific purpose.

- a material hopper
- Injection ram/screw plunger
- a heating unit

Combined, these are also known as presses and they hold the mold to be injected.

When the ABS has been injected it's cooled before the mold is opened and the new nail tips are removed. This is where the quality of different nail tips come in.

High quality tips are made from this first injection process, you may have heard the term “**virgin**” ABS nail tips, well this is what they mean; it's the best quality of nail tip with maximum flexibility, impact resistance and toughness as well as a perfect coloration.

The cheaper quality nail tips can be made from the second, third or even fourth injection, which means is that the ABS that makes up the runner, and the gate is re-heated and re-injected to make further nail tips.

However, every time the product is reheated, the quality can diminish, making the finished nail tip cheaper in price but also more brittle, less resilient during wear and a different color overall.

## I. Different Style of Tips



Tips can be purchased in larger container of 100 to 500 pieces as well as in various individual refill sizes generally in counts of 10.

Nail Tips are also available in many sizes, colors and shapes so that it's easier to fit each client with precisely the right tips.

**They are available in:**

*Oval*



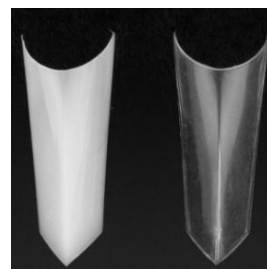
*Square*



*Stiletto*



*Edge*



*Pre- designed tips even*



*Colored Tips*



Whatever the shape of the nail tip, they also fall into one of three different well styles:

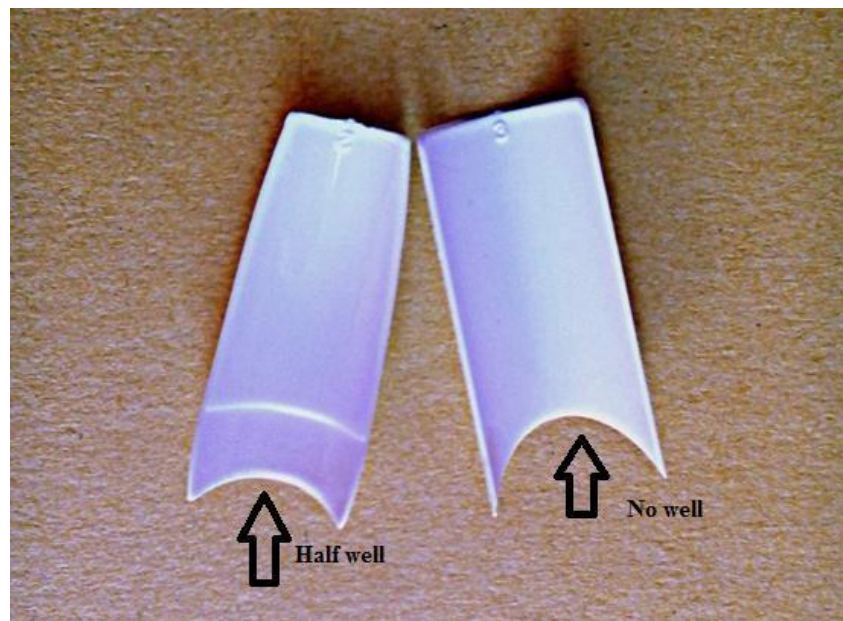
*Full Well*



*Half Well & Well less*



## Well Area



Various Nail tips have a shallow suppressed area, which adheres to the natural nail. This is called the “well area”. It’s either a “full” or “half-sized” well area.

One main drawback to “Full Well” tips besides being needed to be tailored and blended, is they tend to overlap too much on the natural nail plate, reducing the amount of enhancement product in contact with the nail plate.

The best tip to use and the tip type we recommend you use as a Master Nail Professional, is a **well less tip**, because it's only applied to the very tip of the nail plate and only needs to be blended as an option. This increases the amount of enhancement product in contact with the natural nail plate to ensure longevity.

## II. Correct Sizing and Fitting of Tips

As we discussed there are different styles and shapes of tips and they tend to run in 10 different sizes to fit all different sizes of nail plate.

Each Tip has a number, the lower the number the wider the tip. It is important to make sure that the tip fits exactly from nail groove to nail groove because we want the tip to look as if it's a natural extension of your client's nail.

It's also good practice to remember the profile shape that the tip has, because this is what determines how it will grow out as your client's natural nail grows.

Angling your tip upwards or downwards during sizing can give you a distorted proper size to your tip.

- If you angle down, the tip will appear to be too large causing you to choose a smaller size



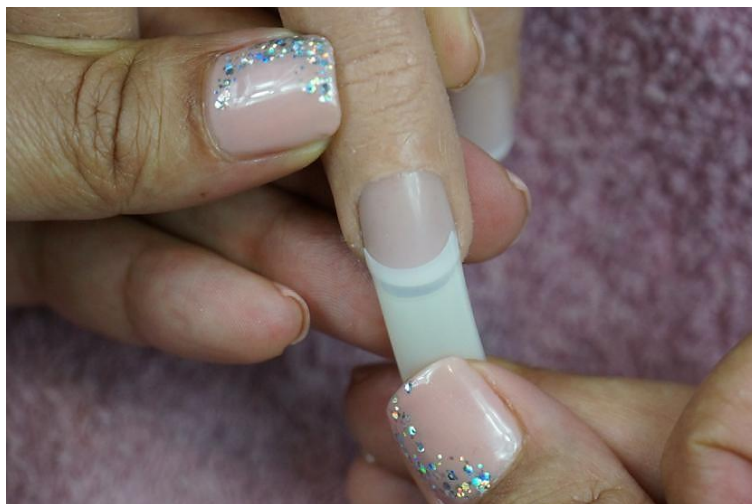
- If you angle upwards, sizing it on the nail will cause the tip to splay open making a too small a size look correct.



It's best to allow the tip to come straight out with no upwards or downward angles, as tips should replicate the look of working on a sculpting form.

## **Sizing a Tip**

When we apply and size nail tips, as well as making sure the tip fits exactly from nail groove to nail groove, we also want to make sure there is minimal tip bonding to the natural nail.



The adhesive will always break down quicker than liquid and powder or hard gel. Therefore, if you leave too much tip overlapping the natural nail this will lose adhesion a lot quicker, weakening the overall enhancement.

This is why we recommend using a well less tip, because minimal tip overlap combined with maximum enhancement product exposure will prevent service breakdown.

To achieve the correct size, the tip should fit exactly nail groove to nail groove, with no or minimal, overlap onto the skin.



We mention “minimal” because just as with using sculpting forms, you can also have the option of trimming the smile line area of the tip to fit an uneven free edge shape, or even square off a smile line for a better fit, or slightly file the sides if needed.

If the tip is too small, it won't meet the sidewall on one or both sides. This will eventually cause a weak point during wear.

As the nail plate grows, the natural nail will be wide and can get caught in hair, clothes etc. The tip can also crack at the sides or split right down the middle.



Now if the tip is too big, meaning the tip overlaps onto the skin. This will increase the chance of service breakdown, such as lifting and tip separation because if any product touches skin, breakdown in service happens rather quickly.



### III. Professional Nail Adhesives



Professional Nail Adhesives go by many different names in the nail industry including resins or glue, however, they are essentially all the same thing, and the correct name is “adhesive”.

Nail Adhesives are based on a synthetic monomer called “**Cyanoacrylate**”, a specialized acrylic monomer with excellent adhesion properties, which makes it a common fast-acting adhesive that cures and hardens when exposed to moisture.

**“Can we just use regular super glue?”**



There may have been moments in your career when a client has asked you,  
**“Can’t I just use super glue to fix my nail at home by myself?”**

The answer would be: “Sure you can glue it! However, those types of adhesives were compounded with a chemical chain called **Methyl Cynoacrylate**, which are intended as industrial adhesives. They are unrefined, attract moisture, break down in water, they yellow and are not intended for use on either the human body or on porous surfaces.

Unlike **Methyl Cynoacrylate** - **Ethyl Cynoacrylate** adhesives are considered hospital grade/pharmaceutical grade adhesives, which are used by dentists and nail professionals alike. And have been specifically developed to be used on the human body and on porous surfaces. They are more stable in a moist environment and are non-yellowing.”

### Tip Application

Now that we have all the proper information, let’s practice properly applying our tip.

Firstly, we properly size our tip, making sure it fits exactly from sidewall to sidewall.

*If the nail plate is between tip sizes, it’s best to choose a larger size and pre-shape the tip by filing the sides slightly to fit.*

Now before we blend. One thing to remember: *if you are using colored tips* you can’t blend colored tips, as blending will cause disintegration and you will lose the smile line, which is basically the whole point of using a colored tip.



*If you are using gel products with tips, then you must remove the shine from the body of the tip with a buffer or file to ensure adhesion of the product.*

*If you have clear or natural color tips, blending would be an option depending on what you need to achieve with the final enhancement.*

**Proper blending of a nail tip is a skill every nail professional needs to perfect.** Tip application and blending can also be the leading time issue for both new and seasoned Nail Professionals.

So we're going to teach how to cut down on your tip application and blending techniques so you can start decreasing your service time and increasing your revenue!

Blending tips gives you a smoother surface to apply your products, because if any small area is left unblended and you apply a coverage product (such as cover pink acrylic) improper blending may actually give you a difference in the finished acrylic color.

But remember if you are using gel products with nail tips, you **MUST** remove the shine with a 180-grit file or buffer to ensure gel adhesion.

So if we are blending our tip, it's best to **pre-blend the tip** before adhering to the nail, this avoids you having to over file the natural nail, so use a 180-grit file or buffer for this.

Most Nail Professionals don't think about "pre-blending" tips, but it is a time-saver. The key is to not over pre-blend causing the well area to be compromised and affect the integrity of the contact area.

Once pre-blended apply a very small amount of your chosen nail adhesive to the underside of the tip well or you can place the adhesive to the smile line of the natural nail of your client.



Place the tip onto the nail making sure the tip is coming straight out at the nail groove and it maintains straight at the sidewalls and hold for about 5 seconds or if using a thicker adhesive then for the prescribed time as determined by the manufacturer's instructions so to give the adhesive time to set.

Then ensure to secure the ears of the tip with your thumbnails for another 5 seconds (or if using a thicker adhesive then for the prescribed time as determined by the manufacturer's instructions to ensure they are also set).

At this point you can cut your tip to the desired length using tip clippers, which are similar to nail clippers but have been designed especially for use on nail tips. Or you can use nail clippers, by cutting at each side and the middle section would just twist off.



Now with your 180-grit file, file and shape the free edge of the tip as desired. Once desired shape is achieved time to start finished your blending.

When blending the tip take precaution not to over file on the natural nail. This is how a lot of professionals cause damage to their client's natural nails. **And it is our main responsibility as CMNPs to preserve the integrity of our Client's natural nails at all times!**

When filing keep your nail file flat to the nail while you file in the direction of the tip until it's flush with the natural nail. Never hold your file at an angle as the edge of the file can gouge the nail plate and damage it.



You can finish off with a 400-grit buffer, to smooth out and really get the tip flushed with the natural nail.



Once this is done, remove the dust from the nail using a lint-free wipe or a sanitized manicure brush.

Now our tip is ready for the overlay. It is never recommended that tips be worn alone without an enhancement product applied on top because tips are just a platform, they do not provide any strength or structure to the nail.

## Tip Removal



As mentioned before, your nail tip application should be followed by a certain type of overlay, whether it is Liquid and Powder, a wrap system or even a gel polish application etc.

But if for some reason, you need to remove the tip due to incorrect application or sizing, you could do so easily by cutting off the free edge with your tip cutters and then filing the bulk of the well area (again be extremely sure not to file the natural nail) with your 180-grit file or buffer. Then simply wrap the finger with a cotton ball soaked in acetone, and aluminum foil for just a few minutes.

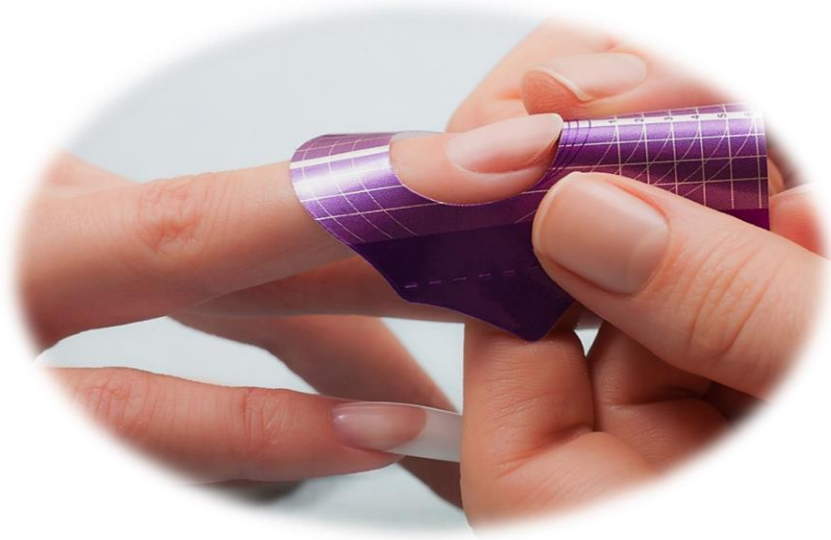
After a 5-minute soak using a pusher, slide off the softened nail tip. NEVER pry off an adhered tip as this can damage the natural nail. If the tip doesn't come off easily after a few minutes of soaking, then re-soak for another few minutes.



With your buffer gently buff the remaining adhesive residue from the nail plate and remove any dust with a sanitized lint free wipe or manicure brush.

This careful method of tip removal will leave no damage to natural nail and you can reapply the tip if needed.

## TAOND CMNP: Introduction to Advanced Form Fitting



For today's Nail Professionals along with being able to create an enhancement on a tip, a talented CMNP also needs to understand the value of sculpting a "Perfect" enhancement as well.

We understand that many of you may solely concentrated on tip overlays during your basic training and many more of you may have learned some sculpting techniques, we figured all of you could benefit from advanced sculpting techniques that will not only advance your Master's level of skill but also assist you in increasing your service speed, ability to cater to your individual client's needs, nail shape and therefore increase your "bottom line".

These are the reasons we've included these advanced form fitting techniques in your CMNP training curriculum.

As you know different enhancement application styles will suit different type of client nails and therefore meet different needs of the client. And since our main goal of our TAOND Masters Program is to get you into the habit of creating individualized services for your individualized clients, this is an essential skill. It doesn't matter what system you're using: L&P or hard gel, **the ability to sculpt an application on a nail form is a must-have skill.**

So along with Advanced Tip fitting we are also going to discuss the following advanced Sculpting Techniques before we start to compare the 2 processes:

- **Various Sculpting form types**

This is important to understand, so you can choose the type of form to use for the style of nail enhancement you will provide.

- **Nail Form Customization**

Every client is different and will have various size and types of nails, as masters we need to understand and know how to customize the sculpting forms.

- **Common Placement Mistakes**

Nail forms are easy to apply, but they are also very easy to apply incorrectly. If there are areas where the form is applied incorrectly, they will leave a weak point in the finished enhancements, which can compromise the structure of the enhancements leading to cracks, breaks and ultimately service breakdown.

- **Correct Form Placement**

## **I. Various Sculpting Form Types:**

There are various types of sculpting forms. Some are easier to apply than others depending on the shape they have been manufactured to. Some Nail Professionals purchase one type of forms and figure, “They all work the same, so what difference does it make?”

But there are differences and what you may have used in your Basic training or may have first ever purchased and then continue to use may be causing you more service time than you even realize.

It is important to experiment with several different types of forms from several different companies until you find the style and shape that you find easiest to work with.

Nail style trends can demand a change in the forms that you are using. For example, some original rectangle paper forms are just too short to accommodate sculpting a beautiful stiletto.

Forms are an expensive investment so step out of your comfort zone and try out as many as your budget allows.

**In this component we’re going to discuss 2 main types of forms: Re-useable and Paper Forms.**

## Re-useable Forms



A rare style of sculpting form (and some of you may never have even seen them), which is also difficult to use, is the re-useable sculpting form. It tends to be difficult to work with because of the materials used to make them tend to be made out of inflexible and thick plastic or metal, making it very difficult to fit under a natural nail and can cause discomfort for your client.

Why use them then? Some Nail Professional enjoyed these re-useable forms because they can be sanitized and re-used, but with that convenience you really sacrifice the ease of application and customization.

You also can't easily tailor them to fit different hyponychium shapes because once you manage to actually tailor them, it stays that shape and can't be used on any other nail types, which equals to more cost to the service.

Because we always encourage experimentation and one never knows what is going to work best for each professional we encourage you to at least try them out to see if you find any benefit.

## Paper Forms

The style of forms you are probably most used to using and seeing are paper forms.



All paper forms are disposable for one-time use only, and they give you the maximum amount of flexibility with application and customization.

### Styles of Paper Forms

- Horseshoe
- Rectangular
- Modern Style Trend Forms Extreme

### Horseshoe



The original style of nail form is the **Horseshoe sculpting form**. It's very rarely used today because of its shape and the open back is a little difficult to use.

They also have a very limited platform area to work on for creating enhancements with any sort of length.

These 2 issues that plague Horseshoe forms leads to applying the form with a more pronounced upwards slopes and it has more of a chance of having it twist during your application.

Also, because the form has no underside tabs to pinch, this can lead to a very flat c-curve giving a not-so-beautiful appearance to the enhancement and less structural strength.

## **Rectangular**



A more common shape that is often used today is the **Rectangular Sculping form**.

This style of form tends to be quite a lot easier to use than the horseshoe form, however it still has some limitations:

- Normally it has a slightly narrow center which means that more tailoring would need to be done.
- Some styles of rectangle forms have small or non-existent tabs to pinch close, which means that the corners of the form need to be pinched together which results in a more tapered form application.

## **Modern Paper Forms and Extreme Shape Forms**



For today's more current nail trends such as Stiletto and edge, we recommend you invest in the trendy and more practical longer length and extreme form styles. These have been designed so they are easy to apply with minimum tailoring needed for the majority of clients.

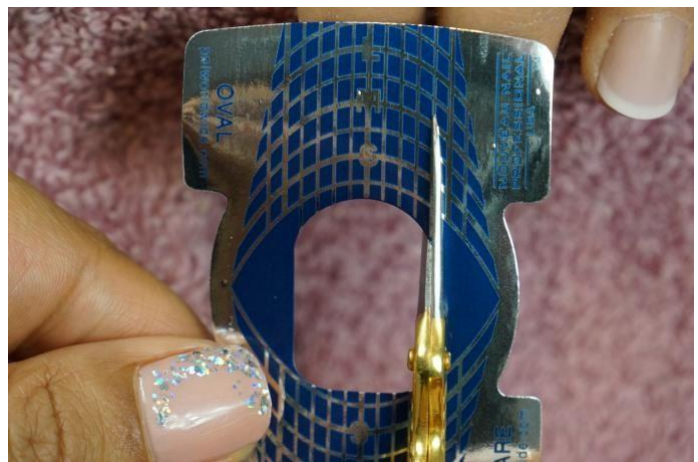
They have longer working platforms, making it easier to apply longer length nails as well as working lines to make it easier to create consistency from nail to nail.

They have tabs to make it easier to pinch the bottom tabs to lock in the c-curve.

## **Nail Form Customization**

Some of you may not know that you can actually easily customize your paper forms. This pro is of great benefit for sculpting on a nail form as opposed to nail tips is the ease of which you can pre-tailor a form to suite different nail types.

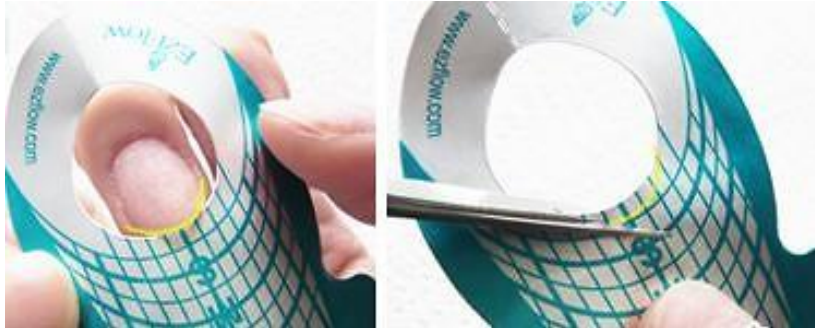
Using small nail scissors, you can actually trim any part of a paper form to suit your client's needs and nail shape (both current and enhancement).



## **Oval**

If you're working on a client who has a natural nail with deep sidewalls or has an extended hyponychium, you need to trim the form to fit around the hyponychium or that it extends into the sidewalls.

Do this by cutting the center of the form, to give space to the hyponychium.



## **Square**

Clients who are nail biters or have naturally smaller nail beds tend to have will have a square free edge line.

The idea is to change the curved cut out shape to a flat or straight cut out shape.

Depending on the width of the nail and finger you may also need to widen the cut-out area to help the sculpting form to fit more comfortably.



## **Deep C-Curve**

A deep c-curve on a client can be of a more challenge to fit a form properly due to the depth of the curve.

The curve can begin to crease and distort the nail form, making the product application more difficult.



The best way to overcome this is to cut “bat ears” into the nail form where it hits the natural nail groove.

This allows the form to curve under the nail comfortable but also allow it to open to accommodate the surrounding skin.

## Properly Fitting a Form

Steps for properly fitting a form

1. Remove the form from the paper backing and attach the center tab to the underside of the grid section. This will give extra support during application.



2. Holding the form with both hands, begin to roll and curve the form to match the c-curve of the natural nail.



Test the form against the natural free edge to ensure the shape is correct.

When placing form, analyze that the arch of the nail form, matches perfectly under the free edge, remember to remove any free edge, most importantly when using hard gel so that no gel can seep underneath causing a ridge to form.

And this way the natural free edge does not interfere with the angling of the sculpting form, nor when we go ahead and pinch our nail, the natural free edge will not imprint into the product, which can cause some cracking of the product.

3. Place the form at the angle and position you would like it to be. This will give you a good look as to where you need to tailor the form.



We want to perfectly fit the natural smile line of the nail to the smile line of the form.

Most nail professionals don't tailor their form and force the form into the client's nail. When this is done what happens is if you look at the side view, the angle of the form drops and your shape changes. To get the angle to go upwards appropriately then you will see the gaps that need tailoring.

4. Once you fit the form, after you tailor it, re-roll the form to get back your curve, and pinch in at the sides of the cut-out where it will go under the natural nail. Keeping the form pinched and angled downwards slightly, slip under the corners of the natural nail and gently slide back to fit.



Pivot the form upwards so the back, perforate area, is flat with the finger, and the extension edge of the form is running out straight. Secure the sides of the form to the finger to lock into place.

Always check the center line of the form to the center of the natural nail plate, it should be parallel, this way your enhancement will always be straight.

Then check your sidewalls before closing your tabs, check your apex height this will help you visualize the angle of your final product.

Lift the form slightly and look down the barrel of the nail, pinch the tabs together exactly to ensure an even c-curve. To give you an even, straight working surface, just pinch the area below the perforations.

When closing your tabs, make sure the tabs are centered and that one side of the tab is not higher than the other so it's not twisted.

When checking your form, from bird's eye view, you should not be able to see the side of the form, if you can see it, that means your enhancement will be too wide in the stress area, which means you will need to pinch harder or, you will need to over-file the product.

Also, when checking the angle of the form, check it according to the *shape and length* of the nail enhancement.

- if the enhancement will be short, then the form angle needs to slightly up.
- if the enhancement is longer than the form has to be slightly angled down.

## Common Placement Mistakes

### *Form Not Under the Free Edge*



- If you don't fit the form securely under the free edge or you start to leave a gap between the form and free edge, it's going to create a structural weak point in the application.
  - The product will run into the gap that's there causing a glitch and it would be very easy to catch and break as it grows out.
- If there's a big gap underneath the free edge, this will create a weak point and a ridge as it grows out, while making you have to build the free edge twice as thick to allow for the space.
  - This makes the free edge tip heavy as it grows out, leading to possible excess lifting or breakage due to the weight.

### ***Form Angled Incorrectly***

- Remember we want our form to run out straight with the nail and finger to create a structurally sound nail.

#### **❖ Angled Upwards**

- When the form is angled upwards too much, this will start to create a ski jump look to the nail which will look more pronounced as the nail gets longer.
- It makes it difficult to build correct structure because of the upwards slope of the nail, which means that you will have to add more product (overbuild) to create the correct visual balance to the nail.



### ❖ Angled Downwards

- When angling the form downwards too much will begin to create a claw or hook appearance to the nail, once again you will need to overbuild to create the correct arch location, which would result in a overly curved look to the nail, with a finish like a jellybean.

### ❖ Angled Left/Right

- This one is very common, twisting the form during application, or not closing the tabs parallel.
- When the form is twisted you will end up with a nail that goes to one side (or crooked) or with a c-curve that ends up really twisted.



## Correct Form Placement



When applying a nail form correctly we want to follow certain guidelines, of course these can be amended just slightly depending on the type of shape you would like to do, but for salon nails these guidelines are a must to be followed:

### ❖ Central Guideline



Ensure that the central line of the form runs straight with the finger and the cuticle area, not the nail. This helps to give a pleasing continual line and help the enhancement to look more natural.

### ❖ **Straight with the Finger**

The nail form should act as a continuation of the finger and the nail, so apply the nail form as straight as you possibly can to give you the most natural look; this would eliminate a claw or ski jump look as discussed earlier.



### ❖ **Tabs pinched correctly**



When pinching the tabs to close the form, making sure that the tabs join exactly will you a perfectly and even c-curve.

It allows to see your sidewalls correctly, allowing you to create perfect straight lines that join perfectly with the nail groove.

It's time for you to practice. Applying forms may feel difficult at first , but once you understand and practice these steps and keep these points in mind, you will find that using sculpting forms to create your nail enhancements, will begin to open up your creativity and freedom to start creating more fabulous and elaborate advanced work!

## COMPARING PROS & CONS

In the end, when comparing a Tip vs. a Nail Form in order to create a platform or foundation for your enhancement masterpieces, one isn't really stronger or better than the other, but both do have their own beneficial qualities.

There are Pros and Cons to be considered as part of your Client Assessment & Consultation to match the best practice application with your client's needs and lifestyle.

These Pros and Cons include:

### **Nail Tip Pros:**

**Uniformity** –A tip can make it easier to create a consistent look from nail to nail.

**Easier To initial Master** –the process of tip application is relatively the same from nail to nail which is typically why we all start out learning enhancement applications by suing tips.

### **Nail Tip Cons:**

**Time** – Sizing, applying and blending the tip adds extra time to your service.

**Added Cost** - for the actual nail tips, plus the adhesive can add to your service bottom line especially if investing in higher quality.

### **Sculpting Forms Pros:**

**Speed** - Once mastered, sculpting with forms can lead to a faster service time compared to a properly applied and blended tip.

**Ease of Customization** - It is easier to customize and control the shape of your sculpted form, to match the client's natural nail shape.

### **Sculpting Form Cons:**

**Technique** – it is harder to master with more challenging nail beds.

**Uniformity** –requires more practice in technique to get the uniformity on each nail.

## **The Basics**

So that's it for the Basics. Even if you found the majority of the information in this CMNP component a review of your basic training you're going to need these skills perfected going into your following CMNP components. So take your time completing your Component 2 Assignments because they have been designed specifically to get you to a certain level before your next CMNP components where we start tying all your new and old skills together.

It's now time to complete your TAOND CMNP Component 2 Assignments which you will find below in your Component Materials. We have some great ones for you so take your time - you have 30 days.

**Good luck and we hope you have enjoyed this component and we look forward to seeing you next month in**

## **TAOND CMNP Component 3**

### ***"The CMNP Client Assessment"***



**Where we'll be discussing the Importance of a Client Consultation & Assessment Form, Why Client Consultations aren't being properly utilized in the nail industry, the Key Factors of an Assessment & Consultation form, and How to Create your own Client Consultation & Assessment Form.**