

COSMETOLOGY AND RELATED SERVICES

DEMONSTRATE SAFE WORK PRACTICES COS.1.0

- 1.1** Identify the responsibilities of professionals to create and maintain a safe work environment for self and clients COS.1.1

- 1.2** Explain emergency procedures to follow in response to workplace accidents COS.1.2

- 1.3** Wear protective clothing and use protective gear to ensure personal safety COS.1.3

- 1.4** Describe universal precautions and their importance COS.1.4

- 1.5** Apply Arizona state laws and regulations for exposure to blood and body fluids COS.1.5

- 1.6** Use the referral technique for medical treatment when a disorder or disease is noticed COS.1.6

- 1.7** Comply with Occupational Safety and Health Administration (OSHA) standards, e.g. the Hazard Communication Standard (hazcom), and Safety Data Sheets (SDS) COS.1.7

- 1.8** Perform clear labeling of containers of all materials COS.1.8

- 1.9** Use, maintain, clean, disinfect, and regularly inspect all tools and equipment following safety guidelines and manufacturer's instructions COS.1.9

- 1.10** Identify emergency and evacuation plans COS.1.10

APPLY INFECTION CONTROL AND SAFETY STANDARDS ACCORDING TO ARIZONA STATE BOARD OF COSMETOLOGY (ABOC) GUIDELINES COS.2.0

- 2.1** Set up facility and work areas to meet best practices and safety standards COS.2.1

- 2.2** Mix and use disinfectants following manufacturers' instructions COS.2.2

- 2.3** Determine levels of infection control and methods of decontamination for tools, facilities, and people COS.2.3

- 2.4** Apply wet disinfection procedures to tools and implements COS.2.4

- 2.5** Apply dry storage methods for pre-disinfected tools and implements COS.2.5

2.6 Sanitize electrical equipment following manufacturers' instructions COS.2.6

2.7 Use recommended techniques to laundry and store towels, sheets, lab jackets, and capes COS.2.7

2.8 Follow hand-washing procedures and use sanitizer before servicing clients COS.2.8

2.9 Comply with state and federal regulations for infection control and disease prevention (CDC) COS.2.9

2.10 Identify and apply the OSHA Bloodborne Pathogens Standard (29CFR-1910.1030) applicable to the cosmetology environment COS.2.10

2.11 Identify and apply the OSHA Hazard Communications Standard (29CFR-1910.1200) applicable to the cosmetology environment COS.2.11

IDENTIFY CHEMICALS AND THEIR USAGE COS.3.0

3.1 Describe chemicals and their effect on hair, skin, and nails COS.3.1

3.2 Follow procedures to ensure accurate use of all products COS.3.2

3.3 Store and dispose of chemicals according to guidelines in the Safety Data Sheets COS.3.3

DEMONSTRATE SCALP AND HAIR TREATMENTS COS.4.0

4.1 Prepare and consult with client COS.4.1

4.2 Analyze hair and scalp, including the identify of disorders and diseases, and select product and treatment COS.4.2

4.3 Apply hair treatment COS.4.3

4.4 Apply scalp-care treatment COS.4.4

4.5 Perform scalp manipulations COS.4.5

4.6 Shampoo and rinse hair COS.4.6

DEMONSTRATE HAIRCUT TECHNIQUES COS.5.0

5.1 Prepare and consult with client COS.5.1

5.2 Use shears, razors, or clippers and texturing techniques COS.5.2

5.3 Trim beard, mustache, and sideburns COS.5.3

5.4 Cut wig or hairpiece COS.5.4

5.5 Perform wet and dry cuts COS.5.5

5.6 Edge and clean neckline using bone structure of head and texture of hair COS.5.6

**DEMONSTRATE
CHEMICAL TEXTURIZING
TECHNIQUES** COS.6.0

- 6.1 Prepare and consult with client COS.6.1
- 6.2 Analyze hair and scalp and select chemical and technique COS.6.2
- 6.3 Apply protective base at hairline, scalp, and ears COS.6.3
- 6.4 Perform texturing technique, e.g. rod placement service, permanent wave, or hair-relaxing COS.6.4
- 6.5 Perform readiness test, e.g. test curl test COS.6.5
- 6.6 Complete rinsing, blotting, and neutralizing techniques COS.6.6
- 6.7 Correct problems associated with permanent waving and hair-relaxing treatments COS.6.7

**DEMONSTRATE STYLING
TECHNIQUES** COS.7.0

- 7.1 Prepare and consult with client COS.7.1
- 7.2 Perform wet hairstyling techniques, including roller and wave placement COS.7.2
- 7.3 Complete style using a variety of techniques COS.7.3
- 7.4 Perform thermal styling techniques COS.7.4
- 7.5 Perform specialized styling techniques, e.g. braiding and extensions COS.7.5

**DEMONSTRATE HAIR
COLOR
TECHNIQUES** COS.8.0

- 8.1 Prepare and consult with client COS.8.1
- 8.2 Perform FDA- and state-mandated patch test to determine sensitivity to product COS.8.2
- 8.3 Determine level of natural hair color COS.8.3
- 8.4 Select product and application technique COS.8.4
- 8.5 Perform product color mixing COS.8.5
- 8.6 Perform temporary, semi-permanent, permanent, or decolorizing procedure COS.8.6
- 8.7 Remove product from skin COS.8.7
- 8.8 Create special hair color effects COS.8.8
- 8.9 Perform corrective hair color service COS.8.9

**DEMONSTRATE
MORPHOLOGY AND**

- 9.1 Consult with client to determine nail service, including the identify of nail diseases and disorders COS.9.1

TREATMENT OF THE NAIL COS.9.0

9.2 Prepare client for selected nail service COS.9.2

9.3 Perform nail technology modalities and procedures COS.9.3

DEMONSTRATE MORPHOLOGY AND TREATMENT OF THE SKIN COS.10.0

10.1 Prepare and consult with client COS.10.1

10.2 Analyze skin for treatment COS.10.2

10.3 Recognize skin diseases and disorders COS.10.3

10.4 Perform selected facial service COS.10.4

10.5 Shape eyebrows COS.10.5

10.6 Apply makeup COS.10.6

10.7 Perform extraction technique COS.10.7

10.8 Perform skin modalities and treatments COS.10.8

10.9 Perform lash and eyebrow tinting COS.10.9

10.10 Apply artificial eyelashes COS.10.10

DEMONSTRATE PROFESSIONAL SKILLS COS.11.0

11.1 Comply with city, county, state, and federal regulations COS.11.1

11.2 Perform reception desk duties, including customer service and scheduling COS.11.2

11.3 Promote hair care by using and retailing professional products COS.11.3

11.4 Determine payment and provide change for payment of services COS.11.4

11.5 Create sales and tip records COS.11.5

11.6 Perform dispensary duties, including inventory control COS.11.6

11.7 Explain salon policies and resolve client conflicts with supervisors COS.11.7

11.8 Record information on client record card and maintain filing system COS.11.8

11.9 Complete task sheet for end of shift COS.11.9

DEMONSTRATE ORAL COMMUNICATION SKILLS COS.12.0

12.1 Use questioning techniques to obtain needed information for client consulting COS.12.1

12.2 Interpret oral and nonverbal communication of clients COS.12.2

12.3 Apply active listening skills during communications COS.12.3

12.4 Communicate using culturally sensitive language for a diverse clientele COS.12.4

12.5 Perform good customer relations and telephone etiquette COS.12.5

EXAMINE THE IMPORTANCE OF ENTREPRENEURSHIP COS.13.0

13.1 Identify factors that contribute to success of a salon, including personal traits COS.13.1

13.2 Compare and contrast advantages and disadvantages of sole proprietorships, partnerships, and corporations COS.13.2

13.3 Describe components of a business plan, including a floor plan COS.13.3

13.4 Identify laws, rules, and regulations of the Arizona State Board of Cosmetology for state compliance COS.13.4

13.5 Identify licensing, certification, and industry credentialing requirements in salon ownership COS.13.5

13.6 Identify business skills needed to operate a business COS.13.6

13.7 Perform knowledge of business finances COS.13.7

13.8 Analyze the relationship of customer service and customer satisfaction to the success of business COS.13.8

USE INFORMATION TECHNOLOGY TOOLS COS.14.0

14.1 Identify personal information management (PIM) applications to increase workplace efficiency COS.14.1

14.2 Apply computer software and applications to access, create, manage, integrate, and store information (e.g. word processing, spreadsheets, electronic calendar, email, and Internet access) COS.14.2

14.3 Demonstrate basic computer hardware skills COS.14.3

DEMONSTRATE MATHEMATICS KNOWLEDGE AND SKILLS COS.15.0

15.1 Identify math skills as they apply to cosmetology services COS.15.1

15.2 Draw, read, and report using graphs, charts, and tables COS.15.2

15.3 Measure time, temperature, distance, capacity, and mass/weight COS.15.3

15.4 Make, use, and convert weights and measures using both traditional and metric units COS.15.4

15.5 Organize and communicate results obtained by observations and experimentation COS.15.5

15.6 Differentiate between a digital clock and an analog clock COS.15.6

15.7 Convert to and from 12-hour time format and 24-hour format COS.15.7

15.8 Analyze and apply data and measurements to solve problems in the cosmetology environment COS.15.8

SOLVE PROBLEMS BY ANALYZING AND APPLYING DATA AND MEASUREMENTS COS.16.0

16.1 Develop scientific recommendations based on data COS.16.1

16.2 Identify science as it applies to decontamination and infection control COS.16.2

16.3 Identify chemistry as it applies to products used in the salon COS.16.3

16.4 Identify science as it applies to anatomy and physiology COS.16.4

16.5 Identify science as it applies to electricity and light therapy to perform appropriate treatment COS.16.5

16.6 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings COS.16.6

DEMONSTRATE LANGUAGE ARTS KNOWLEDGE AND SKILLS COS.17.0

17.1 Locate, comprehend, and evaluate oral and written information COS.17.1

17.2 Draft, revise, and edit written documents using correct grammar, punctuation, and vocabulary COS.17.2

17.3 Present information formally and informally for specific purposes and audiences in oral and written formats COS.17.3

17.4 Use cosmetology terminology as appropriate COS.17.4
