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ABSTRACT

This comprehensive and verified employer competency list was developed from a modified DACUM (Developing a Curriculum) process involving business, industry, labor, and community agency representatives from Ohio. This competency list contains 17 units (with or without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter the field of cosmetology. Within the outline are three levels of items: core (required, the basis for state vocational competency tests); advancing (needed to advance in an occupation); and futuring (needed to enter and remain in a given occupation 3 to 4 years from now). The units cover the following: (1) orientation; (2) dispensary operations; (3) sanitation; (4) scalp-care and hair-care treatments; (5) shaping hair; (6) styling hair; (7) permanent waving; (8) hair relaxing; (9) curl reformation for flat-cell and overly curly hair; (10) hair coloring; (11) hair lightening and toning; (12) manicuring and pedicuring; (13) facial treatments; (14) wig and hairpiece care; (15) reception duties; (16) salon management; and (17) employability skills. (KC)

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# O C A P

## OHIO'S COMPETENCY ANALYSIS PROFILE

### COSMETOLOGY

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#### Employer Verification Panel

Linda Beck-Dennis, *Mei-Regis Corp.-Lazarus*, Columbus, Ohio

Bonnie S. Define, *Mane Tamers Family Hair Design*, Canton, Ohio

Connie G. Emrich, *Village Hair Fashions*, Gibsonburg, Ohio

Reneé Feltner, *System Seven Tricounty*, Springdale, Ohio

Richard A. Garrison, *Hair Care Harmony*, Akron, Ohio

Lavaughn Gearhart, *Ohio State Board of Cosmetology*, Columbus, Ohio

Tammie S. Havenar, *Creative Hair Design*, Piqua, Ohio

Dawn Hilderbrandt, *Pro-Kut Hairstyling*, Beavercreek, Ohio

Emma J. Muse, *Past-Present-Future Hair Designs*, Columbus, Ohio

Elaine M. Reinhart, *Uhlman's Beauty Salon*, Tiffin, Ohio

Barbara Samulowitz, *Clairol Inc.*, Chicago, Illinois

Robert W. Schroeder, *J & Robert's Hair Fashion*, Richmond Heights, Ohio

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Career Education  
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# What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

## How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items are essential to entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in FY93). Advancing items (marked with one asterisk) are needed to advance in a given occupation. Futuring items (marked with two asterisks) are needed to enter and remain in a given occupation three to four years from now.

Districts may add as many units, subunits, competencies, and competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their courses of study and monitor competency gains via the new competency testing program.

The **Employability Skills** portion of this list was verified by the following employer panel:

Gary J. Corrigan, *Dana Corporation*, Ottawa Lake, Michigan  
David Crooks, *Bowling Green State University Union Food Service*, Bowling Green, Ohio  
Pat Doerman, *Farrow's Harley-Davidson*, Columbus, Ohio  
William Gockenbach, *Kaiser Aluminum*, Heath, Ohio  
Patsy Hathaway, *CBS Personnel Services, Inc.*, Dayton, Ohio  
Marlyn Harman, *Marlyn Harman & Associates*, Cleveland, Ohio  
Thomas R. Hyldahl, *Toledo Edison*, Toledo, Ohio  
Carol C. James, *Ohio Contractors Association*, Columbus, Ohio  
James Mack, *Chrysler Jeep Assembly*, Toledo, Ohio  
Rocky McCoy, *Ironton-Lawrence Co. Community Action Organization*, Ironton, Ohio  
James Needs, *Independent Crop Producer*, Upper Sandusky, Ohio  
Ronald Simmons, *Former GM Executive*, Warren Ohio

# Ohio Competency Analysis Profile Cosmetology

## Unit 1: Orientation

### Competency 1.0.1: Participate in orientation

#### *Competency Builders:*

- 1.0.1.1 Cooperate with Ohio State Board of Cosmetology and State Board inspectors
- 1.0.1.2 Identify and comply with regulations of Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) (e.g., Right-To-Know Law)
- 1.0.1.3 Identify liability concerns of cosmetologist and employer
- 1.0.1.4 Develop professionalism
- 1.0.1.5 Develop and maintain good personal hygiene and appearance

### Competency 1.0.2: Demonstrate emergency procedures

#### *Competency Builders:*

- 1.0.2.1 Explain exit procedures for all clients in event of fire or crisis situation
- 1.0.2.2 Identify emergency basic first-aid procedures according to American Red Cross standards

## Unit 2: Dispensary Operations

### Competency 2.0.1: Maintain clean, sanitized, and safe dispensary according to Ohio State Board of Cosmetology regulations

#### *Competency Builders:*

- 2.0.1.1 Clean and sanitize work areas
- 2.0.1.2 Label and organize work areas
- 2.0.1.3 Provide and maintain safe work environment
- 2.0.1.4 Provide and maintain safe client environment
- 2.0.1.5 Follow safe mixing and operating instructions
- 2.0.1.6 Identify fire extinguishment methods
- 2.0.1.7 Demonstrate operation of electrical devices
- 2.0.1.8 Handle and dispose of chemicals safely according to manufacturer's directions

### Competency 2.0.2: Maintain inventory

#### *Competency Builders:*

- 2.0.2.1 Order and receive supplies
- 2.0.2.2 Record and maintain inventory accurately
- 2.0.2.3 Store and rotate supplies

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### **Competency 2.0.3: Dispense supplies**

#### *Competency Builders:*

- 2.0.3.1 Prepare and dispense solutions made from concentrates according to manufacturer's directions
- 2.0.3.2 Dispense clean and sanitized applicators
- 2.0.3.3 Dispense paper and cotton products
- 2.0.3.4 Dispense cosmetics
- 2.0.3.5 Dispense clean and sanitized tools and supplies
- 2.0.3.6 Dispose of refuse according to manufacturer's directions and federal and state requirements
- 2.0.3.7 Conserve resources and energy
- 2.0.3.8 Handle broken glass
- 2.0.3.9 Handle cutting edges and razor blades safely
- 2.0.3.10 Practice preventive measures to prevent transfer of contagious diseases
- 2.0.3.11 Identify basic first-aid techniques

## **Unit 3: Sanitation**

### **Competency 3.0.1: Maintain clean and sanitized work areas**

#### *Competency Builders:*

- 3.0.1.1 Clean and sanitize shampoo sinks
- 3.0.1.2 Clean cabinets and countertops
- 3.0.1.3 Clean floors and walls
- 3.0.1.4 Clean upholstery
- 3.0.1.5 Clean dryers

### **Competency 3.0.2: Prepare sanitizers**

#### *Competency Builders:*

- 3.0.2.1 Mix wet sanitizing solutions
- 3.0.2.2 Prepare wet sanitizer
- 3.0.2.3 Prepare dry sanitizer

### **Competency 3.0.3: Perform sanitizing and disinfecting procedures**

#### *Competency Builders:*

- 3.0.3.1 Follow sanitary practices for all procedures
- 3.0.3.2 Clean and sanitize combs and brushes
- 3.0.3.3 Clean and sanitize metal implements
- 3.0.3.4 Clean and sanitize electrical equipment
- 3.0.3.5 Clean and sanitize nonmetallic supplies
- 3.0.3.6 Clean and sanitize capes and garments
- 3.0.3.7 Sanitize towels and linens
- 3.0.3.8 Store sanitized supplies

## Unit 4: Scalp-Care and Hair-Care Treatments

### Competency 4.0.1: Prepare client for scalp care and hair care

#### *Competency Builders:*

- 4.0.1.1 Consult client
- 4.0.1.2 Analyze scalp and hair
- 4.0.1.3 Identify scalp diseases and disorders
- 4.0.1.4 Recommend corrective measures for scalp diseases and disorders\*
- 4.0.1.5 Drape client
- 4.0.1.6 Brush hair

### Competency 4.0.2: Select and apply shampoo

#### *Competency Builders:*

- 4.0.2.1 Apply shampoo
- 4.0.2.2 Select and apply specialized shampoo (e.g., for oily scalp, dry scalp, pityriasis, other scale conditions)

### Competency 4.0.3: Select and apply hair treatment

#### *Competency Builders:*

- 4.0.3.1 Select and apply colorless rinse
- 4.0.3.2 Select and apply instant conditioner
- 4.0.3.3 Select and apply deep-penetrating conditioner

### Competency 4.0.4: Select and apply scalp-care treatment

#### *Competency Builders:*

- 4.0.4.1 Consult client
- 4.0.4.2 Analyze scalp
- 4.0.4.3 Give manual scalp manipulations
- 4.0.4.4 Select and apply dandruff treatment
- 4.0.4.5 Apply mechanical massage scalp treatment
- 4.0.4.6 Apply high-frequency scalp treatment
- 4.0.4.7 Apply light-therapy scalp treatment
- 4.0.4.8 Select and apply treatment for alopecia
- 4.0.4.9 Provide services for clients with medical problems\*
- 4.0.4.10 Provide scalp-care and hair-care services for clients with hair plugs, implants, and weaves\*

## Unit 5: Shaping Hair

### Competency 5.0.1: Prepare client for hair shaping

#### *Competency Builders:*

- 5.0.1.1 Consult client
- 5.0.1.2 Analyze hair for shaping
- 5.0.1.3 Analyze overall body structure

\* Advancing  
\*\* Futuring

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### **Competency 5.0.2: Identify haircutting implements and sectioning procedures following recommended safety procedures**

#### *Competency Builders:*

- 5.0.2.1 Follow safety precautions for shaping hair
- 5.0.2.2 Use scissors
- 5.0.2.3 Use thinning shear
- 5.0.2.4 Use razor
- 5.0.2.5 Use edger
- 5.0.2.6 Use clipper
- 5.0.2.7 Use haircutting implements
- 5.0.2.8 Demonstrate haircut sectioning

### **Competency 5.0.3: Give razor haircut**

#### *Competency Builders:*

- 5.0.3.1 Section hair for razor cut
- 5.0.3.2 Cut hair with razor
- 5.0.3.3 Thin hair with razor

### **Competency 5.0.4: Give scissor haircut**

#### *Competency Builders:*

- 5.0.4.1 Section hair for scissor cut
- 5.0.4.2 Blunt-cut hair with scissors
- 5.0.4.3 Shingle hair with scissors
- 5.0.4.4 Slither-cut hair with scissors
- 5.0.4.5 Thin hair with thinning shears

### **Competency 5.0.5: Trim hair with edger**

#### *Competency Builders:*

- 5.0.5.1 Outline hair design
- 5.0.5.2 Clean neckline safely

### **Competency 5.0.6: Give clipper haircut**

#### *Competency Builders:*

- 5.0.6.1 Clean neckline with clippers
- 5.0.6.2 Cut hair with clippers
- 5.0.6.3 Shingle hair with clippers

### **Competency 5.0.7: Perform specialized haircutting procedures**

#### *Competency Builders:*

- 5.0.7.1 Thin hair
- 5.0.7.2 Taper hair
- 5.0.7.3 Demonstrate basic haircut
- 5.0.7.4 Demonstrate trend haircuts\*

\* Advancing  
\*\* Futuring

## Unit 6: Styling Hair

### Competency 6.0.1: Prepare client for hairstyling

#### *Competency Builders:*

- 6.0.1.1 Consult client
- 6.0.1.2 Analyze hair type
- 6.0.1.3 Analyze overall body structure
- 6.0.1.4 Analyze facial structure
- 6.0.1.5 Select proper styling products

### Competency 6.0.2: Perform basic hairstyling techniques

#### *Competency Builders:*

- 6.0.2.1 Apply styling products
- 6.0.2.2 Shape wet hair into finger wave pattern
- 6.0.2.3 Style hair with pin curls
- 6.0.2.4 Style hair with rollers
- 6.0.2.5 Form a skip wave
- 6.0.2.6 Demonstrate braiding techniques\*

### Competency 6.0.3: Finish style combout

#### *Competency Builders:*

- 6.0.3.1 Perform basic style combout
- 6.0.3.2 Create artistic combout\*
- 6.0.3.3 Apply finishing product(s)

### Competency 6.0.4: Perform thermal styling techniques

#### *Competency Builders:*

- 6.0.4.1 Follow safety precautions
- 6.0.4.2 Apply styling product(s)
- 6.0.4.3 Style hair with blow-dryer tools/attachments (e.g., air waving)
- 6.0.4.4 Curl hair with curling iron
- 6.0.4.5 Demonstrate pressing and thermal waving

### Competency 6.0.5: Perform specialized styling techniques\*

#### *Competency Builders:*

- 6.0.5.1 Demonstrate weaving\*
- 6.0.5.2 Demonstrate bonding\*
- 6.0.5.3 Demonstrate braiding with attachment of extensions\*

## Unit 7: Permanent Waving

### Competency 7.0.1: Prepare client for permanent wave procedure

#### *Competency Builders:*

- 7.0.1.1 Consult client
- 7.0.1.2 Educate client in daily care of permanent-waved hair
- 7.0.1.3 Analyze hair and scalp for permanent wave
- 7.0.1.4 Complete release statement
- 7.0.1.5 Select appropriate permanent wave solution
- 7.0.1.6 Drape client for permanent wave
- 7.0.1.7 Demonstrate strand test

### Competency 7.0.2: Give permanent wave

#### *Competency Builders:*

- 7.0.2.1 Follow manufacturer's directions
- 7.0.2.2 Identify liability concerns for chemical applications
- 7.0.2.3 Follow safety precautions for permanent waving
- 7.0.2.4 Select and prepare equipment and supplies for permanent wave
- 7.0.2.5 Demonstrate application of end papers and tools
- 7.0.2.6 Demonstrate test curl pattern
- 7.0.2.7 Section and subsection hair for permanent waving
- 7.0.2.8 Apply protective cream
- 7.0.2.9 Demonstrate design or customized permanent wave wraps\*
- 7.0.2.10 Give standard permanent wave
- 7.0.2.11 Demonstrate proper rod maintenance
- 7.0.2.12 Complete client record
- 7.0.2.13 Demonstrate cleanup procedures

### Competency 7.0.3: Identify special problems associated with permanent waving

#### *Competency Builders:*

- 7.0.3.1 Analyze hair condition
- 7.0.3.2 Identify treatments for special problems associated with permanent waving
- 7.0.3.3 Select product and technique for treating permanent wave problems

## Unit 8: Hair Relaxing

### Competency 8.0.1: Prepare client for chemical hair-relaxing treatment

#### *Competency Builders:*

- 8.0.1.1 Consult client
- 8.0.1.2 Educate client in daily care of chemically relaxed hair
- 8.0.1.3 Analyze hair and scalp for chemical hair-relaxing treatment
- 8.0.1.4 Complete release statement
- 8.0.1.5 Select appropriate relaxer formula
- 8.0.1.6 Drape client for chemical relaxer

**Competency 8.0.2: Give chemical hair-relaxing treatment**

*Competency Builders:*

- 8.0.2.1 Follow manufacturer's directions
- 8.0.2.2 Identify liability concerns for chemical hair-relaxer applications
- 8.0.2.3 Follow safety precautions for chemical hair-relaxing
- 8.0.2.4 Identify characteristics of chemically relaxed hair
- 8.0.2.5 Prepare equipment and supplies for chemical hair-relaxing treatment
- 8.0.2.6 Apply protective cream
- 8.0.2.7 Apply chemical hair-relaxer
- 8.0.2.8 Give sodium hydroxide hair-relaxing treatment
- 8.0.2.9 Give ammonium thioglycolate hair-relaxing treatment
- 8.0.2.10 Complete client record
- 8.0.2.11 Demonstrate cleanup procedures

**Competency 8.0.3: Press hair**

*Competency Builders:*

- 8.0.3.1 Analyze hair and scalp condition
- 8.0.3.2 Complete release statement
- 8.0.3.3 Give soft-press treatment
- 8.0.3.4 Give hard-press treatment
- 8.0.3.5 Give heater method soft-press treatment
- 8.0.3.6 Give electric comb soft-press treatment
- 8.0.3.7 Complete client record

**Competency 8.0.4: Identify special problems associated with chemical hair-relaxing treatments**

*Competency Builders:*

- 8.0.4.1 Analyze hair condition
- 8.0.4.2 Identify and use specialized products for hair treated with chemical relaxers according to manufacturer's directions

**Unit 9: Curl Reformation for Flat-Cell and Overcurly Hair**

**Competency 9.0.1: Prepare client for curl reformation**

*Competency Builders:*

- 9.0.1.1 Consult client
- 9.0.1.2 Educate client in daily care after curl reformation treatment
- 9.0.1.3 Analyze scalp condition
- 9.0.1.4 Analyze texture, porosity, and elasticity of hair
- 9.0.1.5 Complete release statement
- 9.0.1.6 Select product strength and specific product according to manufacturer's directions
- 9.0.1.7 Complete client record

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### **Competency 9.0.2: Give curl reformation treatment**

#### *Competency Builders:*

- 9.0.2.1 Follow manufacturer's directions
- 9.0.2.2 Follow safety precautions for curl reformation procedures
- 9.0.2.3 Assemble equipment and supplies for curl reformation
- 9.0.2.4 Select rods for desired curl formation
- 9.0.2.5 Demonstrate test curl pattern
- 9.0.2.6 Give virgin curl reformation application
- 9.0.2.7 Give retouch curl reformation application
- 9.0.2.8 Complete client record
- 9.0.2.9 Demonstrate cleanup procedures

## **Unit 10: Hair Coloring**

### **Competency 10.0.1: Prepare client for hair color treatment**

#### *Competency Builders:*

- 10.0.1.1 Consult client
- 10.0.1.2 Educate client in daily care of colored hair
- 10.0.1.3 Identify liability concerns for hair color applications
- 10.0.1.4 Select and apply hair color predeposition test
- 10.0.1.5 Demonstrate use of color charts and swatches
- 10.0.1.6 Analyze hair and scalp for hair color treatment
- 10.0.1.7 Complete release statement
- 10.0.1.8 Follow safety precautions for hair coloring procedures
- 10.0.1.9 Drape client for specific hair color application
- 10.0.1.10 Select products and apply hair color strand test
- 10.0.1.11 Complete client record

### **Competency 10.0.2: Give temporary and semipermanent hair color treatment**

#### *Competency Builders:*

- 10.0.2.1 Follow manufacturer's directions
- 10.0.2.2 Select products and apply temporary hair color
- 10.0.2.3 Select products and apply semipermanent hair color formula
- 10.0.2.4 Complete client record
- 10.0.2.5 Demonstrate cleanup procedures

**Competency 10.0.3: Give permanent hair color treatment**

*Competency Builders:*

- 10.0.3.1 Follow manufacturer's directions
- 10.0.3.2 Section for hair coloring
- 10.0.3.3 Select products and apply aniline derivative (permanent oxidative) hair color treatment to virgin hair
- 10.0.3.4 Select products and apply hair color retouch treatment
- 10.0.3.5 Select products and apply color-shampoo treatment
- 10.0.3.6 Select products and apply special color-effect treatment\*
- 10.0.3.7 Select products and apply appropriate hair color treatment to hairpieces\*
- 10.0.3.8 Complete client record
- 10.0.3.9 Demonstrate cleanup procedures

**Competency 10.0.4: Give corrective hair color treatment**

*Competency Builders:*

- 10.0.4.1 Follow manufacturer's directions
- 10.0.4.2 Identify problems associated with hair coloring
- 10.0.4.3 Analyze hair condition
- 10.0.4.4 Demonstrate corrective hair treatments for color problems
- 10.0.4.5 Select products and apply color filler treatment
- 10.0.4.6 Select products and apply hair color removal treatment
- 10.0.4.7 Complete client record
- 10.0.4.8 Demonstrate cleanup procedures

## **Unit 11: Hair Lightening and Toning**

**Competency 11.0.1: Prepare client for hair lightening and toning**

*Competency Builders:*

- 11.0.1.1 Consult client
- 11.0.1.2 Select and apply products for predisposition test
- 11.0.1.3 Educate client in daily care and maintenance required for lightened hair
- 11.0.1.4 Demonstrate use of color charts and swatches
- 11.0.1.5 Analyze hair for hair-lightening treatment
- 11.0.1.6 Complete release statement
- 11.0.1.7 Drape client for specific hair-lightening application
- 11.0.1.8 Demonstrate preliminary strand test

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### **Competency 11.0.2: Give hair-lightening and toning treatments**

#### *Competency Builders:*

- 11.0.2.1 Follow manufacturer's directions
- 11.0.2.2 Demonstrate knowledge of hair-lightening products
- 11.0.2.3 Follow safety precautions for hair-lightening procedures
- 11.0.2.4 Section hair for hair lightening
- 11.0.2.5 Select products and apply hair lightener to virgin hair
- 11.0.2.6 Select products and apply hair lightener retouch
- 11.0.2.7 Select product and apply toning treatment
- 11.0.2.8 Complete client record
- 11.0.2.9 Demonstrate cleanup procedures

### **Competency 11.0.3: Demonstrate specialized lightening effects**

#### *Competency Builders:*

- 11.0.3.1 Consult client
- 11.0.3.2 Educate client in daily care after specialized lightening treatment
- 11.0.3.3 Complete release statement
- 11.0.3.4 Follow manufacturer's directions
- 11.0.3.5 Perform frosting procedure
- 11.0.3.6 Perform tipping procedure
- 11.0.3.7 Perform weaving procedure
- 11.0.3.8 Perform hair-streaking procedure
- 11.0.3.9 Perform foil-weaving procedure
- 11.0.3.10 Complete client record
- 11.0.3.11 Demonstrate cleanup procedures

## **Unit 12: Manicuring and Pedicuring**

### **Competency 12.0.1: Prepare client for manicure or pedicure**

#### *Competency Builders:*

- 12.0.1.1 Consult client
- 12.0.1.2 Inform and advise client of nail technician services
- 12.0.1.3 Analyze nail disorders and diseases
- 12.0.1.4 Analyze nail and cuticle condition
- 12.0.1.5 Analyze nail shapes
- 12.0.1.6 Follow safety and sanitary precautions

**Competency 12.0.2: Give manicures**

*Competency Builders:*

- 12.0.2.1 Follow safety and sanitary precautions
- 12.0.2.2 Give plain manicure
- 12.0.2.3 Give hot-oil manicure
- 12.0.2.4 Give electric manicure\*
- 12.0.2.5 Give hand and arm massage
- 12.0.2.6 Give hand and arm bleach
- 12.0.2.7 Repair broken or split nails
- 12.0.2.8 Apply liquid polish
- 12.0.2.9 Give polish change
- 12.0.2.10 Educate client in daily care of hands and nails
- 12.0.2.11 Dispose of nail care products according to manufacturer's directions and federal and state regulations\*\*

**Competency 12.0.3: Apply artificial nails**

*Competency Builders:*

- 12.0.3.1 Complete release statement
- 12.0.3.2 Follow safety and sanitary precautions
- 12.0.3.3 Educate client in daily care of artificial nails
- 12.0.3.4 Identify problems with artificial nails
- 12.0.3.5 Apply nail tips
- 12.0.3.6 Apply acrylic nails
- 12.0.3.7 Apply sculptured (brush-on) nails
- 12.0.3.8 Complete client record

**Competency 12.0.4: Demonstrate nail art\***

*Competency Builders:*

- 12.0.4.1 Apply jewelry\*
- 12.0.4.2 Apply foiling\*
- 12.0.4.3 Apply glittering\*
- 12.0.4.4 Demonstrate air-brush techniques\*

**Competency 12.0.5: Give pedicure**

*Competency Builders:*

- 12.0.5.1 Follow safety and sanitary precautions
- 12.0.5.2 Give plain pedicure
- 12.0.5.3 Give foot and leg massage
- 12.0.5.4 Educate client in daily care of feet and nails

\* Advancing  
\*\* Futuring

## Unit 13: Facial Treatments

### Competency 13.0.1: Prepare client for facial treatment

#### *Competency Builders:*

- 13.0.1.1 Consult client
- 13.0.1.2 Educate client in daily skin care
- 13.0.1.3 Complete release statement
- 13.0.1.4 Drape patron for facial treatment
- 13.0.1.5 Analyze skin, skin problems, and skin disorders
- 13.0.1.6 Follow sanitary precautions
- 13.0.1.7 Recommend corrective measures for skin disorders
- 13.0.1.8 Complete client record

### Competency 13.0.2: Give manual facial

#### *Competency Builders:*

- 13.0.2.1 Select and apply appropriate facial products
- 13.0.2.2 Demonstrate manual facial
- 13.0.2.3 Demonstrate pack treatment
- 13.0.2.4 Demonstrate mask treatment
- 13.0.2.5 Demonstrate product removal
- 13.0.2.6 Complete client record

### Competency 13.0.3: Apply electrical facial treatments\*

#### *Competency Builders:*

- 13.0.3.1 Demonstrate knowledge of electrical systems used on face\*
- 13.0.3.2 Give high-frequency facial treatment\*
- 13.0.3.3 Apply light-therapy facial treatment\*

### Competency 13.0.4: Remove superfluous hair

#### *Competency Builders:*

- 13.0.4.1 Follow safety and sanitary precautions
- 13.0.4.2 Arch eyebrows with tweezers
- 13.0.4.3 Remove superfluous hair with wax epilator\*
- 13.0.4.4 Remove superfluous hair with chemical depilatory\*

### Competency 13.0.5: Apply makeup

#### *Competency Builders:*

- 13.0.5.1 Consult client
- 13.0.5.2 Follow safety and sanitary precautions
- 13.0.5.3 Select products and apply daytime makeup
- 13.0.5.4 Select products and apply evening makeup
- 13.0.5.5 Select products and apply corrective makeup
- 13.0.5.6 Select products and apply artificial eyelashes\*

## Unit 14: Wig and Hairpiece Care

### Competency 14.0.1: Consult client\*

#### *Competency Builders:*

- 14.0.1.1 Analyze human and synthetic hairpieces\*
- 14.0.1.2 Identify client needs and advise client\*
- 14.0.1.3 Measure and order wig or hairpiece\*
- 14.0.1.4 Instruct client in care of wig or hairpiece\*
- 14.0.1.5 Complete client record\*

### Competency 14.0.2: Care for wig or hairpiece

#### *Competency Builders:*

- 14.0.2.1 Follow safety and sanitary precautions
- 14.0.2.2 Clean wig or hairpiece
- 14.0.2.3 Condition wig or hairpiece
- 14.0.2.4 Store wig or hairpiece
- 14.0.2.5 Cut wig or hairpiece
- 14.0.2.6 Repair or alter wig or hairpiece\*
- 14.0.2.7 Style wig or hairpiece
- 14.0.2.8 Place wig or hairpiece on client
- 14.0.2.9 Demonstrate scalp treatment methods for client with hairpiece or attachments
- 14.0.2.10 Complete client record

## Unit 15: Reception Duties

### Competency 15.0.1: Communicate with clients

#### *Competency Builders:*

- 15.0.1.1 Demonstrate telephone etiquette
- 15.0.1.2 Converse with clients
- 15.0.1.3 Schedule and confirm appointments
- 15.0.1.4 Demonstrate suggestive selling

### Competency 15.0.2: Process client payments

#### *Competency Builders:*

- 15.0.2.1 Calculate charges, including tax and gratuity
- 15.0.2.2 Operate computer\*
- 15.0.2.3 Perform basic keyboarding skills\*
- 15.0.2.4 Operate cash register
- 15.0.2.5 Process credit card and check transactions
- 15.0.2.6 Make change
- 15.0.2.7 Close out cash drawer each day
- 15.0.2.8 Maintain and file records

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### **Competency 15.0.3: Maintain sales area**

#### *Competency Builders:*

- 15.0.3.1 Display and maintain retail items
- 15.0.3.2 Clean and maintain waiting area

## **Unit 16: Salon Management**

### **Competency 16.0.1: Comply with regulations of Ohio State Board of Cosmetology and other federal, state, or local agencies**

#### *Competency Builders:*

- 16.0.1.1 Demonstrate knowledge of state cosmetology regulations
- 16.0.1.2 Maintain federal, state, and local tax records\*
- 16.0.1.3 Demonstrate knowledge of workers' compensation policies, insurance, and other benefits

### **Competency 16.0.2: Manage salon operations**

#### *Competency Builders:*

- 16.0.2.1 Demonstrate conflict resolution and problem solving
- 16.0.2.2 Supervise staff\*
- 16.0.2.3 Handle client concerns
- 16.0.2.4 Apply marketing strategies
- 16.0.2.5 Identify liability responsibilities
- 16.0.2.6 Manage inventory
- 16.0.2.7 Monitor salon sanitation
- 16.0.2.8 Monitor equipment condition
- 16.0.2.9 Perform routine safety inspections
- 16.0.2.10 Maintain equipment

### **Competency 16.0.3: Maintain professionalism**

#### *Competency Builders:*

- 16.0.3.1 Acquire and maintain state license to practice cosmetology
- 16.0.3.2 Affiliate with professional organizations
- 16.0.3.3 Attend and participate in continuing education activities
- 16.0.3.4 Provide staff with ongoing training in current trends\*
- 16.0.3.5 Identify career options and opportunities for advancement

**Competency 16.0.4: Establish a salon\***

*Competency Builders:*

- 16.0.4.1 Research location\*
- 16.0.4.2 Design floor plan\*
- 16.0.4.3 Secure contract services (e.g., carpenter, plumber, electrician)\*
- 16.0.4.4 Establish financial resources\*
- 16.0.4.5 Negotiate lease\*
- 16.0.4.6 Identify accounting and legal needs (e.g., bank, credit rating)
- 16.0.4.7 Obtain licenses and comply with codes
- 16.0.4.8 Develop marketing strategies
- 16.0.4.9 Identify staff needs
- 16.0.4.10 Interview and hire staff

**Unit 17: Employability Skills**

**Subunit 17.1: Career Development**

**Competency 17.1.1: Investigate career options**

*Competency Builders:*

- 17.1.1.1 Determine interests and aptitudes
- 17.1.1.2 Identify career options
- 17.1.1.3 Research occupations matching interests and aptitudes
- 17.1.1.4 Select career(s) that best match(es) interests and aptitudes
- 17.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
- 17.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
- 17.1.1.7 Develop a career plan

**Competency 17.1.2: Analyze potential barriers to employment**

*Competency Builders:*

- 17.1.2.1 Identify common barriers to employment
- 17.1.2.2 Describe strategies to overcome employment barriers

**Unit 17: Employability Skills**

**Subunit 17.2: Decision Making and Problem Solving**

**Competency 17.2.1: Apply decision-making techniques in the workplace**

*Competency Builders:*

- 17.2.1.1 Identify the decision to be made
- 17.2.1.2 Compare alternatives
- 17.2.1.3 Determine consequences of each alternative
- 17.2.1.4 Make decisions based on values and goals
- 17.2.1.5 Evaluate the decision made

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### **Competency 17.2.2: Apply problem-solving techniques in the workplace**

#### *Competency Builders:*

- 17.2.2.1 Diagnose the problem and its causes
- 17.2.2.2 Identify alternatives and their consequences in relation to the problem
- 17.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
- 17.2.2.4 Utilize resources to explore possible solutions to the problem
- 17.2.2.5 Compare and contrast the advantages and disadvantages of each solution
- 17.2.2.6 Determine appropriate action
- 17.2.2.7 Evaluate results

## **Unit 17: Employability Skills**

### **Subunit 17.3: Work Ethic**

#### **Competency 17.3.1: Evaluate the relationship of self-esteem to work ethic**

##### *Competency Builders:*

- 17.3.1.1 Identify special characteristics and abilities in self and others
- 17.3.1.2 Identify internal and external factors that affect self-esteem

#### **Competency 17.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace**

##### *Competency Builders:*

- 17.3.2.1 Distinguish between values and goals
- 17.3.2.2 Determine the importance of values and goals
- 17.3.2.3 Evaluate how values affect goals
- 17.3.2.4 Identify short-term and long-term goals
- 17.3.2.5 Prioritize personal goals
- 17.3.2.6 Describe how personal values are reflected in work ethic
- 17.3.2.7 Describe how interactions in the workplace affect personal work ethic
- 17.3.2.8 Examine how life changes affect personal work ethic

#### **Competency 17.3.3: Demonstrate work ethic**

##### *Competency Builders:*

- 17.3.3.1 Examine factors that influence work ethic
- 17.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

## **Unit 17: Employability Skills**

### **Subunit 17.4: Job-Seeking Skills**

#### **Competency 17.4.1: Prepare for employment**

##### *Competency Builders:*

- 17.4.1.1 Identify traditional and nontraditional employment sources
- 17.4.1.2 Utilize employment sources
- 17.4.1.3 Research job opportunities, including nontraditional careers
- 17.4.1.4 Interpret equal employment opportunity laws
- 17.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
- 17.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

#### **Competency 17.4.2: Design a résumé**

##### *Competency Builders:*

- 17.4.2.1 Identify personal strengths and weaknesses
- 17.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
- 17.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
- 17.4.2.4 Complete résumé using various formats
- 17.4.2.5 Secure references

#### **Competency 17.4.3: Complete and process job application forms**

##### *Competency Builders:*

- 17.4.3.1 Explain the importance of an application form
- 17.4.3.2 Identify ways to obtain job application forms
- 17.4.3.3 Describe methods for handling illegal questions on job application forms
- 17.4.3.4 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
- 17.4.3.5 Return application to proper person, request interview, and follow up

#### **Competency 17.4.4: Demonstrate interviewing skills**

##### *Competency Builders:*

- 17.4.4.1 Investigate interview environment and procedures
- 17.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
- 17.4.4.3 Demonstrate question and answer techniques
- 17.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

#### **Competency 17.4.5: Secure employment**

##### *Competency Builders:*

- 17.4.5.1 Identify present and future employment opportunities within an occupation/organization
- 17.4.5.2 Research the organization/company
- 17.4.5.3 Use follow-up techniques to enhance employment potential
- 17.4.5.4 Compare and evaluate job offers

## **Unit 17: Employability Skills**

### **Subunit 17.5: Job Retention Skills**

**Competency 17.5.1: Analyze the organizational structure of the workplace**

*Competency Builders:*

- 17.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
- 17.5.1.2 Be aware of and obey all company policies and procedures
- 17.5.1.3 Examine the role/relationship between employee and employer
- 17.5.1.4 Recognize opportunities for advancement and reasons for termination

**Competency 17.5.2: Maintain positive relations with others**

*Competency Builders:*

- 17.5.2.1 Exhibit appropriate work habits and attitude
- 17.5.2.2 Identify behaviors to establish successful working relationships
- 17.5.2.3 Cooperate and compromise through teamwork and group participation
- 17.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

## **Unit 17: Employability Skills**

### **Subunit 17.6: Job Advancement**

**Competency 17.6.1: Analyze opportunities for personal and career growth**

*Competency Builders:*

- 17.6.1.1 Determine opportunities within an occupation/organization
- 17.6.1.2 Compare and contrast other opportunities
- 17.6.1.3 List benefits of job advancement
- 17.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

**Competency 17.6.2: Exhibit characteristics needed for advancement**

*Competency Builders:*

- 17.6.2.1 Display a positive attitude
- 17.6.2.2 Demonstrate knowledge of a position
- 17.6.2.3 Perform quality work
- 17.6.2.4 Adapt to changing situations and technology
- 17.6.2.5 Demonstrate capability for different positions
- 17.6.2.6 Participate in continuing education/training programs
- 17.6.2.7 Respect, accept, and work with ALL individuals in the workplace

## **Unit 17: Employability Skills**

### **Subunit 17.7: Technology in the Workplace**

#### **Competency 17.7.1: Assess the impact of technology in the workplace**

##### *Competency Builders:*

- 17.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
- 17.7.1.2 Investigate the use of technology in the workplace
- 17.7.1.3 Analyze how present skills can be applied to learning new technologies

#### **Competency 17.7.2: Use a variety of technological applications**

##### *Competency Builders:*

- 17.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
- 17.7.2.2 Use technology to accomplish assigned tasks
- 17.7.2.3 Create solutions to problems using technical means

## **Unit 17: Employability Skills**

### **Subunit 17.8: Lifelong Learning**

#### **Competency 17.8.1: Apply lifelong learning to individual situations**

##### *Competency Builders:*

- 17.8.1.1 Define lifelong learning
- 17.8.1.2 Identify factors that cause the need for lifelong learning

#### **Competency 17.8.2: Adapt to change**

##### *Competency Builders:*

- 17.8.2.1 Analyze the effects of change
- 17.8.2.2 Identify reasons why goals change
- 17.8.2.3 Describe the importance of flexibility when reevaluating goals
- 17.8.2.4 Evaluate the need for continuing education/training

## **Unit 17: Employability Skills**

### **Subunit 17.9: Economic Education**

#### **Competency 17.9.1: Analyze global enterprise system**

##### *Competency Builders:*

- 17.9.1.1 Identify characteristics of various enterprise systems
- 17.9.1.2 Examine the relationship between competition, risk, and profit
- 17.9.1.3 Illustrate how supply and demand influence price

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### **Competency 17.9.2: Evaluate personal money management**

#### *Competency Builders:*

- 17.9.2.1 Describe the need for personal management records
- 17.9.2.2 Identify methods of taxation
- 17.9.2.3 Analyze how credit affects financial security
- 17.9.2.4 Compare types and methods of investments
- 17.9.2.5 Prepare a personal budget
- 17.9.2.6 Be an informed and responsible consumer
- 17.9.2.7 Analyze the effects of advertising on the consumer

## **Unit 17: Employability Skills**

### **Subunit 17.10: Balancing Work and Family**

#### **Competency 17.10.1: Analyze the effects of family on work**

##### *Competency Builders:*

- 17.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
- 17.10.1.2 Identify present and future family structures and responsibilities
- 17.10.1.3 Describe personal and family roles
- 17.10.1.4 Analyze concerns of working parent(s)
- 17.10.1.5 Examine how family responsibilities can conflict with work
- 17.10.1.6 Resolve family-related conflicts
- 17.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

#### **Competency 17.10.2: Analyze the effects of work on family**

##### *Competency Builders:*

- 17.10.2.1 Identify responsibilities associated with paid and nonpaid work
- 17.10.2.2 Compare the advantages and disadvantages of multiple incomes
- 17.10.2.3 Explain how work can conflict with family responsibilities
- 17.10.2.4 Explain how work-related stress can affect families
- 17.10.2.5 Identify family support systems and resources

## **Unit 17: Employability Skills**

### **Subunit 17.11: Citizenship in the Workplace**

#### **Competency 17.11.1: Exercise the rights and responsibilities of citizenship in the workplace**

##### *Competency Builders:*

- 17.11.1.1 Identify the basic rights and responsibilities of citizenship
- 17.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

**Competency 17.11.2: Cooperate with others in the workplace**

*Competency Builders:*

- 17.11.2.1 Identify situations in which compromise is necessary
- 17.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
- 17.11.2.3 Demonstrate initiative to facilitate cooperation
- 17.11.2.4 Give and receive constructive criticism to enhance cooperation

**Unit 17: Employability Skills**

**Subunit 17.12: Leadership**

**Competency 17.12.1: Evaluate leadership styles appropriate for the workplace**

*Competency Builders:*

- 17.12.1.1 Identify characteristics of effective leaders
- 17.12.1.2 Compare leadership styles
- 17.12.1.3 Demonstrate effective delegation skills
- 17.12.1.4 Identify opportunities to lead in the workplace

**Competency 17.12.2: Demonstrate effective teamwork skills**

*Competency Builders:*

- 17.12.2.1 Identify the responsibilities of a valuable group member
- 17.12.2.2 Exhibit open-mindedness
- 17.12.2.3 Identify methods of involving each member of a team
- 17.12.2.4 Contribute to the efficiency and success of a group
- 17.12.2.5 Determine ways to motivate others

**Competency 17.12.3: Utilize effective communication skills**

*Competency Builders:*

- 17.12.3.1 Identify the importance of listening
- 17.12.3.2 Demonstrate assertive communication
- 17.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
- 17.12.3.4 Analyze written material
- 17.12.3.5 Prepare written material
- 17.12.3.6 Give and receive feedback
- 17.12.3.7 Articulate thoughts
- 17.12.3.8 Use appropriate language

**Unit 17: Employability Skills**

**Subunit 17.13: Entrepreneurship**

**Competency 17.13.1: Evaluate the role of small business in the economy**

*Competency Builders:*

- 17.13.1.1 Identify the benefits of small business to a community
- 17.13.1.2 Analyze opportunities for small business in a community

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### **Competency 17.13.2: Examine considerations of starting a business**

#### *Competency Builders:*

- 17.13.2.1 Research a business idea
- 17.13.2.2 Compare various ways to become a small business owner
- 17.13.2.3 Investigate factors to consider in financing a new business
- 17.13.2.4 Evaluate entrepreneurship as a career option

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**Vocational Instructional Materials Laboratory**

The Ohio State University  
1900 Kenny Road  
Columbus, Ohio 43210-1090