Cosmetology II (2013)

2013/2014 Competency-Based Task/Competency List

Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills

1. Demonstrate positive work ethic.
2. Demonstrate integrity.
3. Demonstrate teamwork skills.
4. Demonstrate self-representation skills.
5. Demonstrate diversity awareness.
6. Demonstrate conflict-resolution skills.
7. Demonstrate creativity and resourcefulness.

Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills

8. Demonstrate effective speaking and listening skills.
9. Demonstrate effective reading and writing skills.
10. Demonstrate critical-thinking and problem-solving skills.
11. Demonstrate healthy behaviors and safety skills.
12. Demonstrate an understanding of workplace organizations, systems, and climates.
13. Demonstrate lifelong-learning skills.
14. Demonstrate job-acquisition and advancement skills.
15. Demonstrate time-, task-, and resource-management skills.
16. Demonstrate job-specific mathematics skills.
17. Demonstrate customer-service skills.

Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills

18. Demonstrate proficiency with technologies common to a specific occupation.
19. Demonstrate information technology skills.
20. Demonstrate an understanding of Internet use and security issues.
21. Demonstrate telecommunications skills.

Examining All Aspects of an Industry

22. Examine aspects of planning within an industry/organization.
23. Examine aspects of management within an industry/organization.
24. Examine aspects of financial responsibility within an industry/organization.
25. Examine technical and production skills required of workers within an industry/organization.
26. Examine principles of technology that underlie an industry/organization.
27. Examine labor issues related to an industry/organization.
28. Examine community issues related to an industry/organization.
29. Examine health, safety, and environmental issues related to an industry/organization.

Addressing Elements of Student Life

30. Identify the purposes and goals of the student organization.
31. Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.
32. Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.
33. Identify Internet safety issues and procedures for complying with acceptable use standards.

Demonstrating Safety, Sanitation, and Disease Control

34. Sanitize hands before and after every service.
35. Demonstrate standard treatment of an injury to a client and to oneself.
36. Follow OSHA guidelines for sanitizing and disinfecting implements after a blood spill.
37. Identify the components of a Material Safety Data Sheet (MSDS).
38. Demonstrate prescribed procedures for attending to a contaminated (i.e., by blood spill, disease) work area.
39. Demonstrate knowledge of blood-borne pathogens, including blood poisoning, hepatitis C, and AIDS.

40. Demonstrate safety practices when working with all chemicals.

**Maintaining, Sanitizing, and Disinfecting Implements, Equipment, and Facilities**

41. Sanitize and disinfect combs, brushes, shears, and other implements.
42. Sanitize and disinfect electrical equipment.
43. Maintain salon equipment.
44. Sanitize rollers, clips, perm rods, and perm trays.
45. Launder towels, capes, and smocks.
46. Sanitize work areas.

**Exhibiting Professionalism and Workplace Ethics**

47. Demonstrate a professional image.
48. Demonstrate correct posture and physical poise.
49. Follow practices and procedures related to workplace ethics.

**Gathering Client's History**

50. List client's personal information and factors that could affect the service.
51. Record client's medical history to ensure client's health and safety.
52. Inform client of any irregular scalp conditions.

**Cutting Hair**

53. Consult with client before haircut.
54. Apply towel and drape to client.
55. Analyze client's hair, prior to a haircut.
56. Demonstrate various haircutting elevations.
57. Demonstrate hand positions for cutting.
58. Demonstrate safe and effective handling of haircutting implements.
59. Cut hair.
60. Check overall haircut.
61. Trim beard, mustache, sideburns, eyebrows, and ear hair.

**Styling Hair**

62. Consult with client prior to styling hair.
63. Identify design style principles.
64. Demonstrate knowledge of styling and finishing products.
65. Demonstrate use of blow dryer and brushes.
66. Set hair, using pin curls.
67. Set dry hair on hot rollers.
68. Set hair, using curling iron.
69. Set hair, using rollers.
70. Demonstrate hair wrapping and sculpting techniques.
71. Perform finger waves.
72. Straighten hair, using thermal tools.
73. Style hair by basic braiding.
74. Demonstrate comb-out techniques.

**Performing a Permanent Wave**

75. Consult with client regarding a permanent wave.
76. Analyze hair and scalp condition.
77. Perform predisposition test.
78. Perform a preliminary strand test for a permanent wave.
79. Select rod type for permanent waving.
80. Perform wrap method.
81. Apply protective cream and cotton for client protection.
82. Demonstrate application of chemicals.
83. Apply permanent wave according to manufacturer's directions.
84. Demonstrate test curl.

Performing Chemical Relaxing
85. Identify straightening techniques and chemical straightening products.
86. Analyze hair prior to straightening it.
87. Examine scalp.
88. Consult with client about prior chemical relaxers used.
89. Select correct chemical.
90. Select appropriate strength of relaxer.
91. Demonstrate sectioning and sub-sectioning.
92. Apply protective cream.
93. Apply relaxer.
94. Demonstrate smoothing.
95. Complete client record card for chemical services.

Performing Soft Curl Permanent
96. Select rod type for desired curl.
97. Select wrap method and sectioning pattern.
98. Perform soft curl permanent.
99. Complete client record card for soft curl permanent.

Lightening and Coloring Hair
100. Demonstrate a working knowledge of color theory.
101. Consult with client regarding previous chemical use.
102. Define temporary, semipermanent, demipermanent, or permanent color.
103. Formulate desired color for client.
104. Select appropriate strength of developer for desired results.
105. Perform patch/predisposition test to determine sensitivity to color.
106. Perform a preliminary strand test for color.
107. Demonstrate appropriate sectioning and subsectioning.
108. Apply first-time (virgin) lightener.
109. Apply lightening retouch.
110. Demonstrate special hair color effects.
111. Apply temporary color and/or semipermanent color to hair.
112. Apply demipermanent color to hair.
113. Apply first time (virgin) permanent tint to hair.
114. Apply permanent tint retouch.
115. Demonstrate tinting beard and mustache.
116. Remove hair color from skin.
117. Perform corrective color services.
118. Complete client record card for color services.

Performing Artistry of Wigs and Hair Additions
119. Identify the differences of human hair versus synthetic hair.
120. Analyze hair and scalp condition to determine suitable hair enhancement.
121. Assist client in selecting or caring for hair enhancements.
122. Order custom-made wig or hairpiece.

Caring for Skin, Hands, and Feet
123. Perform a basic facial.
124. Apply facial makeup, using properly sanitized or disposable applicators.
125. Apply eyelashes.
126. Remove unwanted hair.
127. Perform manicure procedures.
128. Demonstrate removal of artificial nails.
129. Demonstrate artificial nail techniques.
130. Perform pedicure procedures.
Managing the Salon

131. Explain how to secure required licensure.
132. Identify local, state, and federal regulations for operating a business.
133. Explain the types of insurance coverage needed by salons.
134. Explain the procedure for obtaining a lease or purchasing a building.
135. Evaluate various salon business types.
136. Design a layout of a salon.
137. Define inventory control.
138. Demonstrate knowledge of employee-management skills.
139. Demonstrate marketing strategies.
140. Keep daily salon records.
141. Prepare financial records.