

# Services Procedures

# Skin Care

## Mini Facial Treatment

1. Make sure the guest is comfortable and warm, straighten blankets
2. Wash your hands with hot soapy water
3. Protect hairline
4. Pre analyze the skin using the Start to Finish consultation and education procedure
5. Dampen your hands with water, squirt 1 pump of dermAstage cleanser into your hand and use the "hello" technique to apply the cleanser to the decollete'
6. Squirt 1 more pump of dermAstage cleanser into your hands and use the "hello" technique to apply the cleanser to the face
7. Apply a hot towel (check first on your wrist for temp. of towel) folded length way to the decollete' area and leave on
8. Apply cotton pads dampened with cool water over the eyes. Use the Clarisonic brush on the face with the cleanser
9. Apply a 2nd hot towel to the face using the triangle technique. Apply slight pressure over the hot towel
10. Remove the towel from the face using the "cleansing" technique, then remove the towel on the decollete' using the roll off method
11. Apply cotton pads dampened with cool water over the eyes. Analyze the skin with the derma scope. Remove cotton pads and set aside
12. \*\*Option 1: Perform a 2-3 minute facial massage using massage cream  
Remove the massage cream with a warm towel  
Apply the appropriate mask using the double brush method  
While the mask is on the face, perform a hand/arm and decollete' massage  
Remove the mask with a cool towel using the triangle technique. Apply slight pressure over the towel using the "cleansing" technique
13. \*\*Option 2: Apply the appropriate pre-extraction mask  
Turn on the steamer and begin steaming their face for approximately 7-10 minutes making sure the steamer isn't too close to their face (approx. 10-14 inches away)  
During the steaming process, follow the RA neck/head "cranial" and decollete' massage techniques using the h2t Milk Lotion with a few sprays of Fig Spray  
After the massage, turn off the steamer  
Put gloves on and use 4x4 cotton pads (discarding after use). Perform any extractions on the face if necessary using the derma scope.  
Remove eye pads and discard  
Squirt 1 pump of dermAstage cleanser into your hands and use the "hello" technique to apply the cleanser to the face  
Apply a cool towel to the face using the triangle technique.  
Apply slight pressure over the cool towel  
Remove the towel from the face using the "cleansing" technique  
(If applicable) Use the high frequency machine for approximately 4-7 minutes on the face
14. Use 2 (pre-dampen in water) 4 x 4 cotton pads with dermAstage Toner by misting the pad 4 times. Using the "hello" technique on the face, remove any residue with the toner pads
15. Apply the dermAstage daily moisturizer using the "goodbye" technique on the face
16. Release the towel on the veil section
17. Refer to the "after a facial" procedure for finishing

### Cleanser:

Any dermAstage cleansers (Clarisonic Brush used only with Foaming Facial Cleanser)

Moisturizer: Any dermAstage moisturizer

# Skin Care

## Deep Cleanse Facial Treatment

1. Make sure the guest is comfortable and warm, straighten blankets
2. Wash your hands with hot soapy water
3. Protect hairline
4. Pre analyze the skin using the Start to Finish consultation and education procedure
5. Dampen your hands with water, squirt 1 pump of dermAstage cleanser into your hand and use the "hello" technique to apply the cleanser to the decollete'
6. Squirt 1 more pump of dermAstage cleanser into your hands and use the "hello" technique to apply the cleanser to the face
7. Apply a hot towel (check first on your wrist for temp. of towel) folded length way to the decollete' area and leave on
8. Apply cotton pads dampened with cool water over the eyes. Use the Clarisonic brush on the face with the cleanser
9. Apply a 2nd hot towel to the face using the triangle technique. Apply slight pressure over the hot towel
10. Remove the towel from the face, then remove the towel on the decollete' using the roll off method
11. Apply cotton pads dampened with cool water over the eyes. Analyze the skin with the derma scope.
12. Apply the appropriate pre-extraction mask
13. Turn on the steamer and begin steaming their face for approximately 7-10 minutes making sure the steamer isn't too close to their face (approx. 10-14 inches away)
14. During the steaming process, follow the RA neck/head "cranial" and decollete' massage techniques using the h2t Milk Lotion with a few drops of massage oil
15. After the massage, turn off the steamer
16. Put gloves on and use 4x4 cotton pads (discarding after use). Perform any extractions on the face if necessary using the derma scope. Remove eye pads and discard
17. Squirt 1 pump of dermAstage cleanser into your hands and use the "hello" technique to apply the cleanser to the face
18. Apply a cool towel to the face using the triangle technique. Apply slight pressure over the cool towel
19. Remove the towel from the face
20. (If applicable) Use the high frequency or galvanic machine for approximately 4-7 minutes on the face
21. Perform a 2-3 minute facial massage using massage cream
22. Apply a mask using the double brush method
23. While the mask is on the face, perform the RA hand and arm massage
24. Apply a cool towel on the face to remove the mask
25. Apply a dermAstage moisturizer using the "goodbye" technique on the face
26. Refer to the "after a facial" procedure for finishing

Cleanser:

Any dermAstage cleansers (Clarisonic Brush used only with Foaming Facial Cleanser)

Moisturizer: Any dermAstage moisturizer

# Skin Care

## "Signature" Treatment

**Time needed:** 45 minutes

### **Mis en place:**

Facial Room: Clean, Neat and Warm. Fitted sheet, regular sheet, blanket, U-shape face pad, flower, lights dim, hand mirror, Clarisonic charged, towel warmer on.

Implements: Tweezers, 6 Hot Towels, 4 Towels, Head Band, 1 Clip, Clarisonic, 2-fan brushes, plate, 5-mixing ramekins, spoons; 1tsp & 1/4tsp, 4x4 cotton pads, 4-cotton balls

### **Product Set up:**

h2t Beta Hydroxy Cleanser, Rhassoul Clay Mask(acne), Oatmeal Mask(normal/dry), Presc Sys. Blending Oil, Moisture Serum, Facial Message Cream, h2t Eye Cream, water

### **Procedure:**

1. Make sure the guest is comfortable and warm, straighten blankets
2. Wash your hands with hot soapy water
3. Protect hairline
4. Pre analyze the skin using the Start to Finish consultation and education procedure
5. Dampen your hands with water, squirt 1 pump of dermAstage cleanser into your hands and use the "hello" technique to apply the cleanser to the decollete'
6. Squirt 1 more pump of dermAstage Beta hydroxy cleanser into your hands and use the "hello" technique to apply the cleanser to the face
7. Apply a hot towel (check first on your wrist for temp. of towel) folded length way to the decollete' area
8. Move the hot towel from the decollete' to the face using the triangle technique. Apply slight pressure over the hot towel
9. Remove the towel from the face using the "cleansing" technique
10. Dip the bristles of the Clarisonic into warm water ramekin, pump 1 pump cleanser onto Clarisonic, use circular motion sweeping upward from decollete' all the way to forehead
11. Apply a hot towel to the face using the triangle technique. Apply slight pressure over the hot towel and remove the towel from the face, then remove the towel from the decollete'
12. Apply cottonballs dampened with warm water over the eyes
13. Apply the appropriate mask (Rhassoul or Oatmeal) using the double stroke technique on the face only
14. Let the mask stay on for approx. 6 minutes
15. While the mask is on, perform the hand/arm and decollete' massage technique, 3 minutes on each side
16. Remove the mask with a hot towel on the face using the triangle technique. Apply slight pressure over the towel.
17. With the message cream perform a 5 minute message technique
18. Remove the message cream with a warm towel
19. Apply a dermAstage Eye Cream by gently dabbing the cream around the eye socket and then slowly massaging in
20. Apply 1tsp. Moisture Serum using the "goodbye" technique on the face
21. Follow the "after the facial" procedure

# Skin Care

## Radiance Renewal Pumpkin Peel Treatment

**Time needed:** 60 minutes

**Mis en place:**

Facial Room: Clean, Neat and Warm. Fitted sheet, regular sheet, blanket, U-shape face pad, flower, lights dim, hand mirror, towel warmer on.

Implements: 10 Hot Towels, 4 Towels, Head Band, 1 Clip, 2-fan brushes, plate, spoons; 1tsp & 1/4tsp, 6 cotton pads, 2 small ramekins (pumpkin peel and mask) 1 large ramekin (warm water)

**Product Set up:**

h2t Beta Hydroxy Cleanser, 30% Pumpkin Peel, Rhassoul Clay Mask(acne), Oatmeal Mask(normal/dry), Presc Sys. Blending Oil, Moisture Serum, water, h2t Toner, h2t Facial Message Cream, h2t Eye Cream mask is determined at consultation

**Procedure:**

1. Make sure the guest is comfortable and warm, straighten blankets. Consult with Instructor after client is prepped.
2. Wash your hands with hot soapy water
3. Protect hairline
4. Pre analyze the skin using the Start to Finish consultation and education procedure
5. Dampen your hands with water, squirt 1 pump of dermAstage Beta Hydroxy Foaming Facial Cleanser into your hands and use the "hello" technique to apply the cleanser to the decollete'
6. Squirt 1 more pump of dermAstage Beeta hydroxy Foaming Facial Cleanser into your hands and use the "hello" technique to apply the cleanser to the face
7. Apply a hot towel (check first on your wrist for temp. of towel) folded length way to the decollete' area and leave on
8. Apply a 2nd hot towel to the face using the triangle technique. Apply slight pressure over the hot towel
9. Remove the towel from the face using the "cleansing" technique, then remove the towel on the decollete' using the roll off method
10. Use 2 (pre-dampen in water) 4x4 cotton pads with h2t Toner by misting the pad 4 times. Using the "hello" technique on the face, remove any cleanser residue with the toner pads and discard
11. Apply cotton pads dampened with warm water over the eyes.
12. Apply 1tsp. of 30% Pumpkin Peel using the double brush method on the face; Apply peel starting at the forehead, chin, facial perimeter, cheeks and nose.
13. Allow the peel to process for up to 2-4 minutes\*
14. Remove the peel with a cool towel using the "cleansing technique"
15. Apply cotton pads dampened with warm water over the eyes
16. Apply the appropriate mask (Rhassoul or Oatmeal) using the double brush stroke technique on the face only
17. While Mask is processing perform the hand, arm and decollete' message; 5 minutes each arm
18. Remove mask
19. With the massage creme, perform a 5 minute massage technique
20. Remove the massage creme with a warm towel
21. Use 2 (pre-dampen in water) 4x4 cotton pads with h2t Toner by misting the pad 4 times. Using the "hello" technique on the face, remove any residue with the toner pads
22. Apply a dermAstage Eye Cream by gently dabbing the cream around the eye socket and then slowly mas-saging in
23. Apply the Presc. Sys. Moisture Serum using the "goodbye" technique on the face
24. Follow the "after the facial" procedure

\*Raise the processing time gradually with each treatment. Determining includes: guest's skin sensitivity, guest's tolerance level and desired results.

# Skin Care

## Back Facial / Signature

**Time needed:** 45 minutes

**Mis en place:**

Facial Room: Clean, Neat and Warm. Fitted sheet, regular sheet, blanket, U-shape face pad, flower, lights dim, hand mirror, Clarisonic charged, towel warmer on.

**Implements:** 10 Hot Towels, 4 Towels, 1 bobby pin, 2-fan brushes, plate, spoons; 1tsp, pumpkin peel, and mask, 2 Large ramekins, 1 Small remekin (water)

**Product Setup:**

h2t Beta Hydroxy or Cream Cleanser, 20% Pumpkin Peel, Rhassoul Clay Mask or Oatmeal Mask, Presc Sys. Blending Oil, water, h2t Milk Moisturizer, h2t Fig Spray and mask is determined at consultation

**Procedure:**

1. Make sure the guest is comfortable and warm, straighten blankets, Consult an Instructor after client is prepared.
2. Wash your hands with hot soapy water
3. Have the guest lay face down
4. Pull the blanket down to the waistline and cocoon client
5. Apply corner to corner pyramid method towel over guests hair attach with bobby pin
6. Apply dermAstage cleanser – 2-3 pumps – Use appropriate massage technique
7. Remove with a hot towel(s)
8. Apply dermAstage Pumpkin Peel 1tbs. utilizing the double brush method (leave on 3-5 min)
9. Massage the guests' head and neck at this time
10. Remove with warm towels
11. Cleanse with dermAstage Beta Hydroxy cleanser - 2 pumps use appropriate massage technique
12. Apply appropriate mask (Rhassoul Clay for Acne or Oatmeal general) 3tsps. powder, 6tsps.water, 15-drops blending oil utilizing the double brush method
13. While mask is on, perform hand and arm massage technique with 2 pumps h2t Milk lotion and 1 spray Fig Spray
14. Remove mask with hot towels, Apply towels, let rest to soften mask and remove
15. Perform back massage with 3-4 pumps h2t Milk Lotion and 2-3 sprays of Fig Spray (3-5 min) not breaking contact yet, dabbing water with fingertips from ramekin for emulsification and spread ability
16. Follow the after the body treatment procedures

# Skin Care

## Back Facial / Radiance Renewal

**Time needed:** 45 minutes

**Mis en place:**

Facial Room: Clean, Neat and Warm. Fitted sheet, regular sheet, blanket, U-shape face pad, flower, lights dim, hand mirror, Clarisonic charged, towel warmer on.

**Implements:** 10 Hot Towels, 4 Towels, 1 bobby pin, 2-fan brushes, plate, spoons; 1tsp, pumpkin peel, and mask, 2 Large ramekins, 1 Small remekin (water)

**Product Setup:**

h2t Beta Hydroxy or Cream Cleanser, 20% Pumpkin Peel, Rhassoul Clay Mask or Oatmeal Mask, Presc Sys. Blending Oil, water, h2t Milk Moisturizer, h2t Fig Spray and mask is determined at consultation

**Procedure:**

1. Make sure the guest is comfortable and warm, straighten blankets, Consult an Instructor after client is prepared.
2. Wash your hands with hot soapy water
3. Have the guest lay face down
4. Pull the blanket down to the waistline and cocoon client
5. Apply corner to corner pyramid method towel over guests hair attach with bobby pin
6. Apply dermAstage cleanser – 2-3 pumps – Use appropriate massage technique
7. Remove with a hot towel(s)
8. Apply dermAstage Pumpkin Peel 1tbs. utilizing the double brush method (leave on 3-5 min)
9. Massage the guests' head and neck at this time
10. Remove with warm towels
11. Cleanse with dermAstage Beta Hydroxy cleanser - 2 pumps use appropriate massage technique
12. Apply appropriate mask (Rhassoul Clay for Acne or Oatmeal general) 3tsps. powder, 6tsps.water, 15-drops blending oil utilizing the double brush method
13. While mask is on, perform hand and arm massage technique with 2 pumps h2t Milk lotion and 1 spray Fig Spray
14. Remove mask with hot towels, Apply towels, let rest to soften mask and remove
15. Perform back massage with 3-4 pumps h2t Milk Lotion and 2-3 sprays of Fig Spray (3-5 min) not breaking contact yet, dabbing water with fingertips from ramekin for emulsification and spread ability
16. Follow the after the body treatment procedures

# Hair Care

## Perm Wrap Procedure

### Tools needed:

towels	protective cream	end wraps
rattail comb	solution	cotton
picks	plastic bag	cape
rods	timer	clarifier (if needed)
shampoo	spray bottle with water	

### Procedure

1. Gently shampoo hair
2. Clarify hair if needed with Mint Purifying Shampoo or for greater clarification use Malibu
3. Wrap hair on rods using water to keep the hair moist (use pre-wrap if necessary)
4. Protect skin around hairline with barrier cream and cotton
5. Mix waving activator and solution if necessary
6. Mist rods with water and towel blot to even out porosity before applying perm solution
7. Apply wave solution to top and bottom of each rod starting in the exterior
8. Change cotton and towel around hairline and cover with plastic bag provided
9. Process at room temperature for the strength solution you are using indicated on the chart
10. Test curl; check for visual roping and separation on the rod, blot rod to be tested with paper towel (always save some wave solution to resaturate test rod if it is not fully processed), unwind rod approximately 1 1/2 times and push rod forward, when an S pattern that matches the tool appears the perm is ready to be rinsed. Use a different rod for each test curl
11. Rinse when processing is complete for a minimum of 5 minutes with comfortable hot water
12. Towel blot, paper towel blot
13. Apply interim treatment, towel blot each rod, do not rinse (this step is perm specific)
14. Mist cotton with water and apply to hairline
15. Neutralize top and bottom of each rod starting in the exterior, check manufacturers instructions for timing
16. Rinse with warm water for a minimum of 5 minutes
17. Once rods are out towel blot hair, scrunching the curl pattern into hair
18. Educate guest on home maintenance, post perm conditioning and required styling
19. DO NOT SHAMPOO FOR 48 HOURS

# Hair Care

## Brick Wrap

### Procedure:

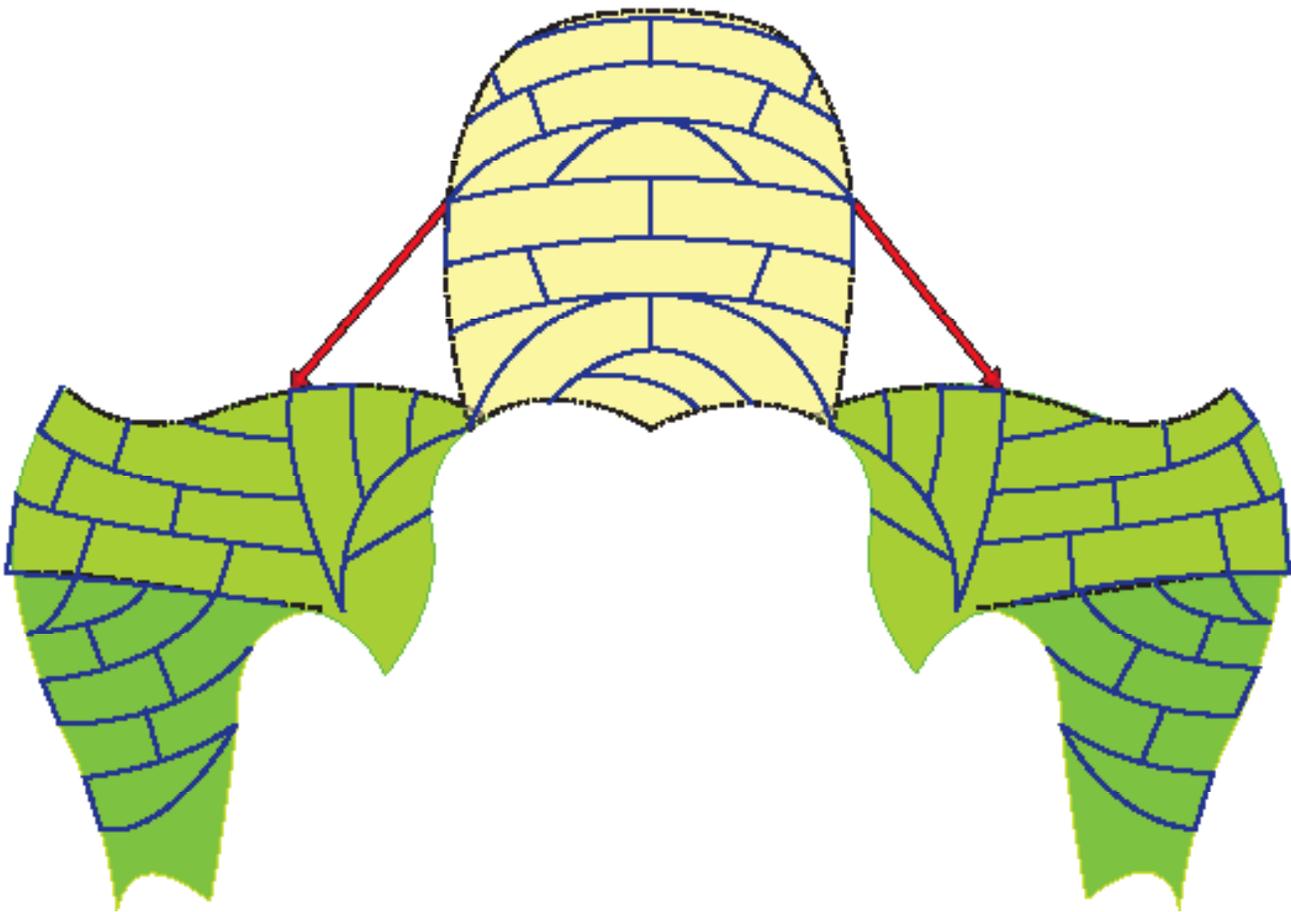
**Mannequin Head:** Medium/Long Layer

### Spacing:

close together, pick as you go through (1-2 per rod), pick under perm rod at the round of the head to create tension

### Slice:

use crescent, triangles or rectangle slices with a brick lay pattern, no larger than the size of the rod. (Practice first with rectangle slices before using crescent or triangle) Smaller rods are most commonly used, avoid railroad tracks.



# Hair Care

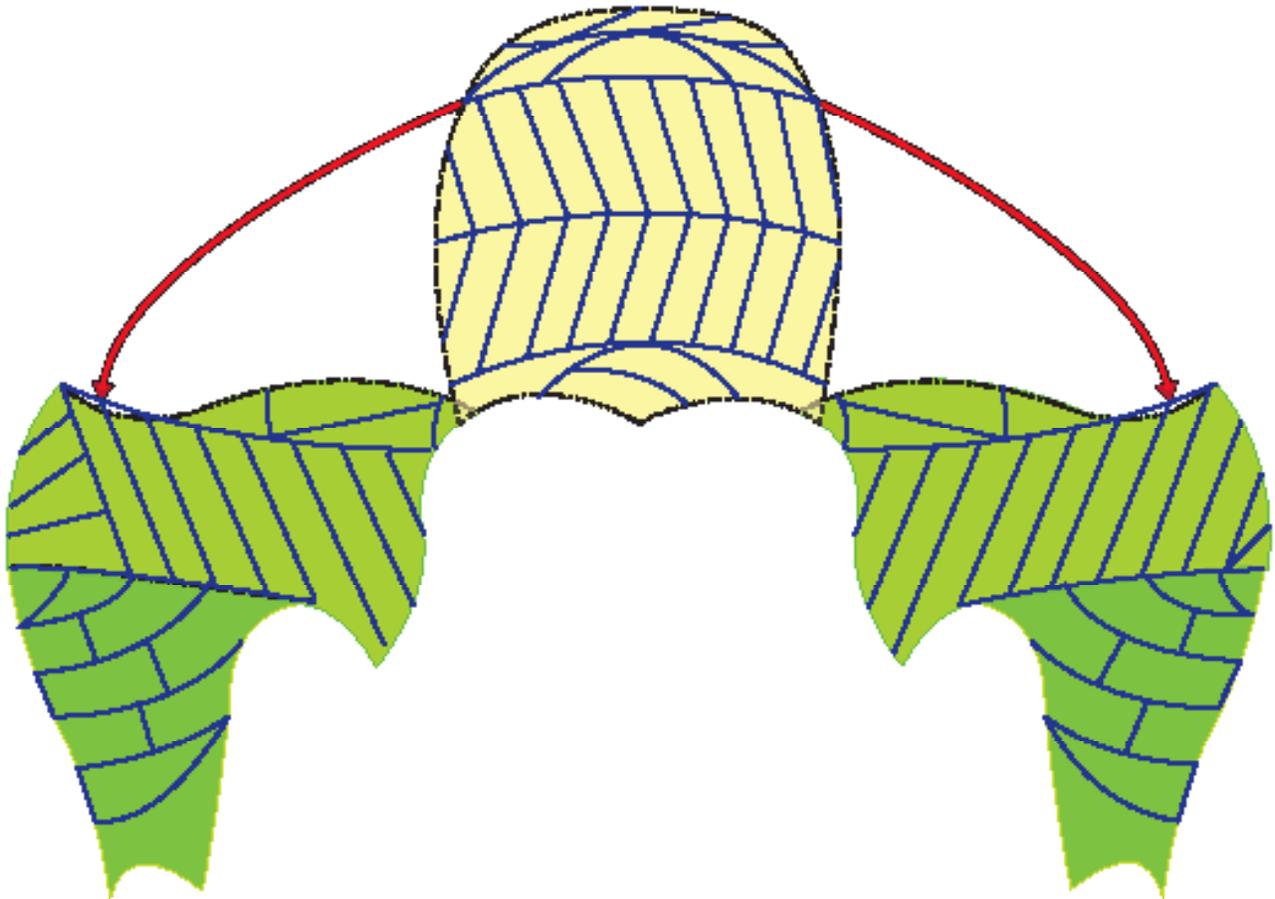
## Natural Wrap

### Procedure:

**Mannequin Head:** Medium/Long Layer

**Spacing:** close together, size of rods

**Slice:** Candlestick: Diagonal forward or diagonal back



# Hair Care

## Spiral Wrap

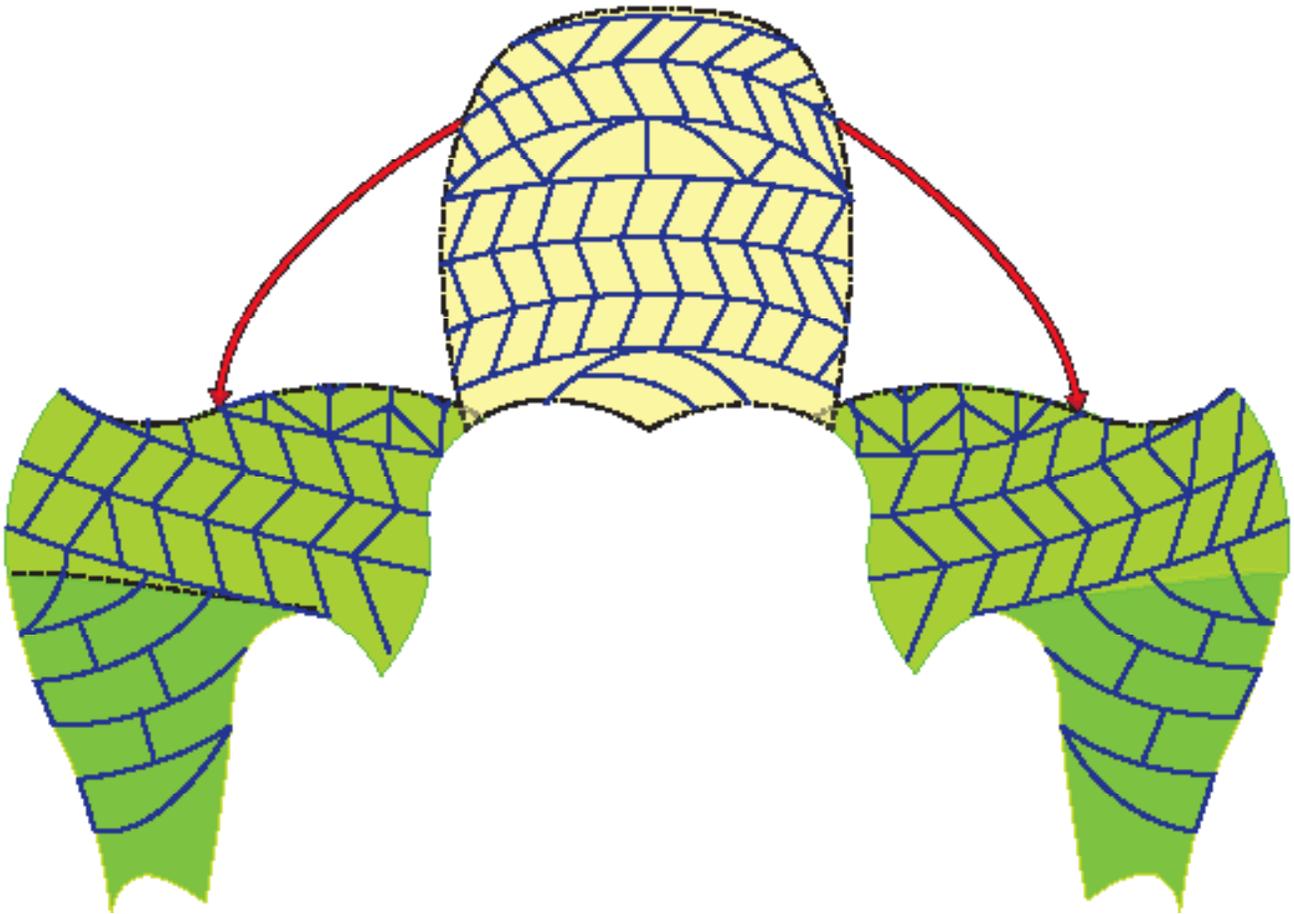
### Procedure:

**Mannequin Head:** One length or long layer

**Spacing:** close together, size of rods determine slice

### Slice:

rectangle brick technique in the nape section, inch by inch alternating diagonal slices above the occipital, diagonal slices in the exterior. Alternate directions as you work up the head



# Hair Care

## Partial Wrap

### Procedure:

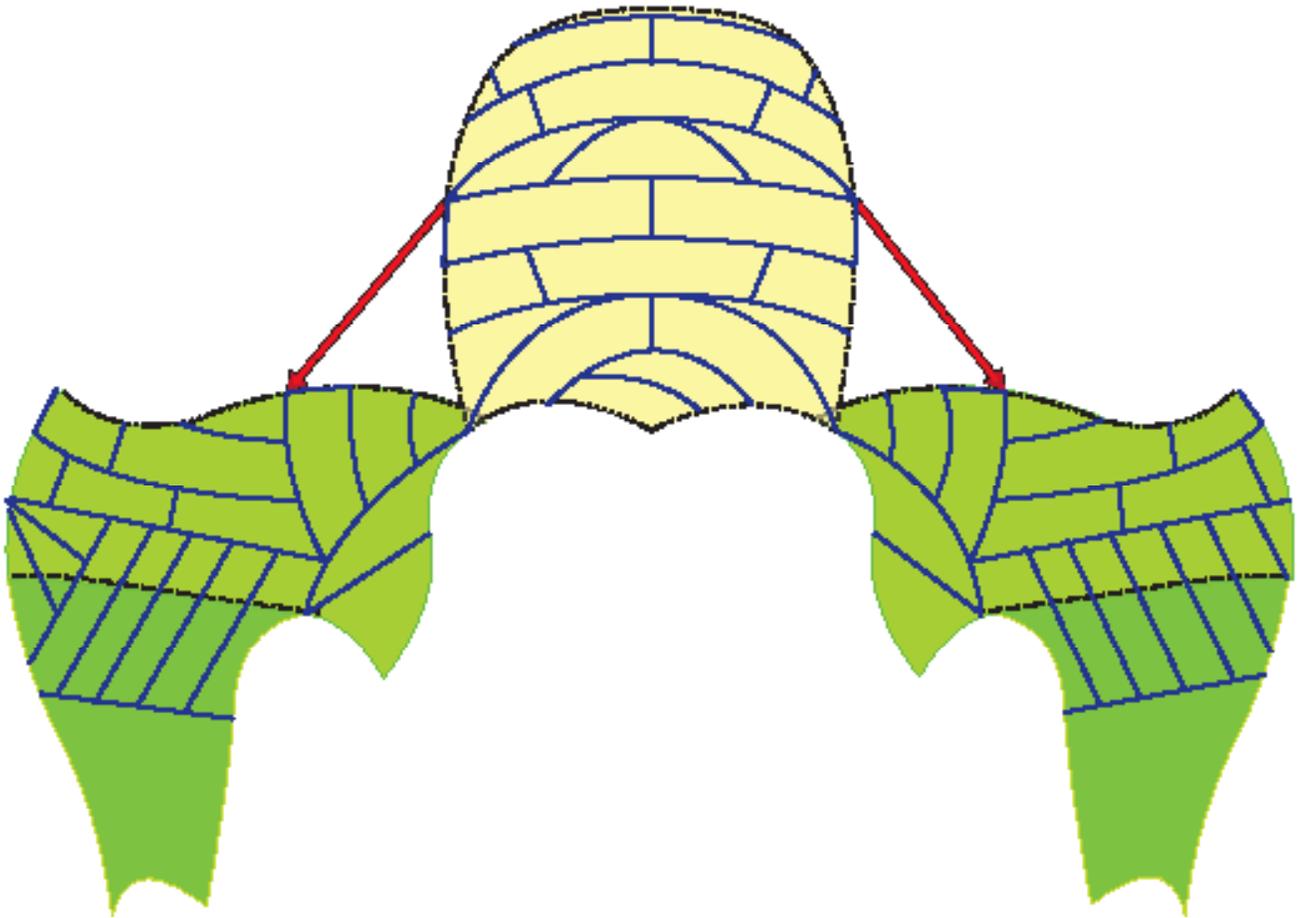
**Mannequin Head:** Short layer

**Spacing:** close together, size of rod

**Sides:** sides wrapped in natural wrap

**Exterior:** brick wrap until 2- 2 1/2" above weight line

**Interior:** through graduation, long rods wrapped diagonally up and back (forming a "V")  
shorter hair will fall out of rod, will blend in after haircut.



# Hair Care

## Virgin Color Application

### Tools needed:

cape	gloves	towels	plastic bag	
clips	color bowl	color bottle	color brush	comb
timer	color	developer		

### Procedure:

1. Wash your hands with hot soapy water, begin the start to finish consultation
2. Apply a protective cape and a plastic bag around the guest to protect their clothing
3. Section the hair into 4 equal parts
4. Mix appropriate color and developer
5. Put protective gloves on
6. Begin the color application in starting in the exterior working toward the face, then the interior working towards the mastoid
7. Throughout the application, use 1/4" slices
8. Going lighter: apply 1/2" away from the root area up to the porous ends. Next apply color to the 1/2" root area, then to the porous ends last
9. After applying the color in the desired areas, recheck the hair to make sure adequate coverage was achieved
10. After the processing time, rinse the guests' hair in warm water until clear
11. Remove any color that was left on the hair line
12. Shampoo and condition the hair
13. Towel dry and style as needed
14. Perform the start to finish closing technique
15. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 min.
16. Thoroughly clean all areas with a disinfectant

# Hair Care

## Retouch Color Application

### Tools needed:

cape	gloves	towels	plastic bag	
clips	color bowl	color bottle	color brush	comb
timer	color	developer		

### Procedure:

1. Wash your hands with hot soapy water, begin the start to finish consultation
2. Apply a protective cape and a plastic bag around the guest to protect their clothing
3. Section the hair into 4 quadrants
4. For gray coverage; begin where the highest % of gray is (usually front)
5. Going lighter; begin where the hair is the darkest (usually back quadrants)
6. Mix appropriate color and developer
7. Put protective gloves on
8. Apply color at the root area on new growth and feather through the line of demarcation with zig and zag. Feathering can be achieved using your thumb, a comb, or your tint brush
9. Refreshing the ends: can be achieved by mixing up a different formula for color and developer, taking 1/2" slices and applying the color quickly from the midstrand to the ends
10. After applying the color in the desired areas, recheck the hair to make sure adequate coverage was achieved
11. After the processing time, rinse the guests' hair in warm water until clear
12. Remove any color that was left on the hair line
13. Shampoo and condition the hair
14. Towel dry and style as needed
15. Perform the start to finish closing technique
16. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 min.
17. Thoroughly clean all areas with a disinfectant

# Hair Care

## Toning

### Tools needed:

cape	gloves	towels	clips
color bowl	color brush	color bottle	comb
timer	color	developer	

### Procedure:

1. Wash your hands with hot soapy water, begin the start to finish consultation
2. Apply a protective cape around the guest to protect their clothing
3. Section into 4 equal parts and clip into place
4. Mix appropriate color and developer
5. Put protective gloves on
6. Beginning in the back left quadrant; apply the color using 1/4" slices
7. Apply the color at the mid shaft up to the porous ends first
8. If needed, apply the color to the root area and then the porous ends last
9. Process to the desired level, approximately 5-20 minutes
10. Rinse the guests' hair in warm water until clear
11. Remove any color that was left on the hair line
12. Shampoo and condition the hair
13. Towel dry and style as needed
14. Perform the start to finish closing technique
15. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 min.
16. Thoroughly clean all areas with a disinfectant

# Hair Care

## Virgin Lightener Application

### Tools needed:

cape	gloves	towels	plastic bag
clips	color bowl	color brush	comb
timer	lightener	developer	shampoo
conditioner			

### Procedure:

1. Wash your hands with hot soapy water, begin the start to finish consultation
2. Apply a protective cape and a plastic bag around the guest to protect their clothing
3. Section the hair into 4 equal parts and clip into place
4. Begin where the hair is the darkest (usually back area)
5. Mix appropriate lightener and developer
6. Put protective gloves on
7. Virgin application: begin by using 1/4" slices, apply the lightener 1/2" away from the scalp up to the porous ends. Halfway to desired level, apply lightener to the hot shaft (scalp area) and ends
8. After applying the lightener in the desired areas, recheck the hair to make sure adequate coverage was achieved
9. After the processing time, rinse the guests' hair in warm to hot water until clear
10. Shampoo and condition the hair; tone if needed
11. Towel dry and style as needed
12. Perform the start to finish closing technique
13. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 min.
14. Thoroughly clean all areas with a disinfectant

# Hair Care

## Retouch Lightener Application

### Tools needed:

cape	gloves	towels	plastic bag
clips	color bowl	color brush	comb
timer	lightener	developer	shampoo
conditioner			

### Procedure:

1. Wash your hands with hot soapy water, begin the start to finish consultation
2. Apply a protective cape and a plastic bag around the guest to protect their clothing
3. Section the hair into 4 equal parts and clip into place
4. Begin where the hair is the darkest (usually back area)
5. Mix appropriate lightener and developer
6. Put protective gloves on
7. Retouch application: begin by using 1/4" slices, apply lightener at the root area on the new growth and feather through the line of demarcation with zig and zag. Feathering can be achieved using your thumb, a comb, or your tint brush
8. After applying the lightener in the desired areas, recheck the hair to make sure adequate coverage was achieved
9. After achieving the desired results, rinse the guests' hair in warm to hot water until clear
10. Shampoo and condition the hair, tone if needed
11. Towel dry and style as needed
12. Perform the start to finish closing technique
13. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 min.
14. Thoroughly clean all areas with a disinfectant

# Hair Care

## Bumping the Base

### Tools needed:

cape	gloves	towels	clips
color bowl	color brush	comb	
timer	color	developer	

### Procedure:

1. Wash your hands with hot soapy water, begin the start to finish consultation
2. Apply a protective cape around the guest to protect their clothing
3. Section into 4 equal parts and clip into place
4. Mix appropriate color and developer
5. Put protective gloves on
6. Beginning in the back area, apply the color within 3-5 minutes by using 1/4" slices
7. Apply the color at the root area only on the new growth and feather through the line of demarcation with zig and zag. Feathering can be achieved using your thumb, a comb, or your tint brush
8. After applying the color in the desired areas, process up to 5 minutes
9. Begin rinsing the back area first, then the front area in warm water until clear
10. Remove any color that was left on the hair line
11. Towel dry and style as needed
12. Perform the start to finish closing technique
13. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 min.
14. Thoroughly clean all areas with a disinfectant

# Hair Care

## Reds Virgin Color Application

### Tools needed:

cape	gloves	towels	plastic bag
clips	color bowl	color brush	comb
timer	color	developer	

### Procedure:

1. Wash your hands with hot soapy water, begin the start to finish consultation
2. Apply a protective cape and a plastic bag around the guest to protect their clothing
3. Section the hair into 4 equal parts and clip into place
4. Mix appropriate color and developer
5. Put protective gloves on
6. Begin the color application in starting in the exterior working toward the face, then the interior working towards the mastoid
7. Throughout the application, use 1/4" slices
8. Going lighter: apply 1/2" away from the root area up to the porous ends. Next apply color to the 1/2" root area, then to the porous ends last
9. Deposit only going darker: apply 1" away from the root area up to the porous ends. Next apply color to the 1" root area, then to the porous ends last
10. After applying the color in the desired areas, recheck the hair to make sure adequate coverage was achieved
11. After the processing time, rinse the guests' hair in warm water until clear
12. Remove any color that was left on the hair line
13. Towel dry and style as needed
14. Perform the start to finish closing technique
15. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 min.
16. Thoroughly clean all areas with a disinfectant

# Hair Care

## Reds Retouch Color Application

### Tools needed:

cape	gloves	towels	plastic bag
clips	color bowl	color brush	comb
timer	color	developer	

### Procedure:

1. Wash your hands with hot soapy water, begin the start to finish consultation
2. Apply a protective cape and a plastic bag around the guest to protect their clothing
3. Section the hair into 4 quadrants and clip into place
4. For gray coverage; begin where the highest % of gray is (usually front)
5. Going lighter; begin where the hair is the darkest (usually back quadrants)
6. Mix appropriate color and developer
7. Put protective gloves on
8. Apply color at the root area on new growth and feather through the line of demarcation with zig and zag. Feathering can be achieved using your thumb, a comb, or your tint brush
9. Refreshing the ends: can be achieved by mixing up a different formula for color and developer, taking 1/2" slices and applying the color quickly from the mid strand to the ends
10. After applying the color in the desired areas, recheck the hair to make sure adequate coverage was achieved
11. After the processing time, rinse the guests' hair in warm water until clear
12. Remove any color that was left on the hair line
13. Towel dry and style as needed
14. Perform the start to finish closing technique
15. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 min.
16. Thoroughly clean all areas with a disinfectant

# Hair Care

## Gray Coverage Virgin Color Application

### Tools needed:

cape	gloves	towels	plastic bag
clips	color bowl	color brush	comb
timer	color	developer	

### Procedure:

1. Wash your hands with hot soapy water, begin the start to finish consultation
2. Apply a protective cape and a plastic bag around the guest to protect their clothing
3. Section the hair into 4 equal parts
4. For gray coverage; begin where the highest % of gray is (usually front)
5. Going lighter; begin where the hair is the darkest (usually back)
6. Mix appropriate color and developer
7. Put protective gloves on
8. Throughout the application, use 1/4" slices
9. Going lighter: apply 1/2" away from the scalp through the mid-shaft, omit the ends if they are porous. Next apply color to the 1/2" new growth, then to the ends. Or apply a lower volume formula to new growth and increase the volume with the same color formula for the midshaft and ends. If there is gray/white hair in the new growth area add Neutral to the formula at the new growth and add less Neutral to the mid-shaft and ends formula or omit it all together.
10. After applying the color in the desired areas, recheck the hair to make sure adequate coverage was achieved
11. After the processing time, rinse the guests' hair with warm water, shampoo & condition.
12. Remove any color that was left on the hair line
13. Towel dry and style as needed
14. Perform the start to finish closing technique
15. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 min.
16. Thoroughly clean all areas with a disinfectant



# Nail Care

## Manicure

### Time Needed:

30 minutes

### Supplies needed:

2 hand towels, 2 warm towels, non-acetone polish remover, cotton, plastic cuticle pusher, nail clipper, h2t hand lotion, h2t Sugar and Olive scrub, 180 grit file, 3 way buffer, hand sanitizer, polish, top coat and base coat

### Procedure:

1. Wash your hands in hot soapy water before beginning your service.
2. Have your guest use the hand sanitizer at this time. Place a squirt in their hands to massage together.
3. Perform the Start To Finish consultation procedure with your guest.
4. While you are performing the Start To Finish, look over the guests hands and nails for any cuts, abrasions or infections. If they have any cuts or abrasions, continue the manicure wearing gloves on your hands. If they have any infections, discontinue the service and reschedule for another time when they have healthy hands.
5. The hand that you pick up will be the order in which you will perform all of the steps. Preferably pinky to thumb each time.
6. Begin by removing any nail polish on the nails with non-acetone polish remover and cotton. Buff nails if needed.
7. Shorten any nails with the nail clipper if needed. Shape the nails with the 180 grit file in the shape determined. Clean under the free edge if needed.
8. Apply a ½ tsp. of h2t Sugar and Olive scrub into your hands with a spatula and massage together to warm the product. Gently massage the scrub on the guest's right hand.
9. Repeat on the other hand. Lay a hot towel out, have the guest put their hand and arm on top of the towel, wrap the hot towel around their arm and hand. Proceed to the left hand in the same manner.
10. Remove the towel from the guest's right hand and arm by gently pulling the towel toward you and then open the towel up and re-wipe their hand to remove any product. Repeat this step on the other hand and arm.
11. Apply 2 squirts of h2t hand lotion on your hands and massage together to warm the product. Apply to the guests hands.
12. Remove any excess oil on the nail plate with cotton and polish remover.
13. Option: If the guest chooses to not wear polish, buff their nails to a high shine with the 3 way buffer.
14. Apply one coat of base coat on all nails.
15. Apply two coats of color (optional) on all nails. Clean up any excess polish on the nails with the plastic cuticle pusher, cotton and non-acetone remover.
16. Apply one coat of top coat on all nails.
17. Perform the Start To Finish closing technique.
18. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 minutes.
19. Thoroughly clean all areas with a disinfectant.

# Nail Care

## “Mini” Pedicure

**Time needed:** 45 minutes

**Supplies needed:**

Pedicure tub, pedi soak, 4 hand towels, non-acetone polish remover, cotton, ¼” cuticle nipper, metal cuticle pusher, plastic cuticle pusher, toe nail clipper, pedicure slippers, h2t lotion, oil or cuticle eliminator, 180 grit file, 3 way buffer, polish (if applicable), nail brush

1. Wash your hands in hot soapy water before beginning your service.
2. Fill the pedicure tub with warm water, put 1 tsp. of pedi soak in and start the jets.
3. Perform the Start To Finish consultation procedure with your guest.
4. While you are performing the Start To Finish, look over the guests feet, legs and nails for any cuts, abrasions or infections. If they have any cuts or abrasions, continue the pedicure wearing gloves on your hands. If they have any infections, discontinue the service and reschedule for another time when they are healthy.
5. Have the guest put both feet into the pedicure tub. Adjust the water temperature as needed. Let the guest soak for approximately 5 minutes.
6. The foot that you pick up will be the order in which you will perform all of the steps. Preferably working from the outside in on each foot (smallest toe to largest).
7. Towel dry their foot, begin by removing any nail polish on the nails with non-acetone polish remover and cotton.
8. Shorten any nails with the toe nail clipper if needed. Shape the nails with the 180-grit file in the shape determined. Clean under the free edge.
9. Gently massage one drop of oil or cuticle eliminator on each nail at the cuticle area.
10. Begin pushing back their cuticles on the nails, then lightly brush the nails with a nail brush. Wipe the nails if needed. Apply a light coat of h2t lotion on their foot.
11. Wrap the towel around their foot so the foot does not go back into the water.
12. Repeat steps 7-11 on the other foot.
13. Turn off the jets on the pedicure tub.
14. Make sure the nails are completely dry, put pedicure slippers on the guests’ feet, wrap cotton in between the toes.
15. Option: If the guest chooses to not wear polish, buff their nails to a high shine with the 3 way buffer.
16. Apply one coat of base coat, two coats of color (optional) and one coat of topcoat on all nails. Clean up any excess polish on the nails with the plastic cuticle pusher, cotton and non-acetone remover.
17. Perform the Start To Finish closing technique.
18. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 minutes.
19. Thoroughly clean all areas with a disinfectant and use the proper procedures for disinfecting the pedicure tub.

# Nail Care

## "Signature" Manicure

**Time needed:** 45 minutes

### **Mis en place:**

4 purple hand towels, non-acetone polish remover, cotton, ¼" cuticle nipper, metal cuticle pusher, plastic cuticle pusher, nail clipper, h2t hand lotion or cuticle eliminator, 180 grit file, disposable buffer squares, hand sanitizer, polish, top coat and base coat

### **Product Setup:**

1/2 tsp. Scrub

### **Procedure:**

1. Wash your hands in hot soapy water before beginning your service.
2. Have your guest use the hand sanitizer at this time. Place a squirt in their hands to massage together.
3. Perform the Start To Finish consultation procedure with your guest.
4. While you are performing the Start To Finish, look over the guests hands and nails for any cuts, abrasions or infections. If they have any cuts or abrasions, continue the manicure wearing gloves on your hands. If they have any infections, discontinue the service and reschedule for another time when they have healthy hands.
5. The hand that you pick up will be the order in which you will perform all of the steps. Preferably pinky to thumb each time.
6. Begin by removing any nail polish on the nails with non-acetone polish remover and cotton. Consult with your instructor
7. On one hand Shorten any nails with the nail clipper if needed. Shape the nails with the 180 grit file in the shape determined.
8. Gently massage one drop of oil or cuticle eliminator on each nail at the cuticle area. Repeat 7 & 8 on other hand
9. Push back the cuticles on both hands with the cuticle pusher and nip any excess skin with a nipper if necessary.
10. Apply Scrub into your hands with a spatula and message together to warm the product. Gently massage the scrub on the guests right hand.
11. Lay a hot towel out, have the guest put their hand and arm on top of the towel, wrap the hot towel around their arm and hand. Proceed to the left hand in the same manner.
12. Remove the towel from the guests right hand and arm by gently pulling the towel toward you and then open the towel up and re-wipe their hand to remove any product. Repeat this step on the other hand and arm.
13. Apply 2 squirts of h2t hand lotion on your hands and massage together to warm the product.
14. Gently massage the product into the guest's right hand and arm (up to the elbow). Use the RA hand and arm massage technique.
15. Apply 2 squirts of h2t hand lotion on your hands and massage together to warm the product.
16. Gently massage the product into the guest's left hand and arm (up to the elbow). Use the RA hand and arm massage technique.
17. Remove any excess oil on the nail plate with cotton and polish remover. Clean under free edge
18. Apply one coat of base coat on all nails.
19. Apply two coats of color (optional) on all nails. Clean up any excess polish on the nails with the cuticle pusher, cotton and non-acetone remover.
20. Apply one coat of top coat on all nails.
21. Perform the Start To Finish closing technique.
22. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 minutes.
23. Thoroughly clean all areas with a disinfectant.

# Nail Care

## Radiance Renewal Manicure

**Time needed:** 45 minutes

### **Mes En Place:**

4 purple hand towels, non-acetone polish remover, cotton, ¼" cuticle nipper, metal cuticle pusher, nail clipper, h2t hand lotion, oil or cuticle eliminator, 180 grit file, disposable buffer squares, hand sanitizer, polish, top coat, base coat, Fig spray, 2 warm towels, small fan brush, 2 plastic bags

### **Product Setup:**

1/2 tsp. Scrub

1/2 tsp. h2t Pumpkin Peel

### **Procedure:**

1. Wash your hands in hot soapy water before beginning your service.
2. Have your guest use the hand sanitizer at this time. Place a squirt in their hands to massage together.
3. Perform the Start To Finish consultation procedure with your guest.
4. While you are performing the Start To Finish, look over the guests hands and nails for any cuts, abrasions or infections. If they have any cuts or abrasions, continue the manicure wearing gloves on your hands. If they have any infections, discontinue the service and reschedule for another time when they have healthy hands.
5. The hand that you pick up will be the order in which you will perform all of the steps. Preferably pinky to thumb each time.
6. Begin by removing any nail polish on the nails with non-acetone polish remover and cotton. Consult an Instructor
7. On one hand Shorten any nails with the nail clipper if needed.
8. Gently massage one drop of oil or cuticle eliminator on each nail at the cuticle area. Repeat 7 & 8 on other hand
9. Push back the cuticles on both hands with the cuticle pusher and nip any excess skin with a nipper if necessary. Repeat on other hand
10. Using the small fan brush, apply the h2t Pumpkin Peel to the underside of the right hand, palm and fingers. Then turn their palm down and apply to the top side of their hand and fingers. Put a plastic bag over their hand and wrap a warm towel around their hand. Repeat on the other hand. Let the h2t Pumpkin Peel set on for approximately 5 minutes.
11. After 5 minutes, remove the hot towel on the right hand and remove any h2t Pumpkin Peel, repeat on the other hand.
12. Spray their hand and arm with Fig spray; apply 2 squirts of h2t hand lotion on your hands and massage together to warm the product.
13. Gently massage the product into the guest's right hand and arm (up to the elbow). Use the RA hand and arm massage technique. Repeat on the left hand and arm.
14. Remove any excess oil on the nail plate with cotton and polish remover. Clean under free edge.
15. Apply one coat of base coat on all nails. Apply two coats of color (optional) on all nails. Clean up any excess polish on the nails with the cuticle pusher, cotton and non-acetone remover. Apply one coat of topcoat on all nails.
16. Perform the Start To Finish closing technique.
17. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 minutes.
18. Thoroughly clean all areas with a disinfectant.

# Nail Care

## “Signature” Pedicure

**Time needed:** 60 minutes

### **Mes En Place:**

Pedicure tub, 1 tsp. foot soak, 8 Purple hand towels, non-acetone polish remover, cotton, ¼” cuticle nipper, metal cuticle pusher, pusher, toe nail clipper, pedicure slippers, foot file, h2t lotion, h2t Fig Spray, cuticle eliminator, gloves, 180 grit file, disposable buffer squares, polish (if applicable), top coat, base coat.

### **Procedure:**

1. Wash your hands in hot soapy water before beginning your service.
2. Fill the pedicure tub with warm water, put in 1 tsp. Foot soak.
3. Perform the Start To Finish consultation procedure with your guest.
4. While you are performing the Start To Finish, look over the guests feet, legs and nails for any cuts, abrasions or infections. If they have any cuts or abrasions, continue the pedicure wearing gloves on your hands. If they have any infections, discontinue the service and reschedule for another time when they are healthy.
5. Have the guest put both feet into the pedicure tub. Adjust the water temperature as needed. Let the guest soak for approximately 5 minutes.
6. The foot that you pick up will be the order in which you will perform all of the steps. Preferably working from the outside in on each foot (smallest toe to largest).
7. Towel dry their foot, begin by removing any nail polish on the nails with non-acetone polish remover and cotton. Consult with Instructor.
8. Shorten any nails with the toe nail clipper if needed. Shape the nails with the 180-grit file in the shape determined.
9. Gently massage one drop of oil or cuticle eliminator on each nail at the cuticle area.
10. Put on gloves, apply a light coat (approx. 1 tsp.) of callus eliminator to the callus areas on their foot (for excess calluses).
11. Push back the cuticles while the callus eliminator is on the heels, wipe off the callus eliminator prior to using the foot file.
12. Use the foot file and gently file any callused areas, rinse the foot.
13. Spray the foot with h2t Fig Spray, wrap the foot in a towel and set aside.
14. Remove their other foot from the water.
15. Repeat steps 7-13 on the other foot.
16. Use approx. 1 tsp. of h2t lotion and gently massage their leg and foot using the RA massage techniques. After the massage, wrap their leg in a dry towel.
17. Repeat on the other leg and foot.
18. Make sure the nails are completely dry and free from any product, clean under free edge, clean nail with non-acetone put pedicure slippers on the guests’ feet, wrap cotton in between the toes.
19. Apply one coat of base coat, two coats of color (optional) and one coat of topcoat on all nails. Clean up any excess polish on the nails with the plastic cuticle pusher, cotton and non-acetone remover.
20. Perform the Start To Finish closing technique.
21. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 minutes.
22. Thoroughly clean all areas with a disinfectant and use the proper procedures for disinfecting the pedicure tub.

# Nail Care

## Radiance Renewal Pedicure

**Time needed:** 75 minutes

**Mes En Place:**

Pedicure tub, Milk Bath Salts, 4 hand towels, 2 black hot towels, hand sanitizer, non-acetone polish remover, cotton, ¼" cuticle nipper, metal cuticle pusher, plastic cuticle pusher, toe nail clipper, pedicure slippers, foot file, h2t lotion, callus eliminator, oil or cuticle eliminator, small fan brush, h2t 20% 22oz Pumpkin Peel, Scrub, 180 grit file, disposable buffer squares, disposable callus rasp, applicator brush, polish (if applicable), h2t Fig Spray, polish, top coat, base coat.

**Product Setup:**

- 1 tsp. Scrub
- 1 tsp. h2t 20% 22oz. Pumpkin Peel
- 1 tsp. Milk Bath Salts

**Procedure:**

1. Wash your hands in hot soapy water before beginning your service.
2. Fill the pedicure tub with warm water, put 1 tsp. of h2t bath salts in and start the jets.
3. Perform the Start To Finish consultation procedure with your guest.
4. While you are performing the Start To Finish, look over the guests feet, legs and nails for any cuts, abrasions or infections. If they have any cuts or abrasions, continue the pedicure wearing gloves on your hands. If they have any infections, discontinue the service and reschedule for another time when they are healthy.
5. Have the guest put both feet into the pedicure tub. Adjust the water temperature as needed. Let the guest soak for approximately 5 minutes.
6. The foot that you pick up will be the order in which you will perform all of the steps. Preferably working from the outside in on each foot (smallest toe to largest).
7. Towel dry their foot, begin by removing any nail polish on the nails with non-acetone polish remover and cotton.
8. Shorten any nails with the toe nail clipper if needed. Shape the nails with the 180-grit file in the shape determined. Clean under the free edge.
9. With applicator brush, apply 1/2 tsp. of Pumpkin Peel on one foot and then the other.
10. Leave the Pumpkin Peel on their feet for approximately 3-10 minutes.
11. Put both feet into the water and gently rinse their feet off with water to remove any Pumpkin Peel.
12. Gently massage one drop of oil or cuticle eliminator on each nail at the cuticle area and push back the cuticles. Use the foot file and gently file any callused areas. Repeat on the other foot.
13. Apply 1/2 tsp. of Scrub to their leg and foot, massaging the scrub in. Wrap a hot towel around their leg and foot and set aside. Turn off the jets on the pedicure tub. Repeat on the other leg and foot.
14. Remove the scrub on one leg/foot with the hot towel, spray with h2t Fig Spray then massage approx. 1 tsp. of h2t lotion and gently massage their leg and foot using the RA massage techniques. Repeat on the other leg and foot.
15. Remove any excess oil with polish remover. Put pedicure slippers on the guests' feet, wrap cotton in between the toes.
16. Option: If the guest chooses to not wear polish, buff their nails to a high shine with the 3 way buffer.
17. Apply one coat of base coat, two coats of color (optional) and one coat of topcoat on all nails. Clean up any excess polish on the nails with the plastic cuticle pusher, cotton and non-acetone remover.
18. Perform the Start To Finish closing technique.
19. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 minutes.
20. Thoroughly clean all areas with a disinfectant and use the proper procedures for disinfecting the pedicure tub.

# Nail Care

## Sculptured Gel Full Set / Tips

**Time Needed:** 120 minutes

### **Mis en place:**

100 and 180 Grit file, Tips, Hard Gel (clear or pink), Lint Free Cotton, Alcohol, Gel Brush, Primer, Dehydrator, Buffers, Cuticle Pusher, Cuticle Oil, Bonder, Gel Light, Hand Sanitizer, 2 Towels, 1 Hands Down Towel

### **Product Setup:**

Gel, nail glue, artificial nails tips

### **Procedure:**

1. Wash your hands in hot soapy water before beginning your service
2. Have your guest use the hand sanitizer at this time. Place a squirt in their hands to massage together
3. Perform the Start To Finish consultation procedure with your guest
4. While you are performing the Start To Finish, look over the guests hands and nails for any cuts, abrasions or infections. If they have any infections, discontinue the service and reschedule for another time when they have healthy hands. Remove polish, Size Nail tips to Client, Consult with Instructor
5. Push back the cuticle using cuticle pusher if needed use nippers to trim cuticle if needed
6. Remove shine on nail plate with buffer
7. Brush off the excess dust with lint free cotton wipe
8. Apply dehydrator to all nails
9. Starting with Pinky finger apply a drop of nail glue to the well of the nail tip, Using stop, Rock and Roll method. Apply all nail tips to client
10. Cut, file and shape all nails to desired shape.
11. Using the 180 Grit file to gently blend the tip to the natural nail and to remove the shine
12. Use buffer for final smoothing
13. Wipe dust from all nails using lint free cotton wipe
14. Apply bonder to all nails and cure for 1 minute
15. Using gel brush, apply a thin coat of the clear or pink gel to all fingers on one hand blend the tips and cure for 1 minute
16. If needed fill in any nails and cure for 1 minute
17. Use alcohol and lint free wipe to remove tacky layer from each nail
18. Use 100 Grit file, gently file entire nail to smooth. Continue on all nails
19. Use buffer, for final smoothing
20. Apply cuticle oil and or polish
21. Perform start to finish closing technique
22. Thoroughly wash all implements in hot soapy water and immerse in disinfectant 10 minutes
23. Thoroughly clean all work areas with disinfectant

# Nail Care

## Sculptured Gel Polish

**Time Needed:** 30 minutes

**Mis en place:**

2 Purple hand towel, 180 grit file, buffer, hands down, gel polish, gel base, fuse, top coat, alcohol, nipper, nail clipper, lint free wipes, dehydrator

**Product Setup:**

Gel, nail glue, artificial nails tips

**Procedure:**

1. Wash your hands in hot soapy water before beginning your service.
2. Have your guest use the hand sanitizer at this time.
3. Clip and, or file 1 hand to desired shape
4. Apply cuticle remover
5. Repeat on other hand
6. Return to first hand, push back cuticles, use nippers to remove excess cuticle, pulling back skin around nails
7. Repeat on other hand – Client wash hands (with no soap)
8. Buff all nails completely – downward motion
9. Clean all nails with alcohol entire nail
10. Double check all nails remove more cuticle if needed
11. Shake base coat before using, using thin coats apply basecoat on edge of nails by upwards first, then brush with presser by pushing in middle of nail towards eponichium and massaging product up and down nails pulling back skin, cap all nails before curing it deters the polish from shrinking.
12. Shake color before using, do thin coats (thick coat will bubble) apply same way, backward, then forward pulling back skin to cover entire nail, remove form skin before curing, cap all nails before curing
13. Repeat on other hand
14. Apply second coat same way \*Shake first

NOTE: If polish is present on skin after curing, use file or buffer to gently file off.

# Nail Care

## Sculptured Gel Full Set Pink and White

**Time Needed:** 120 minutes

**Mis en place:**

100 and 180 Grit file, Tips, Hard Gel (clear, pink and White), Lint Free Cotton, Alcohol, Gel Brush, Primer, Dehydrator, Buffers, Cuticle Pusher, Cuticle Oil, Bonder, Gel Light, Hand Sanitizer, 2 Towels, 1 Hands Down Towel

**Product Setup:**

Gel and Forms

**Procedure:**

1. Wash your hands in hot soapy water before beginning your service
2. Place one squirt of hand sanitizer into the guest hands and have them rub them together
3. Perform the Start to Finish consultation procedure with your guest
4. While you are performing the Start To Finish, look over the guests hands and nails for any cuts, abrasions or infections. If they have any infections, discontinue the service and reschedule for another time when they have healthy hands. Remove polish, Consult with Instructor
5. Push back the cuticle using cuticle pusher if needed use nippers to trim cuticle if needed File and shape all nails
6. Remove shine on nail plate with buffer
7. Brush off the excess dust with lint free cotton wipe
8. Apply dehydrator to all nails
9. Apply bonder to nails cure 1 minute
10. Starting with pinky apply forms to one hand
11. Using the gel brush, apply pea size or little larger of gel (clear or pink to middle of nail, push product to but not touching skin, pull product to grid of form to form length of nail, adding more product if necessary cure 1 minute
12. Continue on all nails
13. Remove forms, using alcohol and lint free wipe, remove tacky layer, file and shape all nails to desired length and shape
14. Apply white gel to tips to from smile line
15. Use a brush dip in alcohol to achieve this
16. Cure 2 minutes
17. Apply clear gel to entire nail to smooth and even out stress area, fill where necessary
18. Cure 1 minute
19. Continue with all nails, check all nails fill where needed
20. Using alcohol and lint free wipe to remove tacky layer
21. Using 180 grit file, gently fill all nails to be smooth
22. Use buffer for final smoothing
23. Apply cuticle oil
24. Perform start to finish closing technique
25. Thoroughly wash all implements in hot soaping water and immerse in disinfectant 10 minutes
26. Wipe Gel nail brush with lint free cotton and put top on to not contaminate
27. Thoroughly clean all work area with disinfectant

# Nail Care

## Gel Nail Removal

**Time Needed:** 60 minutes

### Supplies Needed:

Cuticle pusher, 100-180 grit files, cuticle nipper, cuticle oil, 2 towels, 2 table towels, acetone polish remover, base coat, top coat, polish (if applicable), cotton, nail brush

1. Remove any nail polish on the nails.
2. Shorten the nails if applicable.
3. Buff the nails until the gel is removed, continue working around the nail so that heat and friction does not occur.
4. Repeat step 3 until all of the gel is off.
5. Apply the cuticle oil to all 10 nails, have the guest wash their hands with a brush to remove any dust on their nails prior to polishing.
6. Always suggest the guest finish with a manicure (explain that there is an extra charge).
7. Explain home maintenance to the guest and recommend products to be used.
8. If the guest does not want to receive a manicure, complete with a polish application.

## Gel Polish Addition

**Time Needed:** 15 minutes

### Supplies Needed:

(Gelish foundation, top it off and color), cotton, alcohol, Gel brush, cuticle pusher, Gel light, 2 towels, 1 table towels

1. Wash your hands in hot soapy water before beginning your service.
2. Place one squirt of hand sanitizer into the guests hands and have them rub them together.
3. Perform the Start To Finish consultation procedure with your guest.
4. While you are performing the Start To Finish, look over the guests hands for any cuts, abrasions or infections. If they have any cuts or abrasions, continue the service wearing gloves on your hands. If they have any infections, discontinue the service and reschedule for another time when they are healthy.
5. After completing a gel or acrylic nail enhancement, follow these steps.
6. Apply a thin coat of Gelish foundation on all nails from the cuticle to free edge, staying away from the cuticle and side wall areas.
7. Cure under the Gel light for 1 minute. Remove residue with a gel brush.
8. Apply one thin coat of Gelish color on the nail plate from cuticle to free edge. Keep away from the cuticle and side walls. Cure under the Gel light for 2 minutes.
9. Apply a second thin coat of Gelish color on the nail plate from cuticle to free edge. Keep away from the cuticle and side walls. Cure under the Gel light for 2 minutes.
10. Apply one thin coat of Gelish top it off on the nail plate from cuticle to free edge. Keep away from the cuticle and side walls. Cure under the Gel light for 2 minutes.
11. Using cotton saturated in alcohol, wipe the nails with cotton to remove the sticky film.
12. If needed, apply cuticle oil and give the guest a nail brush to have them wash their hands in hot soapy water using the nail brush.
13. Perform the Start To Finish closing technique.
14. Thoroughly wash all implements in hot soapy water and immerse in a disinfectant for 10 minutes.
15. Thoroughly clean all areas with a disinfectant and use the proper procedures for disinfecting your implements.