

EST 23

25 November 2016

**Esthetician – All Trades  
Manicures**

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# Manicures

## Rationale

*Why is it important to learn this skill?*

The manicure is the building block of all salon services. An apprentice will continually perform manicures throughout their career. The technical training involved to understand and perform manicures applies to many other services.

## Outcome

*When you have completed this module, you will be able to:*

Safely perform manicures and understand the theory behind this service.

## Objectives

1. Describe safety concerns relative to manicures.
2. Describe the general outline of a manicure.
3. Describe the pre-manicure.
4. Describe the manicure workstation.
5. Describe the manicure.
6. Demonstrate a manicure.
7. Describe the French manicure.
8. Demonstrate a French manicure.

## Introduction

The understanding of manicures opens to the apprentice other services such as nail enhancements and pedicures. All of these services follow a similar format, so learning manicures will assist in the understanding of the others.

# Objective One

*When you have completed this objective, you will be able to:*

Describe safety concerns relative to manicures.

## What is a Manicure?

A manicure is a cosmetic treatment of the hands involving cutting, shaping, and often painting of the nails, removal of the cuticles, and softening of the skin. Additional services such as hand and arm massage may be included.

## Sanitation, Disinfection, and Sterilization

Follow EST 1 for all sanitation, disinfection, and sterilization procedures before, during, and after the manicure.

## Contraindications

Contraindications may restrict a manicure or prevent one. Always check with the salon's policy. Common contraindications that may restrict or prevent a manicure can be found in EST 22.

## Injury to Client

Each component of a manicure offers opportunity to injure a client. Be careful; err on the side of caution. An esthetician may perform a service and unknowingly cause pain, injury, or discomfort to a client at a later time. For instance, filing in the sides of a nail plate may cause ingrown nails. It is very important to learn the difference between excess cuticle, live tissue, and hangnails. In the past, estheticians have nipped live cuticle. This is no longer practised because cutting live tissue is beyond the scope of practice for an esthetician, and nipping healthy cuticle can result in infection.



# Objective One Self-Test

1) What is a manicure?

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2) Where can information be found regarding common contraindications that may restrict or prevent a manicure?

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3) What is a potential negative consequence of nipping healthy cuticle?

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# Objective One Self-Test Answers

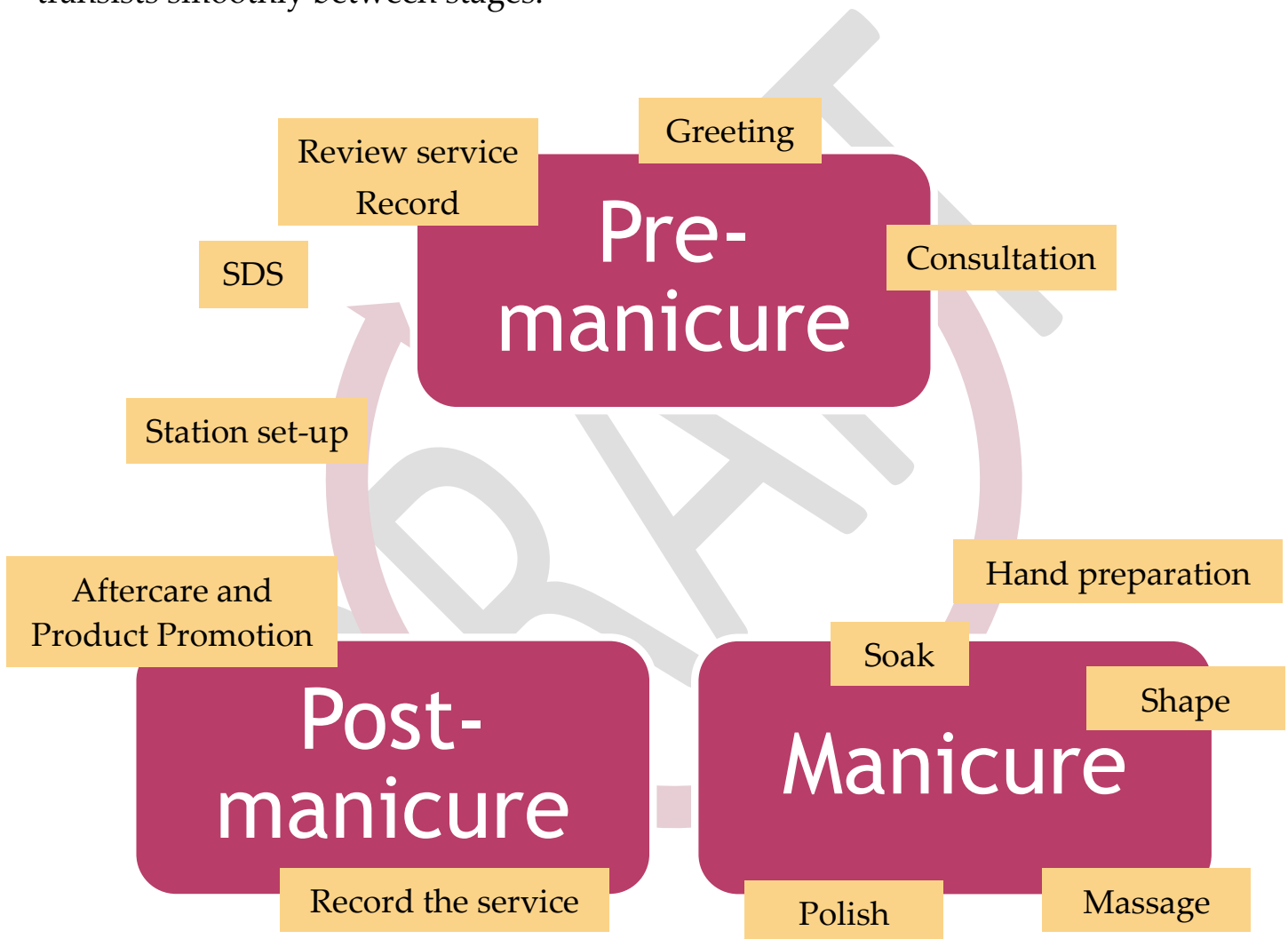
- 1) A manicure is a cosmetic treatment of the hands involving cutting, shaping, and often painting of the nails, removal of the cuticles, and softening of the skin.
- 2) EST 22.
- 3) Nipping healthy cuticle can result in infection.

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# Objective Two

*When you have completed this objective, you will be able to:*  
Describe the general outline of a manicure.

As displayed below, a manicure has three stages: the pre-manicure, the service itself, and the post-manicure. Each stage has its own characteristics, and a skilled service transits smoothly between stages.



# Objective Two Self-Test

1) During which stage is a service record reviewed?

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2) During which stage is a service recorded?

---

3) During which stage is a massage performed?

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# Objective Two Self-Test Answers

- 1) Pre-manicure.
- 2) Post-manicure.
- 3) Manicure.

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# Objective Three

*When you have completed this objective, you will be able to:*

Describe the pre-manicure.

The pre-manicure begins when the client enters the salon and is greeted. See EST 4 and EST 5 for complete salon procedures. Greet clients with a smile, shake their hand, look them in the eyes, and use their name. Introduce yourself if you have never met and have their name memorized before they arrive. Collect the client consultation card (if this hasn't been done). The service record from the previous service (if there was one) should have already been reviewed. Bring the client to the hand-washing area and wash hands together using proper hand-washing procedures.

## Polish Selection

A client may have arrived with polish, or they may have to select polish. Place the client's hand on top of something that is white; this will isolate the area, and only the colour of the hand and the colour of the polish are visible. Make sure that the lighting is full spectrum (reflects all colours equally) or use indirect sunlight.

Polish can be selected according to skin tone. Some people believe that fair skin looks best with dark colors, such as those with a blue base. If a colour is too dark, it may make the hands look pale and colourless. Medium skin tones can be paired with dark red shades. Darker skin tones work well with a wide spectrum of colours.

Polish can be coordinated with clothing. The polish can be identical in colour to the clothing, complimentary but not identical, or altogether different. Coordinating polish with clothing is an individual preference, and all choices will achieve a specific effect.

As with clothing, polish can match makeup to varying degrees. Again, all choices will achieve a specific effect. Consult with the client about their personality and the occasion.

Polish colours can be chosen according to trends and occasions. Consult with the client about their personality and the effect they want to achieve.

Polish can be coordinated with seasons and holidays. Many people feel that darker colours work well in winter darker colours; colours in spring will often be matched with trends, and summer can be used as a time to experiment with colours.

Consider shape when choosing colours. A conservative shape can be matched with a conservative colour, or a more noticeable colour can be paired with a conservative shape for a different effect. Lastly, clients may choose their favourite colour.

Discuss all of the factors with your client, and allow them to make the decision. Choosing a nail polish is not about what the technician thinks or likes, it is about what will make the client happy.

## **Station Set-up**

Station set-up can be thought of as occurring at the start of each service or at the end of each service; either way, make sure that all instruments, surfaces, and equipment have been adequately cleaned according to EST 1.

Thoroughly wash hands before setting up the station. In general, the manicure requires a table, hand tools, towels, and disposables such as cotton swabs and products such as hand cream. On the table, lay towels (and/or cushions), tools, products, and implements. Objects can be arranged with several factors in mind. Items that will be used first can be placed closest to where the client's hands will rest, and items that will be used last can be placed at the outer edge of the table. Items that will be used by the right hand can be placed on the right side of the table, left-handed items on the left. Items such as fingerbowls can be placed close to where they will be used.

Since disposables will be used, make sure a trash receptacle is in a convenient location. Consider other things such as ventilation equipment, laundry hampers, and lights. Place everything to minimize movement. Some workstations contain drawers where items can be stored. Be wary of using the drawers because opening and closing the drawer involves touching another surface. Minimize the number of things that are contacted; this will make SDS easier and reduce the risk of cross contamination.

## Service Record

A service record is a logue of services that were performed on a client and products that were used. A service record can be used to determine patterns in client behavior. Consulting the record before a service will inform the apprentice and allow them to prepare. An apprentice can read the record and ask the client how they felt about the service provided and the products used the last time. Did they like the brand of products? How did the products perform over time? Would the client like the same products this time, or something different? A service record can also be used to keep track of the cost of goods sold to a client and the cost of services provided. A sample service record is provided below.

| Service Logue |          |  |               |                              |                         |
|---------------|----------|--|---------------|------------------------------|-------------------------|
| Client:       |          |  | Apprentice:   |                              |                         |
| Date          | Services | Products Used  | Service Total | Products Purchased           | Retail Cost of Products |
| 15 May 2016   | Manicure | ABC Soak, ABC Exfoliant, ABC hand Cream, ABC Polish #123 | \$35.00       | ABC Nail Oil, ABC Hand Cream | \$29.00                 |
|               |          |  |               |                              |                         |
|               |          |  |               |                              |                         |
|               |          |  |               |                              |                         |
|               |          |  |               |                              |                         |

## Client Consultation

The consultation is a written and verbal exercise that has several purposes, as noted in EST 4. Mainly, it establishes the scope of the services that the esthetician will provide and check for contraindications. Contraindications may prevent or limit a service. Always check with the salon's policy. Review the client consultation card with the client, ask questions and record the answers. Remember to ask questions that impact all of the services that will be provided. For example, if the client will receive a massage, ask about contraindications for a massage.



Check the client's nails and skin at this point. Make sure they are healthy and have no contraindications. Make sure that the service they are asking for can be provided. Verbally walk through the service so the client has an overview of the process.

| <b>Client Consultation Card</b>   |                  |                      |
|---|------------------|----------------------|
| Client Name:  |                  | Apprentice:          |
| Personal Phone:   | Birthday:        | Date of first visit: |
| Emergency Phone:  | Mailing Address: |                      |
| Email:  |                  |                      |
| Allergies: <input type="checkbox"/> Fruits <input type="checkbox"/> Nuts <input type="checkbox"/> Plants <input type="checkbox"/> Seaweed / shellfish <input type="checkbox"/> Mineral oil<br><input type="checkbox"/> Medications <input type="checkbox"/> Coconut oil <input type="checkbox"/> Other:   |                  |                      |
| Medications:  |                  |                      |
| Contraindications: <input type="checkbox"/> Diabetes <input type="checkbox"/> Arthritis <input type="checkbox"/> Hemophilia <input type="checkbox"/> Phlebitis <input type="checkbox"/> Pregnancy<br><input type="checkbox"/> Claustrophobia <input type="checkbox"/> Other:  |                  |                      |
| Service Provided: <input checked="" type="checkbox"/> Manicure <input type="checkbox"/> Facial <input type="checkbox"/> Pedicure <input type="checkbox"/> Wax <input type="checkbox"/> Nails <input type="checkbox"/> Lash /<br>Brow Tint <input type="checkbox"/> Makeup <input type="checkbox"/> Glycolic <input type="checkbox"/> Body Treatment <input type="checkbox"/> Massage <input type="checkbox"/> Other |                  |                      |

Continued on next page.

| Hands / Nails   | Recommendations / Progress |
|---|----------------------------|
| L / R   |                            |
| <input type="checkbox"/> <input type="checkbox"/> Arthritis     |                            |
| <input type="checkbox"/> <input type="checkbox"/> Cyanosis      |                            |
| <input type="checkbox"/> <input type="checkbox"/> Dry           |                            |
| <input type="checkbox"/> <input type="checkbox"/> Eczema        |                            |
| <input type="checkbox"/> <input type="checkbox"/> Fissures      |                            |
| <input type="checkbox"/> <input type="checkbox"/> Flat          |                            |
| <input type="checkbox"/> <input type="checkbox"/> Fungus        |                            |
| <input type="checkbox"/> <input type="checkbox"/> Hangnails     |                            |
| <input type="checkbox"/> <input type="checkbox"/> Hematoma      |                            |
| <input type="checkbox"/> <input type="checkbox"/> High Arch     |                            |
| <input type="checkbox"/> <input type="checkbox"/> Koilonychia   |                            |
| <input type="checkbox"/> <input type="checkbox"/> Leukonychia   |                            |
| <input type="checkbox"/> <input type="checkbox"/> Lifting       |                            |
| <input type="checkbox"/> <input type="checkbox"/> Melanonychia  |                            |
| <input type="checkbox"/> <input type="checkbox"/> Onychatrophia |                            |
| <input type="checkbox"/> <input type="checkbox"/> Onychauxis    |                            |
| <input type="checkbox"/> <input type="checkbox"/> Onychophagy   |                            |
| <input type="checkbox"/> <input type="checkbox"/> Onychorrhaxis |                            |
| <input type="checkbox"/> <input type="checkbox"/> Psoriasis     |                            |
| <input type="checkbox"/> <input type="checkbox"/> Ridges        |                            |
| <input type="checkbox"/> <input type="checkbox"/> Trauma        |                            |
| <input type="checkbox"/> <input type="checkbox"/> Verucca       |                            |
| <input type="checkbox"/> <input type="checkbox"/> Other         |                            |

Discuss the client's wishes regarding shape, colour, and length of nails. Record their preferences in the service record. The shape of nails can be influenced by many factors. For instance, if a client plays sports, shorter nails will be appropriate. Allow the client to choose a length that compliments the length and shape of their hands and fingers. The basic nail shapes are listed below:

*The square nail* is considered to be the strongest shape. It is completely straight across the free edge. The corners are not rounded.

*The squoval nail* is a square nail with rounded corners.

*The round nail* should taper slightly without jeopardizing the sidewall strength. The round nail can be adapted to produce an oval shape.

*The almond nail* is a popular nail shape. It begins as a rounded nail but the free edge is shaped into a point. The point is shaped beyond the sidewall to maintain the integrity of the sidewall.

# Objective Three Self-Test

1) Identify five considerations for choosing nail polish colour:

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2) Why is it a good idea to have a trash receptacle in a convenient location?

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3) Why is it a good idea to review the service record before a client arrives?

---

4) What are the two main objectives achieved by going through the client consultation card with the client?

---

5) Which nail shape is the most popular?

---

# Objective Three Self-Test Answers

- 1) Any of the following: good lighting, client's skin tone, clothing, trends, occasions, nail shape, holidays, and client's favourite colours.
- 2) Disposables will be used and they must be easily and quickly discarded.
- 3) Any of the following: to review the client's patterns and habits, to ask the client how their previous products performed, and to keep track of how much money the client spent on services and/or products.
- 4) Going through the client consultation card with the client establishes the scope of the services that will be provided and check for contraindications.
- 5) Almond.

# Objective Four

*When you have completed this objective, you will be able to:*

Describe the manicure workstation.

| Manicure Tools and Equipment |  |
|------------------------------|--|
| Tools and Equipment          | Use  |
| Nail Clippers                | Shorten the natural nail.  |
| Cuticle Pusher               | Pushes back the eponychium.  |
| Files                        | Shorten and shape natural nails. Use 180 grit or finer files.                      |
| 3 Way Files / Buffing Files  | Shine natural nails and reduce ridges.   |
| Manicure Bowl                | Holds water and nail bath additive for soaking fingers.                            |
| Cotton Wipes                 | Remove polish and/or clean the nail plate.   |
| Nail Bath                    | Soaks hands and softens cuticles and skin. Contains an anti-bacterial component.   |
| Cuticle Softener             | Softens cuticles.  |
| Nail Oil                     | Hydrates and nourishes nail plates and cuticles.                                   |
| Massage Cream                | Allows for relative movement between skin without friction. Moisturizes skin.      |
| Quick Dry                    | Evaporates component of polish and allows nails to dry faster.                     |
| Polish Remover               | Removes polish.  |
| Polish Base Coat             | Prepares nail plates for colour, fills ridges, and prevents absorption of pigment. |
| Polish Top Coat              | Seals in colour. Prevents chips and scratches.                                     |
| Nail Anti-fungal Drops       | Used as a preventative measure when client presents with broken skin.              |
| Exfoliant                    | Sloughs dead skin cells, increases product penetration.                            |
| Hand Cream                   | Hydrates and nourishes hands.  |

# Objective Four Self-Test

1) What is the purpose of quick dry?

---

2) What is the purpose of exfoliant?

---

3) What is the purpose of cotton wipes?

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# Objective Four Self-Test Answers

- 1) To dry nails faster.
- 2) To slough dead skin cells and increase product penetration.
- 3) To remove polish and/or clean the nail plate.

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# Objective Five

*When you have completed this objective, you will be able to:*

Describe the manicure.

Every manicure begins with both client and apprentice washing their hands. It is common for an esthetician to perform all sections of a manicure on the same fingers in the same order. For example, an esthetician may choose to always start on the pinky of the right hand, move to the thumb of the right hand, and then do the same to the left hand. It is ideal to never have a hand 'waiting.' Each hand should be 'doing something.' For instance, if the nails of the left hand have been shaped and the next step is to soak the hands, put the left hand in the fingerbowl to soak while the nails of the right hand are being shaped.

## Remove Polish

Any pre-existing polish must be removed. Old polish may prevent new polish from adhering properly, and it may leave an uneven surface.

- 1) Saturate a cotton wipe with polish remover.
- 2) For a full ten seconds, hold the saturated cotton swab on the nail. This will allow the remover to penetrate and dissolve the existing polish.
- 3) Wipe the old polish off the nail. Pull the cotton wipe toward the free edge. Moving the cotton wipe toward the sidewalls or cuticle may cause old polish and remover to build up in the cracks. Repeat this step until all of the pre-existing polish is gone.
- 4) Sometimes, polish can be stuck in the cracks at the sidewalls and the cuticles. To remove the polish in these areas, put cotton around the tip of an orangewood stick and wipe away the polish.

If the nails were coated with old polish, inspect them now for diseases, disorders, and contraindications.

## Apply Cuticle Softener

First hand:

Apply a drop of cuticle softener to the cuticle of each nail on the first hand. A dropper is often used to prevent cross-contamination. Make sure not to touch the client with the dropper. Spread the cuticle softener around the cuticle and allow to sit for the time specified by the manufacturer. Softeners often contain salicylic acid which breaks down callus; if left on too long, they will continue to break down the skin cells and cause damage to clients. The cuticle softener is removed during the next steps of soaking and brushing. A client may not require cuticle softener. It is only required if the client has hardened, callused cuticles or excessive pterygium.

## Shape Free Edge

First hand:

- 1) If a nail shape has not been selected, it must be done now.
- 2) Filing is done with a 180 grit (or finer) nail file or higher. A lower grit file will tear the fibres of the nail plate. Support the finger that is being worked on with the non-dominant hand. File from the outside edge of the free edge to the centre. Filing from the centre of the free edge to the outside edge will cause the edges of the nails to split.

Note: Filing into the corners of the nails will increase the chances of the client developing ingrown nails, do not file into the corners of the nails.

## Soak Hand

First hand:

- Fill a manicure bowl with warm water and add nail bath which contains an anti-fungal additive. Nail bath products also soften, cleanse, and nourish the cuticles.
- Soak the hand for 5-10 minutes. The length of time needed for a soak (both hands and feet) is determined by several factors and the gathering of experience over time. For example, diabetics, the elderly, and those with edema are all examples of clients who require very short soak times or no soak at all. The purpose of this short soak is to aid in the cleansing of the skin, rather than soften the skin. Clients with these conditions already have thinned skin, and over soaking can be harmful. On the

other hand, a healthy client with excess callus can soak for an extended time without harmful consequences. Experience over time is needed to judge each client.

## Brush Hand

During the soak, each hand is brushed. Brushing removes larger debris that must be eliminated before finer work can be performed.

- 1) Hold the first hand above the fingerbowl.
- 2) Wet the brush.
- 3) Brush the fingers, stroking from the knuckle toward the free edge.

*While the first hand is soaking, apply cuticle softener (if needed) and shape the free edges of the second hand. Once the first hand is finished soaking, the second hand will start soaking.*

After a hand has been brushed, dry it with a towel.

## Exfoliate (Optional)

Massage a small amount of exfoliant into the skin of the hand and lower arm.

Rinse off the exfoliant with clean water and re-dry the hand. (The client can wash their hands at the sink with the nail brush, warm, running water, and soap).

All traces of exfoliant/cuticle remover must be washed from the skin. Remaining chemical may cause dryness and/or irritation; as well, the chemicals may interfere with future steps of the manicure.

Note: exfoliant may be alkaline (have a high pH) and can be caustic to the skin. An exfoliant also contains sharp materials that can cut or scrape clients who have thin skin. Exfoliants are not recommended for clients with thin skin.

## **Loosen Cuticles**

While the second hand is soaking, gently push back the loose cuticle off the nails of the first hand with a cuticle pusher. Clip excess cuticle and/or hangnails with cuticle nippers. Be careful to not cut into living tissue. Caution: be careful not to cut into live flesh. White coloured cuticle can be removed, but translucent cuticle is living tissue.

Be cautious when working on diabetics. All of the cautions listed in EST 22 apply to manicures. Err on the side of caution.

## **Apply Nail Oil and Wrap**

Apply a drop of nail oil to the cuticle of each nail. Using a dropper bottle will reduce the chance of cross contamination. Make sure not to touch the client with the dropper. Spread the nail oil around the cuticles and under the free edge of each finger. This step will soften the cuticles and help them to hydrate.

2) Wrap the hand with a towel. This will let the oil penetrate while working on the other hand.

*Remove the second hand from the soak and dry it completely, push back the cuticles, trim excess cuticles, apply nail oil, and wrap. While the second hand is wrapped, massage the first hand.*

## **Massage**

A massage should not be performed on someone with severe hypertension (high blood pressure). A client with arthritis may receive a gentle massage, but not a forceful one. Talking to a client during a massage will counteract the soothing effect that a massage is designed to induce. Within an esthetician's scope of practice there are five basic massage movements. Each massage can incorporate the movements in different ways to provide a customized experience that suits the needs of each client.

## Effleurage

Effleurage is a superficial massage movement made up of long, gliding strokes. It is often used as the opening stroke in massage. It introduces the client to the apprentice's touch, and can be used to apply lubricant and warm the muscles and skin. Effleurage can stimulate the nervous system and relax and soothe the body. This stroke is gently applied with open palms, forearms, or soft fists.

## Joint Mobilization

This movement involves the rolling, sliding, compressing, or spinning of joints in their natural range of motion. A client's fingers, wrists, and elbow joints can be moved in their natural range of motion. Moving the joints after the muscles have been warmed by other techniques will help loosen the muscles.

## Petrissage

This movement comprised of kneading, rolling, compression, squeezing, and lifting of the skin and muscles. Petrissage releases muscle tension and stretches the tendons. This movement is often performed after effleurage to increase blood flow and warm the muscles. In an esthetician's scope of practice, petrissage is performed very lightly, consisting only of gentle kneading and rolling.

## Friction

Friction consists of short, deep, back and forth movements over a small area of muscle. Thumbs, fingers, and elbows can be used. In an esthetician's scope of practice, friction is performed in the middle of a massage, and only to the palm of the hand and sole of the foot.

## Tapotement

This movement is characterized by fast tapping, patting, hacking or drumming of the client's body. Finger tips can be used within the scope of an esthetician.

## General Concepts of Massage

Begin with light, soothing movements such as **effleurage**, and then progress into motions that increase muscle warmth and activity. At the end of the massage, revert back to light, soothing movements. Begin closest to the heart, on top of the limb, move to the tip of the distal phalanges (*distal* means the farthest away from the body, and *phalanges* are the bones of the fingers and toes), then the sole/palm, continuing underneath the limb to the top of the limb.

For a manicure, start at the elbow on the topside of the arm, move down to the top of the hand, the phalanges, then the fingertips. Raise the client's hand, move to the underside of the fingertips, up the fingers, up the palm of the hand, the underside of the wrist, the underside of the forearm, and then to the elbow. Repeat.

Apply pressure when moving toward the heart, and relax pressure when moving away from the heart. Never apply pressure directly over bone. For example, put pressure on the topside of the limb applying friction in the direction toward the heart. The hands move to the underside of the limb, gently tapping or wiping in the direction away from the heart. Massage the entire area and use a wide variety of movements. Make sure that the client's arms are comfortably supported in every position. They can be supported by the apprentice's hands or cushions or towels.

## Repetitions and Timing

The duration of a hand and arm massage can vary. A massage can be limited just to the hand, or can include the hand and arm. A massage can be lengthened or shortened by varying the number of repetitions. All steps of a massage must be performed. Do not shorten a massage by removing steps, as this will disrupt the flow of the service. If a massage must be shortened, reduce the number of repetitions.

The minimum time required for a basic hand-only massage is five minutes for both hands. This can be extended to a full, twenty minute massage by including the arm in the service and doubling repetitions. A basic service would only incorporate a five minute massage, while a spa massage would last twenty minutes. Massages can add extra income to a service. A client can pay additional money for things such as an extended massage and aroma therapy.

## Hand and Arm Massage

Pre-warm lotion, oil, or cream in the hands and apply the lubricant to the client's arm. Warm up the arm and introduce your touch to the client by performing **effleurage** movements up and down the arm. Eight repetitions.

Hold the client's wrist with one hand while the other hand performs **friction** from the wrist to the elbow. The pressure of the up-stroke is on the top of the forearm. As the elbow is reached, turn the hand and apply light pressure to the underside of the arm in an **effleurage** movement as the hand draws back to the wrist. Four repetitions.

The next movement is **friction**, and is easier to perform if the client's arm is lying on the table. Several types of friction are available to perform. For instance, some estheticians prefer circles with the thumbs in a figure eight pattern, and some prefer wringing the wrist and arm in a gentle 'snake bite'. Begin at the wrist, on the topside, work upward to the elbow, then **effleurage** down the underside of the forearm to the wrist. Four repetitions. The elbow can be cupped and a **friction** movement applied to it. Brace the arm with one hand, and cup the elbow with the other hand. Rotate the hand around the elbow four times. Take care to avoid the ulnar nerve 'funny bone' located on the inside of the elbow. The client's elbows can be hydrated at this time. End this part of the massage with **effleurage** to the wrist.

At any time during a massage, an effleurage movement can be performed. An esthetician can forget their place in the cycle, and an effleurage can be used to keep blood moving until the esthetician remembers their place. In addition, an esthetician may develop a hand cramp. The light effleurage can be used as a small rest break until the cramp goes away.

Holding the wrist in both hands, your thumbs on top making small circles with the **friction** pushing upward toward the heart (four repetitions), rub beside the pinkie and thumb metatarsals. Four repetitions.

Switch grip, supporting client's palm with one hand. With the other hand use two fingers or the thumb to rub small **friction** circles between the other metatarsals. Four repetitions. Move from the knuckle to the wrist.

Each finger can be pulled. Gently squeeze the **joint** at the top of a finger between the thumb and index finger. Slowly slide down the finger while gently pulling it in a **petrissage** motion. Pull each finger from the base to the fingertip several times while rotating your wrist. Repeat this motion for each finger four repetitions. This movement should not be performed on a client with severe arthritis.

When all fingers have been massaged, turn the client's hand straight up and down with the elbow resting on the table. Use the thumbs to rub large figure eights (**friction**) all over the palm, paying special attention to the muscle between the thumb and the first metatarsal. The thumb joint is of special importance; make sure to massage it on all sides. Slight knuckling (**petrissage**) can be used at this point. Eight repetitions. Switch back to thumbs and make small circles along the inside of the wrist at the base of the palm. Four repetitions. Lock hands with the client and gently bend the wrist backward, to its neutral position, and then forward (**joint movement**). Four repetitions.

Lay the client's arm down and apply pressure to the underside of the forearm (**friction**) as the hand travels from wrist to elbow. **Effleurage** with reduced pressure down the top side of the arm from elbow to wrist. Eight repetitions. On the final repetition, slide your hands down the arm with the client's palm facing up, interlock fingers to stretch the palm, and continue with figure eights (**friction**) on the palm with your thumbs. Four repetitions.

Flip the client's hand over, palm facing down and perform **joint** range of motion. Gently rotate each finger four repetitions.

Perform **friction** up the arm from wrist to elbow and **effleurage** down the underside of the arm. Perform this a total of 12 times, about half way through, reduce pressure each time and on the upstroke switch from **friction** to **effleurage**. On the downstroke perform **tapotement** with the fingertips. On the final stroke, perform **tapotement** on the upstroke, pause at the elbow, hold for a second, then release the client. End each



massage with a movement that pushes blood towards the heart. This will get blood out of the distal regions.

## **Clean Under Fingernails and Bevel**

- 1) Clean under the free edge of the fingernails with an orangewood stick or metal tool.
- 2) Bevel the underside of the free edge by filing with the file held at a 45° angle. File with an upward stroke. Beveling the underside of the free edge will remove rough edges or cuticle particles.

## **Remove Oil**

This is the final step before applying polish. All traces of oil must be removed from the nail plate. If oil is remaining on the nail plate, it will prevent proper adhesion and the polish will come off prematurely. Saturate a cotton swab with polish remover and wipe the nail plate ensuring to cleanse it thoroughly.

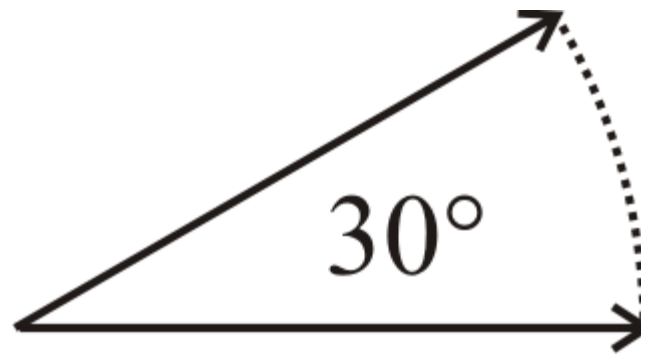
## **Buff**

Examine the nail plates for ridges. If ridges exist, gently buff the nail plates perpendicular to the ridges with a buffer block of approximately 180 grit. If a lower grit is used, the nail plate can be damaged; if too high of a grit is used, the nail plate will become shiny. A shiny nail plate is very smooth, and polish will not adhere to a smooth nail plate. After buffing, re-clean the nail plate with something such as polish remover.

## **Polish Application**

Before polishing, it is important to prepare the client for leaving the salon. Have them pay their bill, discuss home care regime, pursue any retail opportunities, and put on outerwear. Clients may smudge their polish before it has had time to cure. To prevent smudging, clearly explain to clients that they must sit still for the time specified by the polish manufacturer. If a client must leave before the polish is dry, as an opportunity to provide 'above and beyond' service, the esthetician may open their car door and buckle them in.

The following are general tips and tricks that apply to all polish application. When the applicator is first removed from the bottle, it has too much polish on it. As the applicator is raised, wipe it against the inside throat of the bottle, on the side farthest away. This will remove polish from the back side of the brush. The back side of the brush does not contact the nail plate, so polish is not needed here. A bead of polish should be left on the front section of the brush, since this is the part of the brush that will contact the nail plate. Experience will inform the apprentice as to how much polish should be left on the brush. Hold the brush at approximately a 30° angle.



Place the tip of the applicator on the centre of the nail plate, about 3 mm inside of the cuticle. Lightly press the brush until it 'fans', and then push the brush upward toward the eponychium. This will spread the polish close to the eponychium in the shape of an arc. Leave a thin sliver of unpolished nail plate at the eponychium. Pull the brush down the nail plate to the free edge of the nail. This will leave a strip of polish down the centre of the nail plate. A total of three strokes should be used for an average-sized nail plate. After the central stroke, perform the same steps to apply a strip on the right and a strip on the left. Any extra strokes create the possibility of ridges and bumps. *Thin, even coats create a smooth finish with minimum drying time.*

## **Base Coat**

Make sure that the client's nail plates are free of debris and oil before applying polish. The base layer performs several functions: it smooths the nail surface, helps the following layers of polish adhere, and prevents the coloured polish from staining the nail plates. Mix the polish by rolling it gently between the palms. Shaking the polish may introduce air bubbles and it will dry rough. Apply a thin layer of base polish on the nails of the first hand. Place the nails in a cool dryer while polishing the second hand.

## Coloured Polish

Coloured polish is applied in the same manner as the base coat. Make the first stroke of colour down the centre of the nail plate, and then add one stroke on either side. If a small area has been missed with the first coat, it is possible to cover it with the second coat. While the first hand is drying, polish the second hand. If polish is accidentally applied to the cuticle, use an orangewood stick saturated with polish remover to remove the polish, or use a corrector pen.

## Sealing Tips

This step can be done all at one time, or after each individual nail. Once the first coat of polish is on a nail plate, turn the brush perpendicular to the nail plate and lightly move the applicator across the front tip of the free edge. This process is called 'tip sealing' or 'tipping.' Applying a thin layer of colour to the front of the free edge reduces chipping.

## Second coat

Apply the second coat in the same manner as the first, but the applicator does not need to be 'fanned.' Fanning the brush requires it to be pressed into the freshly applied first coat. This pressure can smudge the first coat into ridges if it is not hard.

## Top Coat

A clear top coat of polish is applied to the nail plate and front of the free edge. This top coat will help prevent chipping while lending a glossy appearance to the nail plates. The top coat should be 'floated' on. The brush is applied very lightly. The light application will eliminate the possibility of smudging lower layers. If nail art has been applied, floating is the safest, most effective way to seal it in without damage or distortion.

If a polish-drying spray is applied, use it according to the manufacturer's specifications. The client can now sit comfortable and wait for the polish to dry (usually at least 10 minutes).

## **Re-apply Nail Oil**

The final step in a manicure is to re-apply nail oil to the cuticles; this will help to condition the cuticles. Gently rub the nail oil into the cuticles.

- Apply a coat of quick dry oil to nail plates.
- Gently apply nail oil to the eponychium for hydration; this will also prevent smudging of polish.

## **Service Record**

Update the service record. The service record is usually attached to the client consultation form or on the backside. The service record details what was done to the client, what products were used, and what products were purchased by the client. The recorded information can be referred to by multiple estheticians to perform services on the same client, and provide the client with an efficient service tuned to their preferences.

At this point in time, reschedule the client. Many apprentices miss this opportunity to encourage a repeat client. This is the easiest and best time to schedule a next appointment. If the client is not rescheduled, they may schedule themselves in at another spa or with another service provider. Recommend the next appointment for 2-3 weeks in the future.

Recommending a home regimen will extend the service for as long as possible, maintaining its good looks. The client will associate the extended beauty with the abilities of the esthetician and think highly of that service. Product knowledge is key. Knowing the ingredients of a product and matching the correct product to the client and their needs will help to create a long-lasting, positive outcome for the client. The client will learn to respect the esthetician as a professional, trained, skilled, and educated tradesperson.

Clean up the workstation and restock any supplies that have been used in the service. Discard anything, such as linens, that hasn't been discarded during the service. Perform a complete SDS procedure as per EST 1.

# Objective Five Self-Test

1) Why must an esthetician be careful with cuticle softeners?

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2) Circle the correct words: when massaging in the direction of the heart, use pressure / very little pressure, and when moving away from the heart increase pressure / decrease pressure.

3) What is the proper way to lengthen a massage?

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4) When bevel the underside of the free edge, at what angle to the nail plat is the file held?

---

5) How much polish is on the brush before it is applied to the nail plates?

---

6) How should polish be applied to create even coats with a smooth finish?

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7) What is sealing the tips, and why is it done?

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8) What is a top coat and why is it applied?

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9) What is the final step in a manicure, and what is its purpose?

---

10) What can be done to extend the results of a service?

---

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# Objective Five Self-Test Answers

- 1) Cuticle softeners often contain salicylic acid which breaks down callus and can break down the living skin cells and cause damage to clients.
- 2) Apply pressure when moving toward the heart, and relax pressure when moving away from the heart.
- 3) A massage can be lengthened by increasing the number of repetitions.
- 4) The file held at a 45° angle.
- 5) A bead of polish should be left on the brush large enough to apply one line of polish to an entire, average-sized nail plate.
- 6) Polish should be applied with thin, even coats.
- 7) Sealing the tips is the process of coating the front edge of the nail plate with polish to reduce chipping.
- 8) A top coat is a clear layer of polish applied to the nail plate and front of the free edge. It helps prevent chipping while lending a glossy appearance to the nail plate.
- 9) The final step in a manicure is to re-apply nail oil to the cuticles. This final step will help to condition the cuticles.
- 10) Recommending a home regimen to the client can extend the results of a service.

# Objective Six

*When you have completed this objective, you will be able to:*  
Demonstrate a manicure.

| <b>Equipment</b>                             |                                 |   |               |
|--|---------------------------------|---|---------------|
| Disposable or cloth towels                   | Hand creams and lotions         | Nail files and buffers                          | Nail bleach   |
| Finger bowl                                  | Nail polish dryers              | Top coat  | Gloves        |
| Arm cushion                                  | Trash container                 | Polish remover                                  | Base coat     |
| Coloured polish, enamel, lacquer, or varnish | Gauze and cotton wipe container | Nail creams, lotions, and penetrating nail oils | Nail hardener |
| Service cushion                              | Wooden pusher                   | Cuticle removers                                |               |

| <b>Optional Equipment</b>        |             |
|----------------------------------|-------------|
| UV or electric nail polish dryer | Supply tray |

With the assistance of the instructor, perform a manicure as outlined in Objective 5.

Instructor verification: \_\_\_\_\_



# Objective Seven

*When you have completed this objective, you will be able to:*

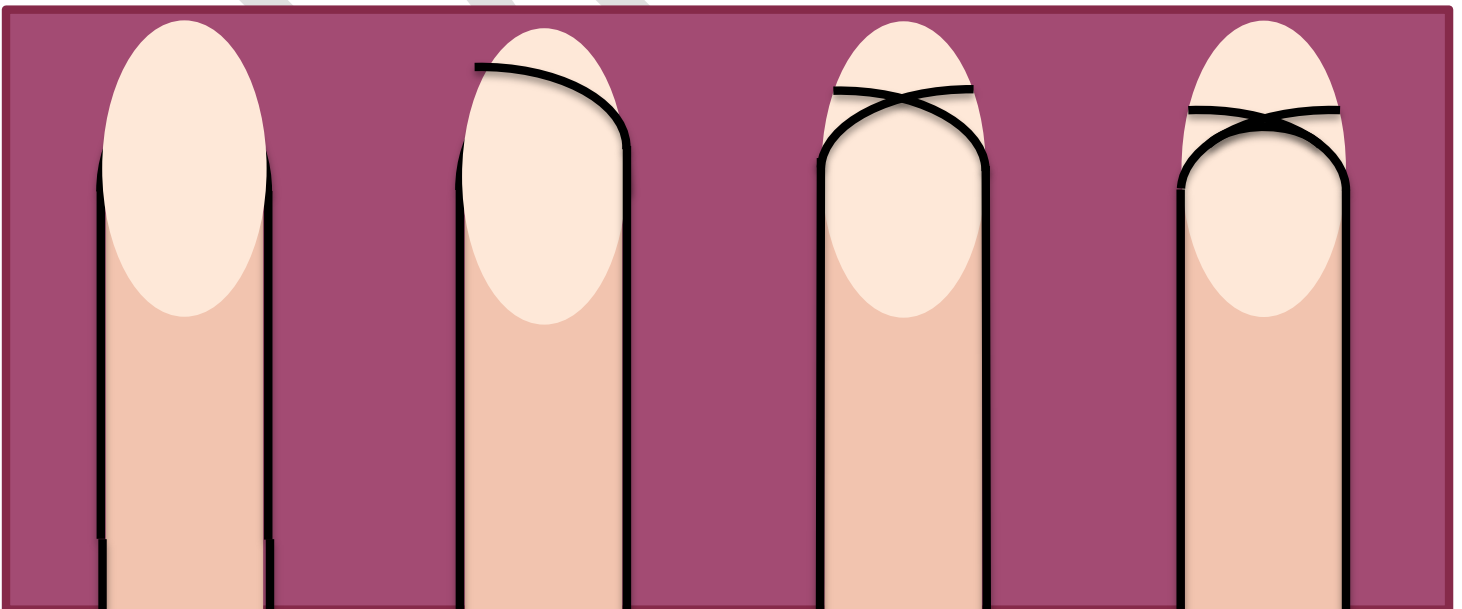
Describe the French manicure.

The French manicure has been popular since the 1920's. It is described as a clean and classic look that can be worn in many situations. The French manicure look is characterized by a curved white free edge, and a nail plate that ranges from clear to pink. Many steps of a manicure can be repeated for the French manicure, up to and including applying the first base layer.



## Apply White Polish

After the base coat has dried, apply a strip of bright white polish to the free edge. Place the applicator at the outside edge of the nail where the colour will be exactly applied. As the applicator slides across the nail, move it toward the free edge. Repeat this process starting from the opposite side of the nail. After the two lines have been painted, a 'v' shape should be apparent. Wipe from one side of the nail to the other. Repeat this on the right side of the nail. With a third and final stroke, fill in the 'v' with a smooth curve. The finished look is a smooth and crisp line.



## **Top Coat**

Apply a top coat of nude, light beige, coloured, rose, or champagne from the cuticle to the free edge. This colour can be chosen based on client preference or skin tone. A second top coat can be applied. Seal the tips.

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# Objective Seven Self-Test

1) What is the colour range for the nail plate in a classic French manicure?

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2) Which steps of a manicure are the same as a French manicure?

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3) How many strokes does it take to make the white curve of a French manicure?

---

4) True / False. A top coat is not applied to the French manicure.

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# Objective Seven Self-Test Answers

- 1) The colour of the nail plate ranges from clear to pink.
- 2) The steps up to and including applying the first base layer are the same for both the manicure and the French manicure.
- 3) Three strokes are required to make the white curve of a French manicure.
- 4) False.

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# Objective Eight

*When you have completed this objective, you will be able to:*

Demonstrate a French manicure.

| <b>Equipment</b>                             |                                 |   |               |
|--|---------------------------------|---|---------------|
| Disposable or cloth towels                   | Hand creams and lotions         | Nail files and buffers                          | Nail bleach   |
| Finger bowl                                  | Nail polish dryers              | Top coat  | Gloves        |
| Arm cushion                                  | Trash container                 | Polish remover                                  | Base coat     |
| Coloured polish, enamel, lacquer, or varnish | Gauze and cotton wipe container | Nail creams, lotions, and penetrating nail oils | Nail hardener |
| Service cushion                              | Wooden pusher                   | Cuticle removers                                |               |

| <b>Optional Equipment</b>        |             |
|----------------------------------|-------------|
| UV or electric nail polish dryer | Supply tray |

With the assistance of the instructor, perform a French manicure as outlined in Objective 7.

Instructor verification: \_\_\_\_\_

# Module Summary Self-Test

1) Where does an apprentice check to find out which contraindications may restrict or prevent a manicure?

---

2) What negative effect has often come from nipping healthy cuticle?

---

3) What happens right after the client consultation?

---

4) Which type of sunlight should be used to analyze polish colour?

---

5) In general, which supplies are needed for a manicure?

---

6) What are the four basic nail shapes?

---

7) If nail polish is stuck in the cracks at the sidewalls and the cuticles, how can it be removed?

---

8) What is the purpose of the short soak of a manicure?

---

9) On which body part does an apprentice perform friction during a manicure massage?

---

10) Considering the general movement of a massage, what is the basic movement up and down a limb?

---

11) At which angle is the brush held to the nail plate?

---

12) Circle the correct word. When removing the brush from the polish bottle, the polish is wiped off of the front / back of the brush.

13) Which shades of top coat are common for a classic French manicure?

---

# Module Summary Self-Test Answers

- 1) An apprentice must check with the salon's policy.
- 2) The tissue has become infected.
- 3) Hand washing.
- 4) Indirect sunlight.
- 5) The general supplies needed for a manicure are: a table, hand tools, towels, and disposables such as cotton swabs and hand cream.
- 6) The square nail, the squoval nail, the round nail, and the almond nail.
- 7) In order to remove the polish, put cotton around the tip of an orangewood stick and wipe away the polish.
- 8) The short soak is designed to aid in the cleansing of the skin, rather than soften the skin.
- 9) Friction massage is performed to the palm of the hand and sole of the foot.
- 10) Begin closest to the heart, on top of the limb, move to the tip of the distal phalanges, then the sole/palm, continuing underneath the limb to the top of the limb.
- 11) The brush is held at a 30° angle to the nail plate.
- 12) Polish is wiped off of the back of the brush.
- 13) Common shades include: nude, light beige, coloured, rose, and champagne.