



## Business and Hospitality Education Division Technical Standards

### Cosmetology, Cosmetology Instructor, Esthetics Technology and Manicuring/Nail Technology

#### Purpose Statement

All students in any Cosmetology Program are expected to meet certain technical standards which are essential for successful completion of all phases of the program, and which reflect industry requirements and standards. To verify the student's ability to perform these essential functions, students may be required to demonstrate the technical standards below.

Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the program.

Technical Standard	Definition of Standards	Examples
<p style="text-align: center;"><b>Critical Thinking/Problem Solving Skills</b></p>	<p>Ability sufficient for classroom, lab and work in industry situations.</p>	<ul style="list-style-type: none"> <li>• Read and apply information from lectures, textbooks, and audio/visual materials.</li> <li>• Follow and practice rules and regulations of the North Carolina Board of Cosmetic Art Examiners.</li> <li>• Evaluate client/guest reactions/responses and make sound conclusions.</li> <li>• Develop and implement a service and maintenance plan.</li> <li>• Analyze product instructions/ingredients for proper usage according to manufacturer's directions.</li> <li>• Measure and calculate correct amounts of products according to manufacturer's directions.</li> <li>• Analyze and utilize Safety Data Sheets (SDS) materials properly.</li> <li>• Properly analyze hair, skin and nails and prescribe appropriate services and products.</li> <li>• Apply color theory to achieve desired effect.</li> <li>• Demonstrate short-term and long-term memory when designing and/or completing hair, skin and nail services.</li> <li>• Apply knowledge skill set in hygiene, infection control and safety during personal and salon practices.</li> <li>• Apply fundamentals of hair, skin and nail structure and chemistry.</li> </ul>

Technical Standard	Definition of Standards	Examples
		<ul style="list-style-type: none"> <li>• Detect and handle hair, skin and nail disorders safely and correctly.</li> <li>• Apply safe practices before, during and after all services.</li> <li>• Collect data, prioritize needs and anticipate reactions.</li> <li>• Maintain attention to detail.</li> </ul>
<b>Interpersonal Skills</b>	<p>Behave appropriately in both self-directed and shared learning environments.</p> <p>Possess personal qualities of integrity, concern for others, compassion, interpersonal skills and motivation.</p>	<ul style="list-style-type: none"> <li>• Work cooperatively with partners and groups.</li> <li>• Follow through with responsibilities.</li> <li>• Work diligently and devote necessary time to complete tasks.</li> <li>• Persist on difficult tasks.</li> <li>• Exercise good judgment.</li> <li>• Remain calm while under pressure in a stressful environment.</li> <li>• Exhibit behavioral and ethical skills appropriate to professional interactions.</li> <li>• Respect and care for clients whose appearance, condition, beliefs, and values may conflict with your own.</li> </ul>
<b>Communication Skills</b>	<p>Abilities sufficient to interact with others in verbal and written form.</p>	<ul style="list-style-type: none"> <li>• Express information coherently and sensitively to clients/guests in both oral and written form.</li> <li>• Demonstrate listening skills.</li> <li>• Write, utilizing legible and concise documentation style, which is readable, in the English language and in a timely manner.</li> <li>• Maintain clear, concise client records.</li> <li>• Speak clearly and distinctly and orally communicate to people 6' to 10' away.</li> <li>• Obtain information from oral and written sources.</li> <li>• Follow verbal and written instructions.</li> <li>• Perceive non-verbal communications.</li> <li>• Interact with individuals from a variety of social, cultural and intellectual backgrounds including clients, peers and other salon/spa professionals.</li> </ul>
<b>Coping Skills</b>	<p>Possess coping skills sufficient to maintain composure in stressful situations.</p>	<ul style="list-style-type: none"> <li>• Adapt rapidly to changing environment and/or stress.</li> <li>• Solve personal and interpersonal problems.</li> <li>• Minimize stress and conflict.</li> <li>• Balance internal needs and external demands.</li> </ul>
<b>Mobility/Motor Skills</b>	<p>Physical abilities sufficient to move in one's environment with ease and without restriction.</p>	<ul style="list-style-type: none"> <li>• Operate machinery and equipment safely and efficiently.</li> <li>• Safely and appropriately use equipment, tools and implements.</li> </ul>

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	Gross and fine motor abilities sufficient to provide safe and efficient cosmetic art skills.	<ul style="list-style-type: none"> <li>• Operate small tools associated with intricate, detailed, cosmetic arts services; including, but not limited to, the use of tweezers, hot wax applications, etc.</li> <li>• Demonstrate full manual dexterity of the upper extremities including hands, arms and shoulders.</li> <li>• Position and maneuver while servicing spa clients/guests, including bending and stretching.</li> <li>• Stand and/or walk up to 10 hours per day, with or without breaks.</li> <li>• Perform repetitive tasks for long periods of time.</li> <li>• Reach above shoulder height.</li> <li>• Perform skills at varying heights.</li> <li>• Perform chemical treatments from start to finish within prescribed time constraints for safety purposes.</li> <li>• Lift, handle and transport materials and equipment which can weigh up to 50 pounds.</li> <li>• Hand/eye coordination.</li> </ul>
<b>Auditory Skills</b>	Auditory abilities sufficient to work effectively and safely.	<ul style="list-style-type: none"> <li>• Hear instructor’s voice in a noisy salon lab environment.</li> <li>• Hear timers and equipment alarms.</li> </ul>
<b>Visual Skills</b>	Visual ability sufficient for observation and assessment necessary in classroom, lab and industry situations.	<ul style="list-style-type: none"> <li>• Read product and ingredient labels.</li> <li>• Read safety labels and warnings such as specific Safety Data Sheets (SDS).</li> <li>• Read client/guests intake forms and records.</li> <li>• Observe hair, skin and nail texture.</li> <li>• Examine hair, skin and nails prior to contact for evidence of disorders.</li> <li>• Detect slight differences in color or form.</li> <li>• Apply products, make-up, treatments, or hair removal techniques to clients’ face and body.</li> <li>• Observe and replicate instructor-demonstrated procedures and treatments.</li> </ul>
<b>Tactile Skills</b>	Tactile ability sufficient for analysis/assessment of physical attributes of salon/spa services.	<ul style="list-style-type: none"> <li>• Feel hair, skin and nail texture.</li> </ul>
<b>Environmental/ Physical Strength and Stamina</b>	Possess the ability to tolerate environmental stressors and to function safely in a salon environment.	<ul style="list-style-type: none"> <li>• Perform skills frequently indoors and occasionally outdoors.</li> <li>• Demonstrate skills for prolonged periods amidst sharp tools, electrical equipment, noise, chemicals and toxins, dust, moisture and heat.</li> <li>• Tolerate odors and fumes associated with salon/spa services, including products, chemical</li> </ul>

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		<p>services, disinfectants and artificial nail applications.</p> <ul style="list-style-type: none"> <li>• Work in areas that are in close proximity of others.</li> <li>• Use steps, stairs and ramps as needed.</li> <li>• Work/stand on slippery and/or uneven surfaces.</li> <li>• Handle disinfectants for proper infection control of salon/spa equipment, tools, materials and facilities.</li> <li>• Lab work performed at inconsistent hours.</li> <li>• Maintain attention to detail by keeping workstation clear and using infection control procedures throughout client/guest services.</li> </ul>
<b>Emotional/Behavioral</b>	Possess emotional stability sufficient to maintain composure in stressful situations and assume responsibility/accountability for actions.	<ul style="list-style-type: none"> <li>• Adapt rapidly to changing environment and/or stress.</li> <li>• Calmly receive feedback.</li> <li>• Demonstrate honesty and integrity beyond reproach.</li> <li>• Work independently with minimal supervision.</li> </ul>

In the case of an otherwise qualified individual with a documented disability, appropriate and reasonable accommodations will be made unless to do so would fundamentally alter the essential training elements, cause undue hardship, or produce a direct threat to the safety of the patient or student.

Asheville-Buncombe Technical Community College is invested in full compliance with the Americans with Disabilities Act (ADA). Support Services is part of Student Services and is located in the K. Ray Bailey Student Services Center. For detailed information or to request accommodations visit [www.abtech.edu/supportservices](http://www.abtech.edu/supportservices). An appointment is recommended prior to enrollment in order to discuss any special concerns.