



## Colorado CTE Course – Scope and Sequence

<b>Course Name</b>	<b>Nail Technology Advanced</b>		<b>Course Details</b>	Credit = 1.0 (Each course in this pathway is recommended at 150 contact hours to meet the licensure requirements for DORA)  Prerequisite: Nail Technology- Intermediate II  CTE Credential: CTE Personal Care Services		
			<b>Course = 0.50 Carnegie Unit Credit</b>			
<b>Course Description</b>	The fourth level of the nail technology program concludes with the student gaining practical working knowledge and applying theory in laws, rules and regulations; advanced manicures and pedicures; application of artificial nails; management, ethics, interpersonal skills, and sales; advanced disinfection, sanitation, and safety. Student that complete all levels of the Nail Technician Program will be eligible for the Colorado Board for Barber and Cosmetology State licensure exam for Nail Technicians.					
<b>Note:</b>	This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all essential knowledge and skills are covered.					
SCED Identification #	19105	Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, field trips, remediation, or other content topics.				
All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at <a href="https://www.cde.state.co.us/standardsandinstruction/essentialskills">https://www.cde.state.co.us/standardsandinstruction/essentialskills</a>						
Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment	Competency / Performance Indicator	Outcome / Measurement	CTSO Integration	
<b>Career Development</b>		Develop an education and career plan aligned with personal goals.  Integrate multiple sources of career information from diverse formats to make informed career decisions, solve problems, and	Explore and engage in career development activities. Student is expected to: (A) investigate employment opportunities, including entrepreneurship and salon ownership/management;(B) evaluate data or outcome	Research and summarize in a clear and coherent informational artifact (e.g., brochure, poster, fact sheet, narrative, or presentation) all state laws and licensing procedures in the cosmetology field, including but not limited to the	Student ICAP	

		<p>manage personal career plans.</p>	<p>of a broad range of personal care services; and (C) understand career pathways and training and licensing requirements for cosmetology professionals in Colorado.</p>	<p>cosmetologist license, specialist licenses, salon license, instructor license, and cosmetology school license.</p> <p>Develop a personal graduation plan that includes steps to transition into postsecondary or into a salon or other cosmetology service. Explain the process for submission of licensure application to DORA Office of Cosmetology and Barbering and the detailed steps it will take to prepare and pass certification and become a licensed cosmetologist in Colorado.</p> <p>Search for resumes of professional nail technicians or other special nail-cosmetology licensed professionals from websites of institutions, organizations, or professional networks. Discuss what is typically included in the resumes of professionals, compare and contrast several examples, and create a personal resume modeled after elements identified in the search.</p>	
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				Explore the job market, research potential employers, write a cover letter for the specific career focus that is the best match for your skills for success, and organize your portfolio for employment. Practice the interview process using the employment portfolio.	
<p><b>Safety, Sanitation, and Efficient Work Practices (These standards may be embedded into the individual practice areas or covered as a stand-alone unit)</b></p>	<p>Understand and apply safety, sanitation, and efficient work practices for cosmetology professionals.</p> <p>Demonstrate health and safety procedures, regulations, and personal health practices and determine the meaning of symbols, key terms, and domain-specific words and phrases as related to the Beauty Industry workplace environment.</p> <p>Use health and safety practices for storing, cleaning, and maintaining tools, equipment, and supplies.</p>	<p>Careers in cosmetology include all aspects of sterilization and sanitation procedures and personal care services, including hair care, nail care, and skin care. Students will be expected to develop an understanding of the technical knowledge and skills needed for success in the personal care services industry including:</p> <p>(A) Demonstrate the development of procedures of a safe and healthy work environment;</p> <p>(B) Demonstrate safe handling and use of disinfectant products and tools;</p> <p>(C) Explain and/ or demonstrate providing all services in a safe environment, taking</p>	<p>Identify personal and jobsite safety hazards and demonstrate practices for safe and healthy work environments. Accurately read, interpret, and demonstrate adherence to safety rules, including but not limited to rules pertaining to Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) guidelines, and state and national code requirements. Be able to distinguish between rules and explain why certain rules apply.</p> <p>Define and differentiate possible emergencies and emergency procedures. Create a disaster and/or emergency response plan</p>		

			<p>measures to prevent the spread of infections and contagious disease;  (D) List the various types and classifications of bacteria;  (E) Describe how bacteria grow and reproduce;  (F) Describe the relationship of bacteria to the spread of disease;  (G) Define common diseases and disorders encountered by cosmetology professionals and provide brief overview of their pathology;  (H) Explain and understand the importance of decontamination; and  (I) Explain the difference between sanitation, disinfection, and sterilization.</p>	<p>including real-life examples describing principles and practices of infection control and blood-borne pathogens as it applies to EPA, OSHA and Safety Data Sheets (SDS). Identify decontamination procedures to ensure the safety of the client and/or peers in the classroom and laboratory. Apply work-emergency teamwork procedures and social skills in following the rules for professional ethics and demonstrate a cultural awareness of hygiene and socialized differences by using active listening skills.</p> <p>Demonstrate proper set-up and operation of equipment and utilization of materials by mixing chemicals in appropriate proportions according to manufacturer's instructions. Clean and maintain implements by using appropriately mixed chemicals and following the procedures for decontamination of tools. Identify appropriate chemicals and perform disinfecting procedures.</p>	
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				<p>Describe, observe, identify, and analyze the functions, structures, and diseases, and disorders of hair, skin and nails. Demonstrate and communicate to the client the proper care of hair, skin, and nails through cleanliness, nutrition, and healthful living. Evaluate and demonstrate proper draping, shampooing and conditioning, and rinsing as it applies to safety or diagnosis of clients.</p> <p>Compile, practice, and critique procedures for maintaining a safe and sanitary environment for clients present in a cosmetology facility. Cite information for the Occupational Safety and Health Administration (OSHA) to identify precautionary guidelines to prevent illness, communicable diseases and injuries. Incorporate safety procedures and complete a safety test with 100 percent accuracy; include exam in course portfolio.</p>	
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<p><b>Personal and Employability Skills for Client Services</b></p>		<p>Demonstrate effective oral and written communication skills with diverse individuals, including coworkers, management, and customers.</p> <p>Understand and apply knowledge of business and employability skills required of cosmetology professionals.</p> <p>Acquire and accurately use beauty industry terminology and protocols at the career and college readiness level for communicating effectively in oral, written, and multimedia formats.</p>	<p>The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:</p> <p>(A) demonstrate professionalism in how to dress appropriately, speak politely, and conduct oneself in a manner appropriate for the profession and work site;</p> <p>(B) employ the ability to be trustworthy by complying with an ethical course of action;</p> <p>(C) use conflict-management skills to avoid potential or perceived conflict;</p> <p>(D) demonstrate effective oral and written communication skills with diverse individuals, including coworkers, management, and customers;</p> <p>(E) develop skill in handling multiple tasks simultaneously such as prioritizing tasks, managing workflow under pressure, and completing work-related activities in a timely manner;</p>	<p>SkillsUSA Career Essentials may be used as an assessment for these standards.</p> <p>Write an informational guide for new cosmetology employees including the following topics. Cite your evidence and explain how these topics impact each other.</p> <ol style="list-style-type: none"> <li>Importance and characteristics of professionalism</li> <li>Developing relationships with clients and how to do so professionally</li> <li>Forms of compensation</li> <li>Effective ways to build a client base</li> <li>Selling products and services</li> </ol>	<p>SkillsUSA Leadership Contests</p> <p>SkillsUSA 4 Pillars</p> <p>SkillsUSA Career Essentials</p>
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			(F) exercise personal ownership over the quantity and quality of individual performance and team assignment; and (G) employ leadership skills within a classroom or community setting to maintain positive relationships.		
<b>Client Services</b>		<p>Demonstrate knowledge of practical cosmetology nail industry skills such as nail enhancements, manicures, pedicures and other nail care and beauty services.</p> <p>Understand and apply tools and techniques for basic cosmetology services related to nail care and beauty.</p>	<p>The student demonstrates an understanding in the use of tools, equipment, technologies, and materials used in cosmetology by nail technicians. The student is expected to:</p> <p>(A) employ safe and effective use of tools to enhance client services; (B) use ergonomically designed equipment to promote professional efficiency; (C) use available technology sources effective in a professional salon setting; and (D) apply universal precautions in disposal of hazardous materials. The student applies the academic knowledge and practical skills to simulated and actual work situations. The student is expected to:</p>	<p>Understand and exhibit the techniques used in nail care.</p> <ol style="list-style-type: none"> <li>a. Understand and apply the techniques used in manicuring nails.</li> <li>b. Understand and demonstrate the techniques used in pedicuring nails.</li> <li>c. Demonstrate the techniques used in electric filing of nails.</li> <li>d. Understand and apply the techniques used in nail tips, wraps, and no-light gels.</li> <li>e. Understand and demonstrate the techniques used in acrylic (methacrylate) nail enhancements.</li> </ol>	<p>SkillsUSA Contests: Nail Care</p>

			<p>(A) apply client consultation skills to guide individuals in recognizing concerns and making informed decisions;          (B) document client satisfaction, procedures, and products to facilitate ease of consultation in future appointments;          (C) locate and compare vendors to maximize benefits for personal care clients, businesses, or organizations;          (D) perform basic nail care services, including pedicure and manicure;          (E) demonstrate techniques used in common nail enhancements;          (F) understand and apply techniques used in UV gels;          (G) understand and demonstrate techniques used in the creativity of nail art; and          (H) perform manicure, acrylic nail application, acrylic /natural nail overlay service application as required for the state practical exam.</p>	<p>f. Understand and apply the techniques used in UV gels.          g. Understand and demonstrate the techniques used in the creativity of nail art.</p>	
<p><b>Laws, Rules, and Regulations (This section may be taught in any of the</b></p>		<p>Understand the laws, rules, and regulations established by Colorado State Statute and the Colorado</p>	<p>The student demonstrates knowledge of rules and regulations established by the Colorado Department</p>	<p>Research and summarize in a clear and coherent narrative the legislative and electoral processes of state</p>	



<p><b>courses in the pathway sequence.)</b></p>		<p>Department of Regulatory Agencies pertaining to cosmetology professions. Practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions when possible, consistent with applicable laws, regulations, and organizational norms.</p>	<p>of Regulatory Agencies (DORA) Office of Barber and Cosmetology. The student is expected to:</p> <ul style="list-style-type: none"> <li>(A) apply health and safety policies and procedures;</li> <li>(B) recognize risks and potentially hazardous situations in compliance with the state rules and regulations;</li> <li>(C) comply with all applicable rules, laws, and regulations;</li> <li>(D) navigate the DORA website for exam eligibility, exam procedures, and other information related to licensing;</li> <li>(E) identify licensure and renewal requirements of the licensee or licensed cosmetology establishment or school; and</li> <li>(F) explain the importance of personal integrity, confidentiality, and ethical behavior in the workplace.</li> </ul>	<p>governments as it relates to cosmetology actions using public documents, textbooks, or government websites. Identify your role as well as the role of public agencies in supporting elected officials to meet goals and objectives, and in endorsing approved legislation or participating in the public rule-making process.</p> <p>Gather research and analyze information from the Colorado Department of Regulatory Agencies (DORA) Office of Barber and Cosmetology Licensure. Generate a visual representation (e.g., chart, diagram, brochure, etc.) to illustrate important connections to the following:</p> <ul style="list-style-type: none"> <li>a. Sanitation, disinfection, and safety laws: cleaning and disinfecting of implements and equipment, cleaning and disinfecting work environment, and sanitary procedures and pathogens</li> <li>b. Licensing, certification, and industry credentialing requirements</li> </ul>	
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				<p>c. Legal responsibilities, behaviors, and practices/procedures (ethical vs. unethical, legal vs. illegal)</p> <p>Assemble a list of professional and governing organizations that provide professional development for cosmetologists in Colorado. In a written narrative, describe the benefits of ongoing professional development including the state requirements in Colorado for cosmetology and barbering professions.</p>	
<p><b>Salon Business Concepts</b></p>		<p>Investigate concepts in ownership and entrepreneurial enterprise for salon businesses.</p>	<p>Student understands basic business operations and environments for beauty industry salons. Student is expected to:</p> <p>(A) describe key components of the cosmetology business startup process and the entrepreneur environment;</p> <p>(B) evaluate the role of entrepreneurship in the U.S. economy, and differentiate between sole proprietorship, partnership,</p>	<p>Conduct a research project on salon ownership and management of finances. Identify the responsibilities, functions, and processes and create a visual representation (e.g., presentation, poster, brochure, etc.) that incorporates the following components:</p> <p>a. Describe the responsibilities, functions, and processes of salon ownership and management of finances.</p>	

			<p>limited liability company (LLC), and corporations;  (C) explain the purpose of a business plan, and list the four major parts typically included  (business description, management plan, marketing plan, and financial plan); and  (D) explore ways that salons create positive business environments.</p>	<p>b. Explain the concerns for salon environment (i.e., location, design, and atmosphere) and how the concerns impact the functions and processes.  c. Research the correlation between salon layout and effective salon management of employees.  d. Create a budget for a salon owner, include all essential factors.</p> <p>Work in a team to identify local area businesses and other entities that provide cosmetology services. Conduct phone or face-to-face interviews with a business to find out the specific services offered, fee structure, location(s) and hours, contact information and other information people seeking such services might require. As a class, compile a referral guide to nail services in your area. Cosmetology services might include but are not limited to:</p> <ol style="list-style-type: none"> <li>a. Manicure</li> <li>b. Pedicure</li> <li>c. Dip Service</li> <li>d. Acrylic and Gel Services</li> </ol>	
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				<ul style="list-style-type: none"> <li>e. Polish Service</li> <li>f. Nail art</li> <li>g. Waxing</li> </ul>	
<b>State Board Preparation</b>		<p>Understand and apply practical skills and knowledge in preparation for State Board licensure for cosmetology professions.</p>	<p>Students practice State Board Examination including practical and written portions. Student is expected to:</p> <ul style="list-style-type: none"> <li>(A) identify where to obtain the examination information required for State licensure;</li> <li>(B) understand the testing requirements for the practical and written portions of the exam;</li> <li>(C) understand the supply and equipment requirements needed for the practical examination;</li> <li>(D) understand the Content outline for the practical and written exam portions; and</li> <li>(E) demonstrate proficiency with tasks and knowledge required for State licensure.</li> </ul>	<p>Summarize in a written, oral, or digital presentation (i.e. use of portfolio) exhibiting a thorough understanding of the following Cosmetology Theoretical topics:</p> <ul style="list-style-type: none"> <li>a. Sanitation, disinfection, and safety</li> <li>b. Client Consultation and Professional Conduct</li> <li>c. Nail Structure</li> <li>d. Basic Manicure and Pedicure</li> <li>e. Artificial Nail Enhancements</li> <li>f. Hair Removal by Waxing-Advanced Service</li> </ul> <p>Write an essay that evaluates all factual information for sanitation and licensing as it relates to the cosmetology laws to prepare for the Colorado Rules and Regulations portion of the certification exam.</p> <p>Perform and practice the requirements related to the practical portion of the Colorado Nail Technician</p>	

				licensure exam following the state mandated time: a. Pre-exam set up and disinfection b. Acrylic nail application c. Acrylic nail overlay d. Nail tip application e. Safety criteria/disposal f. Manicure service g. End of exam disinfection	