



**TECH PREP PROGRAM**  
**Cosmetology/Cosmetologist**  
**CIP 12.0401**

| <b>100</b> | <b>BACTERIOLOGY, DISINFECTION AND SANITATION</b>   | <b>PO # task</b> | <b>Hours</b> |
|------------|--|------------------|--------------|
| 101        | Define the classifications and reproduction of bacteria and viruses. Level 2   | 31               | 5            |
| 102        | Define and compare the differences between sanitation, disinfection and sterilization. Level 1   | 34               | 4            |
| 103        | Perform infection control procedures for various salon tools and services. Level 1   | 35               | 1            |
| 104        | Administer universal precautions. Level 2  |                  | 0.5          |
| 130        | Implement wet and dry sanitizing procedures. Level 1   | 34               | 0.5          |
| 131        | Identify sanitary regulations. Level 1   | 42               | 1            |
| 132        | Sanitize towels ,smocks, and capes. Level 1  | 35               | 0.5          |
| 133        | Demonstrate the blood spill procedure. Level 1   | 36               | 1            |
| 134        | Sanitize and clean a pedicure spa. Level 2   | 37               | 2.5          |
| 135        | Administer minor first aid. Level 1  | 25               | 1            |
| 136        | Identify and use fire extinguisher equipment. Level 1  | 2                | 2            |
| 137        | Practice emergency evacuation. Level 1   | 24               | 1            |
|            |  |                  |              |
| <b>200</b> | <b>PROFESSIONAL ATTITUDE</b>   |                  |              |
| 201        | Prepare and maintain client documentation following a successful client consultation. Level 2  | 77               | 1            |
| 202        | Identify and demonstrate professional ethics. Level 3  |                  | 2            |
| 203        | Demonstrate effective communication skills, to include listening, speaking and writing in order to communicate with customers. Level 2 | 76               | 2            |
|            |  |                  |              |
| <b>300</b> | <b>BUSINESS PRACTICES</b>  |                  |              |
| 301        | Develop an effective management plan. Level 3  |                  | 2            |
| 302        | Develop personal financial plan. Level 3   |                  | 2            |

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| 303        | Identify, interpret and follow safety regulations, including Material Safety Data Sheet and Occupational Safety and Health Administration. Level 3 |       | 2   |
| 330        | Organize and maintain a reception area. Level 2  | 72    | 1   |
| 331        | Incorporate basic skills to practical clinic practices. Level 2  | 70    | 2   |
| 332        | Research employment trends. Level 3  | 91    | 2   |
| 333        | Develop resume. Level 3  | 93    | 3   |
| 334        | Fill out employment application. Level 1   | 94    | 1   |
|            |  |       |     |
| <b>400</b> | <b>PENNSYLVANIA COSMETOLOGY LAW</b>  |       |     |
| 401        | Demonstrate an understanding of the Cosmetology Laws, Rules and Regulations. Level 1   | 42,45 | 2.5 |
| 431        | Identify requirements for professional licenses. Level 1   | 40    | 2.5 |
| 432        | Define state board terminology. Level 1  | 41    | 5   |
|            |  |       |     |
| <b>500</b> | <b>HISTOLOGY</b>   |       |     |
| 501        | Identify the structure and composition of the integumentary system. Level 2  | 270   | 2   |
| 502        | Identify the structure and composition of the nail. Level 1  | 349   | 5   |
| 503        | Identify the structure and composition of the skeletal system. Level 3   | 264   | 5   |
| 504        | Identify the structure and composition of the muscular system. Level 3   | 266   | 5   |
| 505        | Identify the structure and composition of the nervous system. Level 3  | 268   | 5   |
| 506        | Identify the structure and composition of the circulatory system. Level 3  | 272   | 2   |
| 531        | Identify and locate bones of the arms, hands, and feet. Level 3  | 261   | 10  |
| 532        | Identify and locate muscles of the arms, hands, and feet. Level 3  | 262   | 10  |
| 533        | Identify and locate nerves of the arms, hands, and feet. Level 3   | 263   | 10  |
| 534        | Identify and locate the facial and cranial bones. Level 3  | 265   | 10  |
| 535        | Identify and locate facial and cranial muscles. Level 3  | 267   | 10  |
| 536        | Identify and locate facial and cranial nerves. Level 3   | 269   | 10  |
|            |  |       |     |
| <b>600</b> | <b>TRICHOLOGY</b>  |       |     |
| 601        | Identify the structure and composition of the hair. Level 1  | 102   | 10  |
| 602        | Identify diseases and disorders of the hair and scalp. Level 1   | 104   | 10  |
| 603        | Analyze the characteristics of a client's hair and scalp. Level 1  | 105   | 5   |

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| 631         | Define the composition and growth of hair. Level 1   | 103      | 5  |
| <b>700</b>  | <b>CHEMISTRY</b>   |          |    |
| 701         | List the five elements of the hair. Level 1  | 220      | 2  |
| 702         | Measure effects of PH pertaining to hair and skin. Level 1   | 221      | 4  |
| 703         | Differentiate between the physical and chemical changes involved in various hair services. Level 2 | 222      | 2  |
| 704         | Access chemical reaction as they relate to various services. Level 3                               | 223      | 2  |
| 705         | Demonstrate knowledge of chemistry pertaining to products used for hair, skin and nails. Level 2   | 224      | 18 |
| <b>800</b>  | <b>PHYSIOLOGY</b>  |          |    |
| 801         | Identify the functions of the integumentary system. Level 2  | 270      | 2  |
| 802         | Identify the functions of the nail. Level 1  | 349      | 5  |
| 803         | Identify body structures and systems. Level 3  | 271      | 2  |
| 804         | List the function of the skeletal system. Level 3  | 264      | 5  |
| 805         | List the function of the muscular system. Level 3  | 266      | 5  |
| 806         | List the function of the nervous system. Level 3   | 268      | 5  |
| 807         | List the function of the circulatory system. Level 2   | 272      | 2  |
| <b>900</b>  | <b>COSMETIC DERMATOLOGY</b>  |          |    |
| 901         | Identify the diseases and disorders of the skin. Level 1   | 274, 275 | 10 |
| 902         | Perform a skin analysis on a client. Level 2   | 307      | 4  |
| <b>1000</b> | <b>ELECTRICITY</b>   |          |    |
| 1001        | Define the principles of electricity. Level 1  | 435      | 4  |
| 1002        | Review the safety measures related to electricity. Level 1   | 436      | 4  |
| 1003        | Explain the types, uses and benefits of light therapy. Level 3                                     | 437      | 4  |
| <b>1100</b> | <b>SHAMPOO AND CONDITIONING</b>  |          |    |
| 1101        | Demonstrate draping for all hair services. Level 1   | 125      | 2  |
| 1102        | Determine a product based on individual client needs. Level 1                                      | 126      | 6  |
| 1103        | Perform various shampoo and conditioning treatments on a client. Level 1                           | 113      | 6  |

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| 1130        | Shampoo the hair. Level 1  | 127                 | 3  |
| 1132        | Condition and finish the hair. Level 1                           | 128                 | 3  |
|             |  |                     |    |
| <b>1200</b> | <b>HAIR SHAPING</b>  |                     |    |
| 1201        | Demonstrate proper handling of hair cutting tools. Level 1       | 168                 | 4  |
| 1202        | Demonstrate various haircutting techniques with shears. Level 1  | 168                 | 3  |
| 1203        | Demonstrate various haircutting techniques with a razor. Level 3 | 174                 | 10 |
| 1204        | Demonstrate various clipper cutting techniques. Level 2          | 181                 | 10 |
| 1205        | Perform various texturizing techniques. Level 3                  | 179                 | 5  |
| 1206        | Demonstrate facial, ear and neck hair removal. Level 2           | 177                 | 5  |
| 1230        | Design a zero degree one length haircut. Level 1                 | 169                 | 5  |
| 1231        | Design a 135 degree long layered haircut. Level 1                | 170                 | 10 |
| 1232        | Design a 90 degree uniform layered haircut. Level 1              | 171                 | 10 |
| 1233        | Design a 45 degree graduated haircut. Level 2                    | 172                 | 10 |
| 1234        | Design a tapered neckline. Level 3                               | 173                 | 5  |
| 1235        | Identify and use thinning shears. Level 2                        | 175                 | 5  |
| 1236        | Identify and use clippers. Level 2                               | 176                 | 10 |
| 1237        | Design a haircut with a weight line. Level 3                     | 178                 | 10 |
| 1238        | Use clippers to create a design in a haircut. Level 3            | 183                 | 10 |
|             |  |                     |    |
| <b>1300</b> | <b>HAIR STYLING/FINGERWAVING</b>                                 |                     |    |
| 1301        | Perform fingerwave techniques. Level 2                           | 153,154             | 8  |
| 1302        | Identify hairstyling implements and equipment. Level 1           | 138                 | 2  |
| 1303        | Select a hairstyle to compliment the client's features. Level 3  | 444                 | 10 |
| 1304        | Perform roller setting and comb-out techniques. Level 1          | 147                 | 5  |
| 1305        | Perform pincurl setting and comb-out techniques. Level 1         | 149                 | 5  |
| 1306        | Perform braiding techniques. Level 1                             | invisible braid 142 | 4  |
| 1307        | Demonstrate the use of a marcel iron. Level 1                    | 145                 | 5  |
| 1308        | Demonstrate blow drying techniques. Level 1                      | 143                 | 5  |
| 1330        | Design a two-strand twist. Level 1                               | 139                 | 3  |
| 1331        | Design a fishtail braid. Level 1                                 | 140                 | 3  |
| 1332        | Design a visible braid. Level 1                                  | 141                 | 4  |
| 1333        | Style hair with hot rollers. Level 1                             | 146                 | 5  |
| 1334        | Wrap the hair. Level 1   | 150                 | 5  |

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| 1335        | Demonstrate four different finished comb outs. Level 2                 | 152 | 10 |
| 1336        | Demonstrate ten different up-swept styles. Level 2                     | 155 | 10 |
| 1337        | Cornrow the hair. Level 2  | 156 | 4  |
| 1338        | Freeze curl the hair. Level 3  | 157 | 4  |
| 1339        | Accessorize the hair. Level 3  | 158 | 5  |
| 1340        | Demonstrate pack, French lacing and directional teasing. Level 3       | 162 | 5  |
|             |  |     |    |
| <b>1400</b> | <b>CHEMICAL TEXTURIZING</b>  |     |    |
| 1401        | Select appropriate products for chemically straightening hair. Level 3 |     | 10 |
| 1402        | Demonstrate various chemical relaxing services. Level 2                |     | 10 |
| 1403        | Demonstrate a soft curl permanent wave service. Level 3                |     | 20 |
| 1430        | Demonstrate a virgin relaxer process. Level 1                          | 247 | 10 |
| 1431        | Demonstrate a retouch relaxer process. Level 2                         | 248 | 5  |
| 1432        | Neutralize and condition the hair. Level 2                             | 249 | 5  |
|             |  |     |    |
| <b>1500</b> | <b>PERMANENT WAVING</b>  |     |    |
| 1501        | Demonstrate various wrapping techniques. Level 1                       | 227 | 10 |
| 1502        | Select the appropriate solution according to client's needs. Level 2   | 232 | 10 |
| 1530        | Section the hair. Level 1  | 225 | 5  |
| 1531        | Demonstrate three types of end wrap techniques. Level 1                | 226 | 5  |
| 1532        | Give a partial perm. Level 2   | 234 | 5  |
| 1533        | Give a stack perm. Level 3   | 235 | 10 |
| 1534        | Give a ponytail perm. Level 2  | 236 | 10 |
| 1535        | Give a directional perm. Level 2                                       | 237 | 10 |
| 1536        | Give a spiral perm. Level 2  | 238 | 10 |
| 1537        | Give a piggy back perm. Level 3  | 239 | 20 |
| 1538        | Give a root perm. Level 2  |     | 5  |
|             |  |     |    |
| <b>1600</b> | <b>HAIRCOLORING</b>  |     |    |
| 1601        | Perform and evaluate a predisposition test. Level 1                    | 194 | 2  |
| 1602        | Perform and evaluate a strand test. Level 1                            | 198 | 4  |
| 1603        | Perform a temporary haircolor service. Level 1                         | 191 | 5  |
| 1604        | Perform a semi-permanent/demi-permanent haircolor service. Level 1     | 196 | 10 |
| 1605        | Perform a permanent haircolor service. Level 1                         | 192 | 10 |

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| 1606        | Perform a hair lightener and toner application. Level 2                           | 206     | 5  |
| 1607        | Demonstrate techniques for creating special effects. Level 3                      | 213     | 15 |
| 1608        | Demonstrate corrective color techniques. Level 3                                  | 212     | 15 |
| 1609        | Formulate color as it relates to the law of color. Level 3                        | 195     | 10 |
| 1630        | Apply translucent hair products. Level 1  | 192     | 5  |
| 1631        | Apply a virgin tint to lighten hair. Level 2                                      | 200     | 6  |
| 1632        | Apply a retouch tint. Level 1   | 201     | 4  |
| 1633        | Decolorize hair using a virgin application process. Level 2                       | 203     | 10 |
| 1634        | Apply a lightener retouch. Level 2  | 204     | 7  |
| 1635        | Create low lights application. Level 2  | 207     | 5  |
| 1636        | Lighten hair using a cap process. Level 2   | 208     | 5  |
| 1637        | Lighten hair using a foil process. Level 3  | 209     | 10 |
| 1638        | Apply a tint back. Level 2  | 210     | 12 |
|             |   |         |    |
| <b>1700</b> | <b>HAIR STRAIGHTENING</b>   |         |    |
| 1701        | Demonstrate hair pressing techniques showing soft, medium and hard press. Level 1 | 151     | 20 |
|             |   |         |    |
| <b>1800</b> | <b>SKIN CARE</b>  |         |    |
| 1801        | Drape client for basic skin care service. Level 1                                 | 325     | 12 |
| 1802        | Select a product based on individual client needs. Level 2                        | 308     | 10 |
| 1803        | Perform a basic facial on a client. Level 1                                       | 334     | 13 |
| 1804        | Identify skin care implements and equipment. Level 1                              | 324     | 15 |
| 1830        | Identify types and uses of masks or packs. Level 3                                | 280     | 15 |
| 1831        | Massage the facial area. Level 2  | 329     | 10 |
|             |   |         |    |
| <b>1900</b> | <b>NAIL TECHNOLOGY</b>  |         |    |
| 1901        | Prepare a manicure table. Level 1   | 347     | 2  |
| 1902        | Identify nail care implements and equipment. Level 1                              | 348     | 2  |
| 1903        | Perform a basic manicure on a client. Level 1                                     | 363     | 5  |
| 1904        | Perform massage treatments on the hands and feet. Level 2                         | 332,327 | 10 |
| 1905        | Perform various specialty manicures. Level 3                                      | 369,373 | 8  |
| 1906        | Demonstrate knowledge of an artificial nail service. Level 1                      | 386     | 4  |
| 1907        | Demonstrate knowledge of pedicure procedures. Level 1                             | 374     | 2  |

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|-------------|---|----------|----|
| 1908        | Identify nail diseases and disorders. Level 2                             | 351, 352 | 12 |
| 1930        | Differentiate between the shapes of the nail. Level 1                     | 350      | 5  |
| 1931        | Demonstrate a full nail polish application. Level 1                       | 364      | 3  |
| 1932        | Demonstrate a hairline tip polish application. Level 1                    | 365      | 3  |
| 1933        | Demonstrate a free edge polish application. Level 1                       | 366      | 3  |
| 1934        | Demonstrate a lunula polish application. Level 1                          | 367      | 3  |
| 1935        | Demonstrate a french manicure polish application. Level 1                 | 368      | 3  |
| 1936        | Perform a spa manicure. Level 2   | 376      | 7  |
| 1937        | Differentiate uses for silk, linen, and fiberglass. Level 2               | 378      | 5  |
| 1938        | Apply nail tips. Level 1  | 379      | 5  |
| 1939        | Strengthen nails using gel and light. Level 2                             | 380      | 6  |
| 1940        | Sculpture nails using forms, monomers, and polymers. Level 3              | 383      | 20 |
| 1941        | Apply various overlay tips. Level 1                                       | 388      | 7  |
| 1942        | Apply two tone acrylic to nails. Level 2                                  | 389      | 5  |
| 1943        | Perform a hand mask. Level 1  | 393      | 5  |
| 1944        | Give a paraffin treatment. Level 1  | 394      | 5  |
| 1945        | Create free hand designs. Level 2   | 400      | 5  |
| 1946        | Perform a spa pedicure. Level 3   |          | 15 |
|             |   |          |    |
| <b>2000</b> | <b>TEMPORARY HAIR REMOVAL</b>   |          |    |
| 2001        | Identify multiple methods of temporary hair removal. Level 1              | 341      | 2  |
| 2002        | Demonstrate multiple methods of temporary hair removal. Level 2           |          | 6  |
| 2030        | Remove superfluous hair with tweezers. Level 1                            | 342      | 5  |
| 2031        | Remove superfluous hair with wax. Level 2                                 | 343      | 8  |
| 2032        | Remove superfluous hair with depilatories. Level 3                        | 344      | 8  |
|             |   |          |    |
| <b>2100</b> | <b>SCALP TREATMENT</b>  |          |    |
| 2101        | Perform a basic scalp treatment on a client. Level 1                      | 322,326  | 10 |
| 2102        | Explain the use of electrical equipment during a scalp treatment. Level 3 | 323      | 2  |
|             |   |          |    |
| <b>2200</b> | <b>CARE OF ALL HAIR TYPES AND TEXTURES</b>                                |          |    |
| 2201        | Select and apply styling products according to client's needs. Level 3    | 126      | 3  |
| 2202        | Identify uses of specialty hairstyling equipment. Level 1                 | 415      | 4  |

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| 2203        | Identify implements, equipment and products used with synthetic and human hair. Level 2 | 416      | 4   |
| 2204        | Compare and contrast synthetic and human hair services. Level 2                         |          | 2   |
| 2205        | Perform application and styling services on wigs, hair pieces and extensions. Level 3   |          | 34  |
|             |   |          |     |
| <b>2300</b> | <b>MAKE UP</b>  |          |     |
| 2301        | Apply basic daytime make-up on a client. Level 1  | 293      | 8   |
| 2302        | Apply basic evening make-up on a client. Level 1  | 295      | 8   |
| 2303        | Demonstrate corrective make-up techniques according to clients needs. Level 3           | 300      | 8   |
| 2304        | Demonstrate knowledge of false eyelashes. Level 2                                       | 298, 299 | 4   |
| 2330        | Perform eye tabbing. Level 2  | 299      | 3   |
| 2331        | Apply strip lashes. Level 2   | 298      | 3   |
| 2332        | Design and apply high fashion make-up (Avant Garde). Level 3                            | 296      | 10  |
| 2333        | Apply theatrical make-up. Level 3   | 297      | 10  |
|             |   |          |     |
| <b>3000</b> | <b>APPLIED MATHEMATICS</b>  |          |     |
| 3001        | Interpret angles by degrees. Level 2  | 443      | 2.5 |
| 3002        | Formulate colors using the shade selection process. Level 2                             | 445      | 2.5 |
| 3003        | Calculate earning using percentages and salaries. Level 2                               | 447      | 4   |
| 3004        | Simulate a purchase plan for salon products. Level 3                                    | 448      | 5   |
| 3005        | Prepare and dispense solutions from concentrates. Level 1                               | 442      | 5   |
|             |   |          |     |
| <b>3100</b> | <b>STATE BOARD AND NOCTI PREPARATION</b>  |          |     |
| 3101        | Make application. Level 3   | 48       | 2   |
| 3102        | Label and pack supplies. Level 3  | 49       | 5   |
| 3103        | Practice NOCTI procedure for manicuring. Level 3  | 50       | 7   |
| 3104        | Practice NOCTI procedure for styling. Level 3   | 52       | 7   |
| 3105        | Practice NOCTI procedure for cutting. Level 3   | 53       | 7   |
| 3106        | Practice NOCTI procedure for permanent. Level 3   | 54       | 7   |
| 3107        | Practice NOCTI procedure for chemical relaxing. Level 3                                 | 55       | 7   |
| 3108        | Practice NOCTI procedure for haircoloring. Level 3                                      | 56       | 3   |
| 3109        | Practice NOCTI procedure for infection control and safety. Level 3                      | 58       | 5   |



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| 3110   | Practice NOCTI procedure for polish application and removal. Level 3 | 59 | 5    |
| 3111   | Participate in NOCTI practical and theory exam. Level 3              | 57 | 11   |
| red - 1st year; blue - second year; green - third year |  |    | 1250 |